



# Southwark Local Access Partnership Coordinator

Secondment person specification/Request for proposals

February 2023

Note: this role is available only as a secondment opportunity or as a consultancy contract. It is not available as a direct employment opportunity. It is a part-time position available on a 12-month contract.

## About the Southwark Local Access Partnership



The vision of the Southwark Local Access Partnership is a collaborative, sustainable and diverse social economy, which delivers positive social impact and a better future for all Southwark's residents.

Southwark is one of five places that were selected to benefit from Access and Big Society Capital investment. Under the terms of the 'Local Access' investment, it's for the partnership to decide how a combination of funding for enterprise support and a blended investment model are spent.

In Southwark, the Partnership will be using the investment to create significant change in the local social economy. Research commissioned by the Partnership and delivered by the Young Foundation, Tree Shepherd and Social Investment Business (SIB) showed a significant presence of Global Majority-led and women-led social enterprises in the borough, while at the same time showing under-investment in those same enterprises.

It was clear that these enterprises had historically been locked out of investment for social enterprises in Southwark. All support from the Southwark LAP will therefore be available exclusively to these groups, with criteria to ensure most of the support is to enterprises led by women from Global Majority backgrounds. By doing this, the Partnership hopes to begin to change the landscape of social enterprise in Southwark.

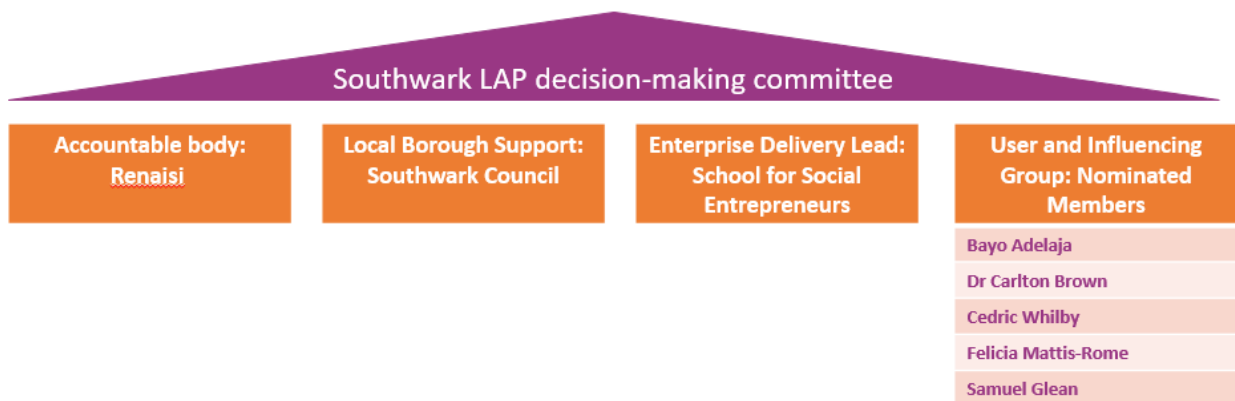
Other ways the Southwark LAP is trying to shift the landscape of social enterprise in Southwark include:

- Predominantly investing in enterprises at the smallest scale and earliest phases of their journey: those who often miss out on support as they're deemed too risky for investment. In doing this, the LAP is creating investment for those who often can't access the support they need.
- Exploring setting up a Community Asset Trust to develop meaningful community ownership of spaces to be used for local enterprise. Our research showed a lack of affordable workspace for local entrepreneurs. By creating an Asset Trust to hold this workspace, we hope to ensure long-term affordability for local enterprises, furthering their ability to thrive in the borough.

### The partnership

The Southwark Local Access Partnership (LAP) is a partnership between local and national organisations based in the borough.

A decision-making committee has been nominated to take strategic decisions on behalf of the partnership. It's made up of a range of organisations and entrepreneurs, including those with experience in enterprise delivery, business support, and a user and influencing group comprised of people with expertise in local enterprise and experience of underinvestment in Global Majority-led enterprise.



Over the next year, we'll be commissioning local enterprise support (including training and coaching) and an organisation to administer grant funding to local enterprises.

We'll also be exploring how we can develop a community asset trust in a way that feels genuinely owned by the Southwark community.

