

**Local Trust**  
trusting  
local  
people

---

**Partnerships and learning  
intern**

**Recruitment Pack Partnerships**

June 2022

---



---

# Welcome to Local Trust

---

Dear applicant,

Thank you very much for your interest in this post. On the following pages, you will find details of the role and the selection process to assist you in completing and tailoring your application. To apply, you should submit:

- An up-to-date CV which shows your full career history. We recommend that this is no longer than two pages.
- A supporting statement, with your name at the top of each page, explaining why you are interested in this role, detailing how you are a good candidate for this post and how you fulfil the person specification. Each section of the person spec should be addressed under clear headings. We recommend that this is no longer than one page.

Please note that applications can only be considered if both a CV and supporting statement is submitted. Please send your application by email to: [recruitment@localtrust.org.uk](mailto:recruitment@localtrust.org.uk)

Suitable candidates will be invited for interview via Zoom on the week commencing the 25<sup>th</sup> July 2022

**All applications must be received by 12pm on Monday 18<sup>th</sup> July 2022**

Interviews will be held via Zoom and you will be contacted at least one week in advance of the interview if you have been successful in the initial shortlisting.

You will receive an acknowledgement within 24 hours of receipt of your applications and we suggest that if after that time you have not heard from us, you telephone Local Trust on 020 3588 0565 to ensure that it has arrived. Using a secure email address and putting **Partnerships and Learning intern** as the subject line reduces the chances of your email going into spam.

Due to the number of applications we are currently receiving, we are only able to offer feedback to applicants who attend interview stage.

If you would like an informal discussion about the role and your suitability you can get in touch with me at [alice.calder@localtrust.org.uk](mailto:alice.calder@localtrust.org.uk)

Good luck!

Kind regards,

Alice Calder  
**Partnerships and Learning Coordinator**



---

# Welcome to Local Trust

---

Local Trust was established in 2012 to deliver Big Local, a National Lottery Community Fund programme which committed £1m to 150 local areas in England.

Big Local is one of the most radical and exciting grant programmes ever launched by a major lottery funder. Between 2010 and 2012, the National Lottery Community Fund identified 150 areas that had historically missed out on lottery and other funding. Each of those areas was allocated £1m of Big Local funding. This could be spent in any way they chose, provided residents organised themselves locally to plan and manage that funding, involving the wider community in the decision-making process.



The programme was designed not just to provide funding for projects, but to do so in a way that would build community capacity, confidence and skills in the longer term. To accomplish this, Big Local is bottom-up and community-led; there are no top-down targets or centrally imposed delivery models. The rules, constraints and priorities that define Big Local have been for local people to decide. The timeframe extends over fifteen years, allowing communities to take their time, build confidence and skills, make decisions and deliver change, without the usual pressures to meet end-of-year spend targets or other arbitrary, bureaucratic deadlines.

To secure the funding, resident-led partnerships of local volunteers work together to form a common vision for their area and agree priorities, in order to make a difference to the things that matter most to their community. The outcomes set for Big Local at its outset were deliberately broad to provide maximum scope for communities to set their own priorities, and were as follows:

- Communities will be better able to identify local needs and take action in response to them.
- People will have increased skills and confidence, so that they continue to identify and respond to needs in the future.
- The community will make a difference to the needs it prioritises.
- People will feel that their area is an even better place to live.

To help them make the most of their opportunity, residents involved in Big Local are supported in developing and delivering their plans by an extensive programme of training, networking and light-touch, on-the-ground support provided by Local Trust and its partners.

---

# Welcome to Local Trust

You will be joining a team of enthusiastic and supportive professionals, who care about their work. It's a great atmosphere as there is a genuine buzz and momentum about what we are doing. You will get to see the impact that Local Trust is making on the ground, as well as the extent to which our ideas and learning are influencing policy and practice nationally.

We have put together this pack to give you a stronger sense of who we are and you can find out more at [www.localtrust.org.uk](http://www.localtrust.org.uk).



Best of luck with your application.

Matt Leach  
**Chief Executive**

---

# About Big Local

---

Big Local is an exciting opportunity for residents in 150 areas around England to make a massive and lasting positive difference to their communities. These are areas that have significant challenges to overcome, places that are likely to have missed out on funding. Big Local brings together all the local talent, ambitions, skills and energy from individuals, groups and organisations who want to make their area an even better place to live.

