

City Hub Lead

Leeds Love It Share It

Thank you for your interest!

We are living in a time of emergency. It is a time of unprecedented crises and challenges - but it is also a time of hope. Leeds has declared a climate emergency, and we are beginning to see changes - but not fast enough, not bold enough, not deep enough.

To address this, we need to organise, join forces and put forward a plan that works not only for the climate, but for people and communities. That's why Leeds Love It Share It is looking to grow a team of people who are committed to tackling the climate emergency through big and bold community-led action with climate justice at its heart - people who can connect, support, guide and mobilise individuals and communities across the city.

We are recruiting a **City Hub Lead** to join our existing team and work with us in developing our 'City-wide movement building' work, as part of an exciting, city-wide project funded by the National Lottery's Climate Action Fund, called Climate Action Leeds.

In this Application Pack you will find:

- Background information to the project, including to Climate Action Leeds, Our Future Leeds, and Leeds Love It Share It
- Job description
- Person specification

How to apply

To apply for this position, please complete and return the **Application Form** by **midnight on Thursday 11th November**. Please use the application form to show how you meet the criteria listed in the Person Specification detailed below.

Applications should be returned to simon.moore@ourfutureleeds.org and saved either as a **.doc** or **.pdf** file.

Interviews

Interviews will be held online on the platform Zoom and will take place on Wednesday 24 November 2021. The application process may also involve second-stage interviews.

Candidates shortlisted for Zoom interviews will be informed by email.

Please note that we would like the successful applicant to start on 4 January 2022.

If you would like to have an informal discussion about this post, or have any additional questions, please contact irenaB@baumanlyons.uk

Yours faithfully,

Irena Bauman

Director of Leeds Love It Share It

Background information

About Climate Action Leeds

This post is part of a £2.5 million climate action programme in Leeds funded by the [National Lottery Climate Action Fund](#). This work is being taken forward by a partnership made up of Voluntary Action Leeds, Our Future Leeds, Leeds Love It Share It, Together for Peace and Leeds Tidal. The overall aim of this work is to create a zero carbon, nature friendly, socially just Leeds by the 2030s. The project is funded for five years, starting in October 2020. Our aim is that further funding will be secured. (Read the press release [here](#).)

The programme has five 'work packages' that are working together over the five years of the fund:

- **Project management** (Work Package 1): [Voluntary Action Leeds](#) provides organisational and management support to the whole programme.
- **City-wide movement building** (Work Package 2): [Leeds Love it Share it CIC](#) / [Our Future Leeds](#) leads programme development and strategic direction. This includes:
 - facilitating city-wide stakeholder dialogue,
 - developing a City Plan and a central Climate Action Hub,
 - hosting Programme Assemblies and large public events, and
 - providing a programme of training to be used in the community hubs.
- **Community hubs** (Work Package 3): [Together for Peace](#) are developing and coordinating the network of community hubs and associated action plans through in-depth community engagement in different neighbourhoods in Leeds. The community hubs will work closely with the Leeds city centre hub.
- **Sector movement building** (Work Package 4): [Leeds Tidal](#) provide campaign support and sector-specific support and skills across issues such as housing, transport and food. Tidal directly support the community and central hubs, alongside an overarching involvement in climate justice.
- **Learning and evaluation** (Work Package 5): CAG consultants are leading on learning and evaluation across the whole programme.

A key aspect for all post-holders employed on the programme is integrated working and communication within - and between - the work packages. Therefore, post-holders are expected to understand and support each other's work in order to take forward a broader City Plan; help facilitate assemblies, events and training; ensure programme plans are joined up; and guarantee learning is shared and celebrated to inspire others.

Equitable recruitment

We are committed to implementing a climate justice perspective at all levels of our

work, whether local, city-wide, national or global. This means continuing to learn about how our working culture, communication and behaviours make possible (or limit) our ability to enact change centred around our values of equality and social justice. It also means acknowledging and responding to the problems and limitations that a lack of organisational diversity amongst our team presents for ensuring a socially just, liveable and sustainable city for all. As such, we greatly encourage - and hope to receive - applications from people from communities with perspectives informed by a diversity of lived experience (whether relating to race, gender, disability, class or other identities). Successful candidates will be selected purely on the basis of how well they fit the person specification, as judged by their application materials and their interview performance. Where two or more candidates are judged to be of equal merit, priority may be given to a candidate less well represented in our organisation.