## About the role

To deliver on our ambitious plans, and support the social economy as a whole, we are currently seeking an individual or organisation to provide a day-to-day coordination function. This role will work across the partnership, with the following tasks and objectives:

- Work with the steering group and governance structure, building on what has already been done and ensuring clear information flows, cooperation and confidence in the partnership
- Provide centralised oversight and momentum for the LAP
- Building connections with other initiatives and work taking place across Southwark
- Oversee and manage the project plan and budget
- Oversee the delivery of key elements of the plan for 2023, including but not limited to:
  - Developing tender documents and supporting a tender process to commission packages including enterprise support and the delivery of grant funding

- Scoping and securing advisory support to enable the decision-making committee to develop a proposal for an asset trust model (proposal to be developed by August 2023 at the latest)
  - Manage a variety of sub-groups, including but not limited to comms and evaluation, and ensure active participation in these groups
  - To hold day-to-day management of suppliers commissioned to provide enterprise support and grant administration
- Consider broader opportunities to develop the social economy in Southwark where it relates to the development and delivery of the LAP programme

## About you



**Due to the nature of this position, we are happy to receive the following forms of application:**

- **A proposal to deliver this work as part of a consultancy contract**
- **An application to deliver this work as a secondment from another organisation**

**(Note: this role is not available as a direct employment opportunity)**

**We are ideally looking for a person or organisation based in Southwark, with existing connections and an understanding of the needs of Global-majority led social enterprises.**

To submit a proposal or application, please send the following to Beth Stout ([b.stout@renaisi.com](mailto:b.stout@renaisi.com)) by **9am on Monday 13<sup>th</sup> March**:

- If applying for a consultancy contract, please submit a proposal setting out how you would meet the requirements of the role, and a CV or set of CVs (if applying as an organisation), along with your costs and how you would deliver the role within the available budget.
- If applying for a secondment, please submit a cover letter setting out how you would meet the requirements of the role along with your CV.

We aim to hold interviews before the end of March 2023. The interview panel will comprise members of the Decision-Making Committee for the Southwark LAP.

Please contact Beth Stout (details above) if you have any questions about the role.

## Role profile



Note: This role would initially be available as a 12-month contract, with possibility of extension.

Function	Southwark Social Economy Coordinator
Accountable to	Southwark LAP Decision-Making Committee
Reporting to	Beth Stout, Associate Director of Place and Systems Change, Renaisi
Location	Can be done remotely, but would expect a significant presence in Southwark.
Hours of Work	This is a contract for 0.4 FTE, but we would need the appointed person/team to be flexible to accommodate different demands within the role.
Available budget	£40,000 pro rata (0.4 FTE) for a seconded position, or £19,200 inclusive of VAT for a consultancy contract.
Travel	Travel expenses should be agreed upfront.

## Skills Specification

Requirements	Essential (E)  Desirable (D)
<p><b>1. Equalities</b></p> <ul style="list-style-type: none"> <li>• Proven and demonstrable commitment to the principles and practice of equal opportunities</li> <li>• Given a significant objective of this work is centred on the diversity of the social economy in Southwark, we are particularly interested in candidates from Global Majority backgrounds who have lived experiences of the underinvestment in the social economy in particular communities</li> </ul>	<p>E</p> <p>D</p>
<p><b>2. Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working within the social economy</li> <li>• Demonstrable track record of building and supporting successful partnerships, ideally through changing circumstances</li> <li>• Experience of working with governance structures</li> <li>• Experience of building trust and collaboratively relationships with senior stakeholders</li> <li>• Experience of working in and around the social economy in the London Borough of Southwark</li> <li>• Experience establishing different models of community infrastructure (such as an asset trust)</li> <li>• Strong project management experience</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>
<p><b>3. Knowledge, Skills and Aptitudes</b></p> <ul style="list-style-type: none"> <li>• Excellent knowledge of the workings of the social sector and how it is financed and resourced</li> <li>• Knowledge of social finance in particular, and how different organisations can access it/ use it</li> <li>• Excellent knowledge of what makes an effective partnership, and how governance can support that</li> <li>• Ability to manage a diverse workload while balancing priorities, delivering quality work and meeting deadlines</li> <li>• Ability to manage and get the best from partners who work for different organisations</li> <li>• Ability to clearly articulate (written and verbal) how complex work is developing to a wide range of stakeholders</li> <li>• Skilled at working in evolving situations, and able to think laterally about how to move work forward</li> <li>• Good attention to detail and problem-solving skills</li> <li>• A self-starter who can work independently likes to take the initiative and is flexible and quick-thinking/ able to take opportunities</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>