Underlying this is a belief that residents have a capacity and desire to drive change. That they can achieve lasting and positive results when supported by those they trust and respect; and that this can build skills; confidence; networks; relationships; and expertise in each community. Residents identify what matters most to them and can then take action to change things for the better.

Local Trust will distribute more than £1m to each of 150 Big Local areas over its fifteen-year lifespan. We commit our money at the outset, and then support local residents to develop their own plans to spend the funding in ways that they collectively agree will improve their local area and lives of those living there.

Because we are in it for the long term – our funding commitment runs through to 2025-26 – it provides time for areas to develop in confidence and capacity, moving from small initiatives to more ambitious projects, often leveraging in significant external funds.

But we don't just provide funding. As the largest and most broad-based place-based funding programme in the UK, we also look to share the evidence and learning from our work.

Over the next five years, we will be investing significantly in events, research, publications and public engagement that contribute towards setting a new agenda around deprived communities.



*Local Trust is registered as a charity (number 1147511) and as a company (number 7833396).*

*Big Local Trust is registered as a charity (number 1145916)*

---

# Partnerships and Learning at Local Trust

---

Over the past couple of months, Local Trust created the Partnerships & Learning team, bringing together parts of the organisation that are focused on developing new relationships with interesting people who can support Big Local partnerships and those that are working to build the skills, experience and knowledge of Big Local partnership members. The purpose of this expanded team is to find specialist organisations and people, to support or inspire Big Local areas in delivering their current and future plans.

At the same time, we work to influence beyond Big Local areas, creating partnerships with organisations, businesses and communities to create a wider understanding of the power of community-led change.

Local Trust has worked with support partners to provide capacity-building for Big Local areas since 2018. The Partnerships Coordinator plays an essential role in developing and coordinating our [support partners](#) offer, and will also contribute to supporting communities involved in the [Creative Civic Change](#) (CCC) programme, alongside generally supporting delivery of the team's priorities.

# Our values

Most of the Local Trust team is based in our offices in CAN Mezzanine, 7-14 Great Dover Street, close to London Bridge and Borough stations.

We also have a number of staff based across the country in various locations and retain a flexible approach to how much time we spend in our office.

We are supported in delivering the programme by a network of local “reps” who provide light touch on the ground support to our areas to help them deliver.

Please note the following staff structure has recently been revised and may change as Local Trust develops over time to reflect our business needs.

This post is in the highlighted box below.

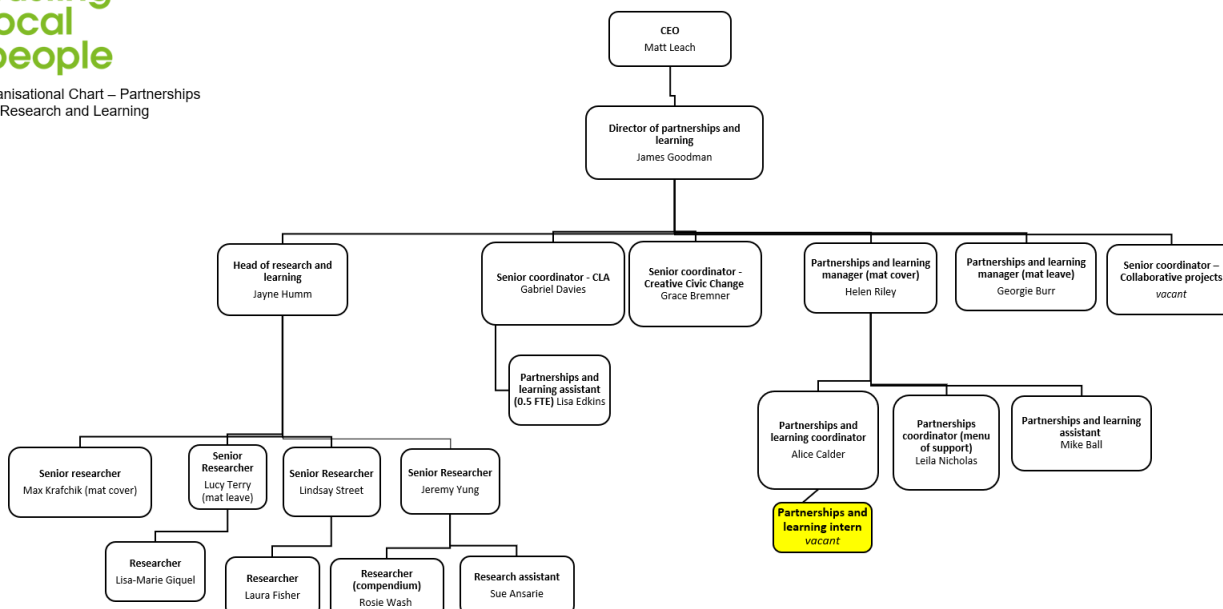
Click [here](#) for more information about our teams



