

Project Officer Role Specification

Shared Future is a Social Enterprise established over 12 years ago. We are one of the UK's leaders in democratic innovation, and we are passionate about the work we do. We have been at the forefront of the development of new forms of democracy in the UK with a particular focus on participatory budgeting and citizens' juries.

We are committed to creating a fairer and more sustainable world by helping people to explore, debate and influence issues of public policy, in ways that make a genuinely positive difference in local communities and in wider society. Shared Future is led by 3 operational directors, supported by a communications lead, 3 non-executive directors and a pool of committed and experienced associates. We are now looking to expand our team further.

About the role

- Hours of work: 3 days per week (flexible)
- Salary: Up to £25,000 per annum pro rata
- Duration: 6 months (with the possibility of an extension if circumstances allow)
- Location: Flexible (but ideally in the North West of England).

We pride ourselves in our work on designing, leading and managing processes that help citizens to take a meaningful role in the design of policies and services. Over the past three years we have been at the forefront of the surge in interest in democratic processes that address the climate emergency, leading a series of Citizens Juries and Assemblies both face to face and online. We continue to experiment with their design in an attempt to realise the full potential of such processes.

To help us in our work we are looking for a Project Officer to help us with the management of a number of our projects over the next six months (with the possibility of an extension beyond this) with a particular focus on project management, logistics and building relationships (liaison) with those participating in our deliberative processes.

People are at the heart of our work, as is a belief that often when you bring communities together amazing things can happen. The successful candidate must share this belief in people and feel excited about working closely with a wonderful diversity of citizens.

Key responsibilities

1. Providing logistical and administrative support to our ongoing projects, including current and future citizens assemblies and juries.
2. Working with team members (directors and associates) to research, improve and build project management systems that ensure project tasks are successfully completed.
3. Developing and building relationships with citizens (e.g. jury members) and supporting them in their participation.
4. Managing information sharing with citizens assembly/jury members. Including the compiling of information produced throughout a process and sharing resources, information and plans with citizens and team members.
5. Manage information sharing with other key project stakeholders, including the compiling and sharing of information and liaison with commentators (i.e. outside experts), commissioners, oversight panel members and others.
6. Representing the project at relevant meetings and events.
7. Attending and inputting into regular project planning meetings.

Person specification

Essential

1. Self motivated, organised, proactive, and willing to learn and share skills.
2. Able to work virtually, on a flexible basis, with your own workstation / computer/ internet.
3. Excellent grasp of ICT, including word processing, spreadsheets, online calendars and other collaborative technology.
4. Available 3 days a week, on a flexible basis, for the next 6 months.
5. Excellent time management skills.
6. The ability to manage relationships and to communicate with confidence and empathy.

Desirable

1. A demonstrable commitment to democratic inclusion and increasing diversity in public engagement.
2. A demonstrable commitment towards tackling the climate emergency.
3. Previous experience in a similar role, preferably within an ethical business/social enterprise/not for profit.
4. Experience of developing systems for collaborative project management within smaller organisations.
5. Based in the North West of England.

What we can offer the right candidate

- The opportunity to make a real impact on the challenge of Climate Change, democratic inclusion and social justice.
- The opportunity to participate in and learn about our citizen's juries/assemblies, participatory democracy projects and other work.
- The opportunity to work flexibly with a small dedicated team of professionals in a dynamic organisation.
- Contacts, networking opportunities and job satisfaction.
- Potential to extend your work with us beyond the initial contract term.

We believe that people from certain backgrounds are under-represented in organisations such as our own. We wish to address this in line with our values and commitment to equal opportunities we particularly welcome applications from Black, Asian and minority ethnic people, people who identify as LGBTQIA, disabled people, and people who identify as working class now or in the past.

If you think you have these qualities and you would like to help us we would love to hear from you!

How to Apply

Please send a CV and no more than 2 sides of A4 answering this simple question..... ***“Why do you think you are suitable for the role?”***

Email it to: jayne.mcfadyen@sharedfuturecic.org.uk

Deadline for applications

You need to send us your initial response by July 25th 2021.

We aim to interview shortlisted candidates on July 30th 2021

From those shortlisted we will conduct interviews over ZOOM, as well as asking to see examples of your work and suitable references.

Here are some links to our work and the topics that matter to us:

- <https://sharedfuturecic.org.uk/glasgow-youth-led-climate-crisis-legislative-theatre/>
- <https://www.leedsclimate.org.uk/leeds-climate-change-citizens-jury>
- <http://www.lancaster.gov.uk/sites/climate-emergency/lancaster-district-people-s-jury>
- <https://sharedfuturecic.org.uk/online-webinars-about-participatory-budgeting-and-young-people>
- <https://sharedfuturecic.org.uk/build-back-better-participation-in-public-budgets-tackles-two-pandemics>