



Place Based Programme Officer

Recruitment Pack



July 2024

Contents

Thank you for your interest in the post of **Place Based Programme Officer** at the Rank Foundation. In this Recruitment Pack, you will find the following documents:

- Letter to applicants from Helen Stockdale, Senior Events and Engagement Manager
- Job description, person specification
- How to apply and recruitment timetable

The job description describes the main responsibilities of the post; the person specification relates directly to the job description and is a list of the skills and experience that we consider necessary for the post. Please read these documents carefully. The applicants who fit the person specification most closely will be shortlisted for interview so please make sure you tell us everything relevant to your application in your CV and covering letter.

The Rank Foundation is committed to a policy of equal opportunities, and we ensure that all applicants are treated fairly and equally.

Dear Applicant,

Thank you for your interest in the Place Based Programme Officer.

The Rank Foundation works in communities across the UK to encourage leaders, develop entrepreneurial mindsets and form strong networks that improve life. At the heart of the Foundation, is our supportive Network of over 1,200 leaders working in communities across the UK. Together, they learn, share and connect to tackle society's challenges. We build deep and lasting relationships of support with our Network, going beyond traditional funding to philanthropy based on mutual respect, trust and empathy. Inspired by the faith of our founder, we care about the people and communities working with us for social good. We believe in their collective power to make a difference.

Place-based Programmes

Over the last two decades, The Rank Foundation has spearheaded place-based work, specifically in Blackpool, Hull, Dundee and Plymouth. In addition to funding locally-led organisations, we bring key stakeholders together, align our work with the city aspirations and robustly evaluate the impact of our work, to share with other funders and partners. This Autumn we will launch a programme in Sunderland, where our trustees have committed £1.5M and a local foundation has contributed a further £300K to our new programme. This new post has been created to support the development of the Sunderland programme, working closely with colleagues and organisations in the city, and to gather data and stories from all our place-based work, to share with key stakeholders including trusts and foundations, strategic decision makers, other funders and government.

Other Rank tasks

The post holder will also be involved with the day to day tasks with the Penrith Office, including supporting with events, communications and provide general support that ensures the smooth running of the office as required.

The position is offered on an 18-month, full time basis, and we hope the postholder will start in late Summer / early Autumn. From January 2025 the post-holder will be included in the Rank Foundation's Time to Shine (T2S) leadership programme. Your personal development will be supported through the programme which includes a two-day residential launch conference, a two-day review event, the Rank Conference in October 2025 as well as four additional leadership days. You will be a member of a small cohort of emerging social sector leaders from across our network.

We hope our Recruitment Pack inspires you to pursue your application. If you would like to know more about the role, please email recruitment@rankfoundation.com. For further information please visit the website at www.rankfoundation.com

We very much look forward to meeting you.

Helen Stockdale
Senior Events and Engagement Manager

Summary

An exciting opportunity to join the Rank Foundation team in Penrith as a Place Based Programme Officer through the Time to Shine leadership programme. As part of the Time to Shine 2025 Cohort, you will be supported through learning conferences, leadership days, action learning and will have access to career relevant training and qualifications.

About the Rank Foundation

The Rank Foundation works in communities across the UK to encourage leaders, develop entrepreneurial mindsets and form strong networks that improve life.

Our grant programmes focus on:

- Leadership – nurturing purposeful, confident and inspiring leaders who drive positive change.
- Enterprise – developing resilient, impactful organisations that contribute positively to the people and places they serve.
- Community – building on and investing in a community's strengths.
- Faith – engaging in respectful conversations about faith in all its forms.

At the heart of the Foundation, is our supportive Network of over 1,200 leaders working in communities across the UK. Together, they learn, share and connect to tackle society's challenges. We build deep and lasting relationships of support with our Network, going beyond traditional funding to philanthropy based on mutual respect, trust and empathy.

Our thriving Network leads positive change to improve life in the communities they cherish.