[About Our Future Leeds](#)

[Our Future Leeds](#) was started by a group of people who came together to call on Leeds City Council to declare a climate emergency. We are committed to delivering a people-powered response which matches up to the scale and pace of the emergency. We are a flat, people-led organisation that connects, supports and empowers communities, groups and individuals to take effective, meaningful action. Our goal is to create a sustainable, liveable, safe and socially just Leeds by 2030. We commit to a decade of action to play our part in averting climate breakdown and delivering transformative changes in a way that is people-powered, socially just, and improves people's lives.

While we actively work towards zero-carbon, we are acutely aware that if solutions do not connect with other social issues, we will fall into a cycle of reproducing harm and inequality, which is inconsistent with the sustainable future we want to bring about. Climate justice goes beyond emissions targets, and recognises climate change as a social justice issue.

Our Future Leeds has three core activity areas:

- A City Plan that works, and works for everyone
- A people-led cornerstone for Leeds' climate & social justice movement
- A home for the movement in every community - a network of hubs

Because Our Future Leeds is a citizen-led, unincorporated organisation, the Leeds-based community interest company Leeds Love It Share It is acting as administrative host, and will be the employer for this post.

[About Leeds Love It Share It](#)

[Leeds Love It Share It](#) (LLISI) is a registered Community Interest Company established in 2008. Since then, it has operated as an open source forum for ideas, debate and action in Leeds. It aims to create new scenarios and visions for how Leeds

could be in the future and to identify the skills and ideas it will need to deal with the challenges ahead.

Leeds Love It Share It was set up when a number of people got together in recognition that Leeds is at an important crossroads and that we need urgent policy debate on how key issues will affect Leeds' future, such as climate change and energy use, land use and planning, participation and community empowerment. We believe that the city needs to prepare for the future challenges in each of these areas and that there is a need to galvanise debate and action. The group continues to conduct programmes of education and research that support the citizens of Leeds, local organisations and policy makers to promote understanding as well as design and implement solutions to sustainability and climate change.

Job description

- **Job title:** City Hub Lead
- **FTE / Hours per week:** 0.2 FTE / 1 day / 7.4 hours per week
- **Salary:** Annual remuneration of £8,291 (incl. VAT). 2% annual pay increment.
- **Contract type:** Self-employed / Freelance
- **Contract duration:** 3.75 year period, with programme end date 30th September 2025. There will be a probationary period of six months, with reviews at three months and six months
- **Job sharing:** This post is not suitable for job sharing
- **Responsible to:** A nominated LLISI director
- **Place of work:** Due to Covid 19, it is likely that there will be a period of significant home-working. Once we are able to do so and we've secured a premises, it is likely that the place of work will be the City Hub in central Leeds.
- **Start date:** 4 January 2022

Job overview

This role is part of Climate Action Leeds' Work Package 2 – City-wide movement building. The successful applicant will lead the development of the City Hub - both online and in a physical space in Leeds, co-design and ensure successful delivery of the quarterly Programme Assemblies and bi-annual Climate Assemblies, and ensure that the wider programme activities of the Doughnut Economy group, transition partners, and community hubs are successfully integrated into the events programme and City Hub activities. The City Hub Lead will also take an active role in supporting the Strategy Lead to manage and guide the work of the wider team, represent work package 2 in the Partnership Board and liaise with other project partners and the National Lottery.

We are looking for someone who already has excellent contacts and profile across Leeds, and an established track record of participation in climate action across the city. The successful applicant will have excellent and proven event organising, facilitation, and project management skills that can be directly applied to taking forward the work of Climate Action Leeds.

The successful applicant will act as a freelancer with Leeds Love It Share It on behalf of Our Future Leeds, and work as part of a team of six other staff members and many more volunteers and partners.

