

BARROW CADBURY TRUST

ECONOMIC JUSTICE PROGRAMME MANAGER (BIRMINGHAM) JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

Job title: Economic Justice Programme Manager (Birmingham)

Purpose of the job: to develop and manage the Barrow Cadbury Trust's economic justice programme in Birmingham.

Location: Barrow Cadbury Trust's office base is in Vauxhall, London but the post-holder will be based in Birmingham or its immediate surrounding, working from home. The post will require regular (probably once or twice a month) trips to London to participate in wider team activities.

Salary scale: On a scale starting at £32,200 for a 21 hour week (worked over 3+ days).

Reports to: Director of Programmes

Responsibilities

1. Facilitate and support the movement for economic justice in Birmingham, working in partnership with others to identify gaps and opportunities for systems change.
2. Draft strategy, implement activities and report on progress against programme aims according to the Trust's regular cycle of planning and implementation.
3. Work with the Trust's Economic Justice Advisory Group, ensuring appropriate membership and engagement in Economic Justice Brum.
4. Ensure that the experience of people at the sharp end of economic injustice is at the heart of programme planning and that they are involved its design and delivery.
5. Ensure that the intersection between economic injustice and structural injustices such as the gender and race injustice are fully considered and integrated into the programme.
6. Assess and manage the portfolio of Economic Justice grants, ensuring that the work funded adds up to a coherent programme of activity that contributes to, or creates momentum for, economic systems change.
7. Facilitate evaluation and learning from the programme as a whole and from each of its component parts. Ensure learning is disseminated both within the Trust and with external partners and the field.

8. Coordinate an effective communications function for Economic Justice Brum and the Economic Justice programme's activities in Birmingham so that key messages, voices and views of movement participants are shared with a wider audience.
9. Develop and maintain partnerships with economic justice stakeholders including Birmingham Council and other statutory agencies, voluntary, charity, faith and social enterprise organisations (VCFSE), think tanks, academic institutions and other organisations as appropriate.
10. Manage the work of Economic Justice consultants, currently the programme's Learning Partner and Communications Partner.
11. Ensure that relevant Trustees and staff are kept in close touch with programme progress and developments.
12. Act as a focal point for dissemination of information and response to enquiries about the Trust's economic justice work.
13. Work flexibly alongside other members of the Barrow Cadbury Trust team and take on reasonable tasks as appropriate over and above those set out above.

PERSON SPECIFICATION

Essential

1. An excellent knowledge and understanding of Birmingham, gained from living in the city or its immediate environs.
2. A broad understanding of the causes and consequences of economic injustice, experience of working on issues relating to it, and an understanding of the interrelationship between economic justice and wider wellbeing,
3. Understanding of issues relating to race and gender and how they intersect with economic injustice
4. Demonstrable ability to develop strategy and deliver change to policy and practice.
5. Proven ability to develop and maintain productive working relationships with a range of external partners including organisations in the VCFSE sector, statutory agencies and people experiencing economic injustice
6. An excellent facilitator, able to bring people with differing views and perspectives together to achieve common ends
7. Understanding of charities and/or other types of social sector organisation with ability to assess applications and manage grants

8. Ability to communicate clearly and effectively, both orally and in writing, to a range of audiences.
9. Commitment to cross-organisational working, flexibility and willingness to take on a range of tasks to further the objectives of the Barrow Cadbury Trust.
10. Commitment to promoting equal opportunities and alignment to the Quaker value base of the Trust, and demonstrable commitment to the promotion of social justice.

Desirable

- 1 Understanding of the principles and practice of movement building
- 2 Experience of press and media relations