About the Role

We are looking for a Place Based Programme Officer to be based in the Penrith Office to work within the Rank Foundation's team. The primary purpose of the role will be to:

1. Support the growth and development of the new Sunderland place-based project, working closely with the Sunderland Rank Associate.
2. Provide support to existing place-based projects in Blackpool, Plymouth, Dundee and Hull.
3. Be part of the Penrith team and in that capacity, support events and network engagement.

Please see Job Description for full details.

About Time to Shine

The Time to Shine (T2S) leadership programme has been running for over ten years and helps unemployed and underemployed individuals into roles within the charity sector through a 12-month paid placement. We are therefore keen to hear from candidates who are currently unemployed, or who feel that their current role does not make the most of their skills.

The programme incorporates a range of personal development activities. You must be available to attend a two-day residential launch conference (week of 20th January or 27th January 2025), a two-day review event (week of 16th June or 23rd June 2025), the Rank Conference in October 2025 as well as four additional leadership days (exact dates and venue

to be agreed at the launch conference). Budget will be provided for all events and your manager will support you to attend and will in some cases attend with you.

Through T2S, you will also have the opportunity to benefit from additional support provided by an experienced mentor from within the Rank network and will have access to the Foundation's online community platform (RankNet) to gain help, advice and support from a network of experienced individuals working in the community sector across the whole of the UK.

Please click here for more information:

<https://rankfoundation.com/our-approach/leadership/time-to-shine/>

How to apply

If you would like to apply, please send your CV together with a supporting statement no longer than 2 sides of A4 that clearly demonstrates how you meet the knowledge, skills, and experience requirements of the role to recruitment@rankfoundation.com. The important dates for you to note in the recruitment timetable are highlighted below for your diary.

Closing date for applications: 5pm on Monday 5th August 2024

Interviews: In-person, 15th August

If you would like to have a chat about the role or require any support through the recruitment process, please contact: recruitment@rankfoundation.com

ROLE PROFILE – Place Based Programme Officer

Job Title	Place-based Programme Officer
Job Reports To	Senior Events and Engagement Manager
Business Unit/ Department	Administrative
Date Completed	July 2024
Salary	Real Living Wage £21,840 per annum.
Purpose Statement	<p>The postholder will support Rank’s place-based work, in particular the new programme in Sunderland.</p> <p>Act as a positive ambassador for the Foundation and a role model for the Time to Shine programme.</p>
Key Accountabilities	<ul style="list-style-type: none"> • Provide administrative support to the Sunderland Rank Associate including co-ordination of regional Steering group meetings. • Engage with the Rank network, with a focus on Sunderland, ensuring accessibility and a commitment to the principles of Diversity, Equity, and Inclusion. • Assist with the research and evaluation of place-based programmes, as required. • Assisting in the organisation and running of any RFL events • Lead on content generation pre and post events to share on social media, RankNet online community platform and to support reporting. • Provide general support that ensures the smooth running of the Sunderland programme and the Penrith office as required.
Dimensions of Role	<ul style="list-style-type: none"> • Full time • Location Penrith Office • Field work involving regular travel to Sunderland, as well as occasional travel to other place-based programmes (Hull, Dundee, Blackpool, Plymouth and across the UK • Attendance at key Time to Shine events as outlined in the letter • Ideally be available to start early September.
Working Relationships	<ul style="list-style-type: none"> • With Sunderland Rank Associate • With other Place-based Associates • With the Executives, Events & Operations teams • With those we support in Place-based programmes and across the Rank network