This post is 1 day per week and can be undertaken flexibly.

Key outcomes for this role in the next 12 months will be:

- Establishment of a physical City Hub, either as a pop-up or permanent space
- Establishment of the online City Hub information management system
- Co-design of workshop formats to support the work of the Doughnut Economy group and Transition Partners
- Co-design, development and delivery of the quarterly Programme Assembly, with excellent participation of all stakeholders
- Co-design, development and delivery of the bi-annual Climate Assembly, with excellent participation of stakeholders from across the city and across sectors and themes
- Demonstration of excellent staff support, supervision and development
- High profile leadership and partnership building for Climate Action Leeds across the city
- Strategic partnership building across the programme

Duties and responsibilities

Duties may change as the post and programme progresses. Any changes will be discussed with the post-holder.

- **City Hub development**

To create a central information and activity hub as part of a Climate Emergency Centre with Our Future Leeds, working with others to develop this both online and in person.

To develop strategic, future focussed, collaborative, cross sector, multi-level, multi-thematic facilitation processes.

To develop interactive, playful, participatory and informative ‘environments for decision making’.

To facilitate thematic and cross sector planning and design sessions.

- **Strategic support**

To support the Climate Action Leeds programme of work by providing strategic guidance and direction and supporting alignment between partners – especially in terms of movement building, local policy and politics and associated theories of change.

To support and represent Climate Action Leeds in the media and at public events as appropriate

To represent the City-wide movement building work package at Partnership Board and assembly events as appropriate.

To work with CAG Consultants to ensure learning and evaluation is embedded in the work package.

To ensure the Partnership Board, National Lottery and Leeds Love It Share It are regularly updated with financial progress reports.

- **Team development**

To provide support and coordination amongst work package 2 staff, especially in terms of the overall alignment of activities. To work closely with the Strategic Lead and Admin and Logistics Lead to ensure successful delivery of outputs and financial management.

To undertake specific line management and support tasks for the Communications and Admin Lead roles in the work package.

To closely support the Strategic Lead.

To support new initiatives that might emerge and fundraising to support this.

- **Events**

To lead and design the delivery of a programme of internal and external events - the Programme and Climate Assemblies.

To work closely with the team to ensure that these events meet the needs of the programme and help to energise public engagement with the project.

Person Specification

	Essential	Desirable
Qualifications	English and Maths GCSE or equivalent	Degree
Experience	<p>Strategic leadership of large complex projects</p> <p>Broad knowledge of Leeds, its groups and institutions</p> <p>Experience of working in multi-stakeholder teams</p> <p>Active participation in activist and community-led groups</p> <p>Design and facilitation of varied multi-stakeholder events</p> <p>Holistic approach to relationship building across sectors and themes, with ability to create synergies and agreements between different groups</p>	<p>Working across physical and virtual environments</p> <p>Support for virtual meetings and events</p> <p>Working within a flat management structure</p> <p>Working within sustainability focussed projects</p>
Skills and knowledge	<p>Excellent leadership skills and strong public profile in the city/region</p> <p>Knowledge of movement building and social change processes</p> <p>Established and working contacts across different city stakeholder groups</p> <p>Knowledge of flat working practices, and the ability to work within and help develop these</p> <p>Excellent interpersonal communication skills</p> <p>Able to develop effective working relationships and facilitate cooperation</p>	<p>Copy-writing skills</p> <p>Website skills</p> <p>Experience with data protection, HR and employment legislation</p> <p>Sustainable design principles and understanding of appropriate technologies and community approaches.</p>

	<p>Excellent written communication skills: able to communicate complex information accurately and in an understandable way</p> <p>Knowledge of the climate emergency, climate justice and community climate action</p> <p>Ability to work collaboratively within and across teams and partner organisations to achieve desired outcomes</p>	
<p>Personal attributes</p>	<p>Ability to work independently and prioritise competing tasks effectively</p> <p>The determination and resilience to maintain a positive approach when faced with difficult situations</p> <p>Ability to be flexible in your working hours to include occasional evening and weekend working</p> <p>Commitment to continuing professional development and willingness to undertake training</p>	