Person specification		
Skills, Knowledge & Experience		
Knowledge Qualifications & Experience	<ul style="list-style-type: none"> • Strong attention to detail • Working to deadlines • Strong organisational skills • Good interpersonal and communication skills. Excellent written and verbal communication skills and an ability to communicate with confidence, tact, and clarity in a variety of settings, including phone, video call, face to face, and email • Capable of managing multiple tasks and competing priorities • Confident working independently • Previous experience in events, communications or similar (could be through study or voluntary work) 	
Skills/ Abilities	<ul style="list-style-type: none"> • A positive team member • Knowledge of Microsoft • Familiarity with Social Media platforms • Adaptable, flexible and willing to learn/develop skills 	
Confidentiality	<ul style="list-style-type: none"> • Paramount that the postholder works in a highly confidential way • As a Rank employee the post holder is in a unique position and will have access to sensitive information which must remain confidential. 	
Key Leadership Behaviours		
Heading	What do we mean	Leaders of Self
Team Work	Promote an environment with a strong mission focus, a sense of unity, common purpose and mutual support	<ul style="list-style-type: none"> • Seek help from others when needed • Offer help and support when capacity / demand allows • Adopt a 'can do' attitude with regards to organisational need: what needs to be done and can I help?
Stronger Together	Create and sustain an open, collaborative environment, harnessing the collective strength of the foundation to achieve as much as we can: raise the bar and reach new heights.	<ul style="list-style-type: none"> • Adapt my behaviour to be more effective with different people? • Think: how can I help to improve what I do and how I do it? • Contribute ideas, thoughts and suggestions on positive improvements • Be sensitive to the needs of others
Be Professional	The Rank Foundation should strive to act as thoroughly professional in all aspects of what we do: internally and externally	<ul style="list-style-type: none"> • Be mindful of the welfare issues and needs of others • Take responsibility for your work, ensuring attention to detail • Be consistent, be punctual, be timely
Leadership & Enterprise	Be mindful of Rank's current strategy in all that we do.	<ul style="list-style-type: none"> • Can I take a more leading role in developing my work in support of the foundation?

		<ul style="list-style-type: none"> • How can we improve what we do and how we support our organisations?
Distinctive & Transparent	Recognise and value Rank's distinctive approach, to share our experiences, successes and failures in an open and productive way	<ul style="list-style-type: none"> • Be open and honest with colleagues and those we support • Communicate clearly: with care and consistency.
Proud of our past, focused on the future	Value the strong family ethos that has shaped our past but remain firmly focused on current and future challenges, adapting to meet the changing needs of society, proud of what we do and how we do it.	<ul style="list-style-type: none"> • Be flexible. Recognise and value the fact that 'needs' change and embrace the opportunities this presents • Be dynamic. Challenge convention: try to think differently about what you do and how you do it. • Be professional: maintain the highest of standards
Demonstrate our social ethos & seek to add value through knowledge & networks	Learn and Share. Communicate better, within the organisation and beyond. Seek to harness the power of a growing network: to enrich, enable and inspire. Demonstrate our passion and authenticity with regard to key and relevant social issues.	<ul style="list-style-type: none"> • What aspects of my work could help or assist with RankNet? • How can I contribute by adding value to our work? • Can I do more to better understand our work and our role in supporting organisations to fulfil their mission.
Seeks to increase impact through our engaged approach	Value partnerships and collaboration. Practice what we preach, both internally and externally. Help to develop our 'engaged approach'. Ask the question: does this add value to our work? If so, how? If not, why not?	<ul style="list-style-type: none"> • Do I understand my role in the wider organisational plan? If not, seek clarity or further guidance. • Keep my colleagues informed as to progress on key issues, projects or concerns as they arise.
Be yourself – maximise your contribution	Understand and value your role in the organisation: how can you contribute to mission success with your individual passion, knowledge and commitment? How can we help you to do this better?	<ul style="list-style-type: none"> • What do I need to do to improve my performance? • What do I need to be more effective in my current post? • What can I do more to help Rank achieve its mission?

How to apply and recruitment timetable

If you would like to apply, please send your **CV together with a supporting statement no longer than 2 sides of A4** that clearly demonstrates how you meet the knowledge, skills, and experience requirements of the role to recruitment@rankfoundation.com

The important dates for you to note in the recruitment timetable are highlighted below for your diary.

Closing date for applications: 5pm on Monday 5th August 2024

Interviews: In-person Penrith Office, 15th August 2024

May we take this opportunity to thank you for your interest in the Rank Foundation and for your time in considering applying to work with us.