## Organisation chart – June 2022

### Local Trust trusting local people

Organisational Chart – Partnerships and Research and Learning



---

# Our values

---

Having the right experience, skills and knowledge as defined in the person specification is important; but so too is how you go about your work. As an organisation, we constantly challenge ourselves to be:

- *Responsive and engaged* – constantly seeking to improve the way we work to ensure we are providing Big Local partnerships with access to the support and assistance they need to achieve their ambitions.
- *Outward looking and partnership oriented*, prioritising building new collaborations and partnerships – both nationally and locally.
- *Focused on the future* – putting Big Local in context, and ensuring there is a Big Local legacy, both for areas and for the programme as a whole.
- *Proactive, questioning and challenging* – of both ourselves and Big Local areas, gathering evidence, evaluating approaches and learning from everything we do.
- *Influential, connected and informed* – valuing insight and analysis and actively informing and influencing wider debates on the future of communities.





---

# Job description

---

<b>Job title</b>	Partnerships and learning intern
<b>Accountable to</b>	Partnerships and learning coordinator
<b>Duration</b>	6-month internship
<b>Responsible for</b>	n/a

## Purpose of the role

The main purpose of the role is to support the development and delivery of projects within the Partnerships and learning team (P&L)

The P&L team have a wide focus; we deliver networking and learning events and opportunities for the 150 Big Local areas, we run The Community Leadership Academy and the Creative Civic Change (CCC) programme, and we find opportunities for organisations and specialist to offer bespoke support and amplify the work of our grantees.

We plan for the P&L intern to be involved in a range of work across the team, with a particular focus on:

- Connects 2022: our annual conference in September which will bring together over 400 residents from Big Local areas for two days of learning, networking and celebrating
- Supporting the planning and delivery of our support to Big Local partnerships as part of our Make it Happen campaign
- Assisting the team and external partners with our learning and networking programme

We think this is an exciting time for an intern interested in learning about developing and delivering projects, to join our team. We are looking for a self-starter who can offer their initiative and creative thinking, to help the team deliver projects that support community-led change.

In return, the role offers an opportunity to learn from a wide portfolio of projects focused on community-led change, sharpen event, research and coordination skills and be part of an intellectually stimulating and fast paced organisation.

## Job description (key duties)

1. Work across teams to research and understand Big Local and CCC priorities and needs, to inform the design and development of appropriate support (events, support partnership, guidance, research) for Big Local areas, using data analysis tools such as local insight and excel
2. Research with colleagues, meet with organisations who could support us to deliver our aims of supporting Big Local and CCC areas and widening an understanding of community-led change
3. Assist in the planning, promotion and delivery of the P&L team learning events and workshops with special focus on the design, delivery and coordination of key aspects of our major annual event Big Local Connects
4. Attend and report back on events and workshops delivered by other organisations
5. Draft blogs and other web content and support the team in keeping communication channels such as the website and workplace up to date
6. Respond to general enquiries about our partnerships work and develop effective relationships with people working on Big Local and the CCC programme
7. Track and deliver communications to our grantees and partners, in relations to specific projects
8. Work collaboratively with colleagues, taking on other tasks as necessary

---

# Job description

---

As a member of the Local Trust staff team you will need to:

1. demonstrate Local Trust's vision and values in your daily work
2. consistently contribute to organisation-wide learning drawing on experience gained in your role, and similarly seek to learn from the work of colleagues to inform your work
3. proactively support the development of a working culture that promotes equality and diversity
4. help Local Trust deliver its environment and sustainable development policy and environmental management system

While these are your main areas of responsibility, no role profile can cover every eventuality. As this is a post in a small staff team, you are expected to offer flexibility as we may reasonably require you to support other tasks from time to time.

# Principal terms and conditions

	Criteria	Essential/ Desirable
<b>Skills and experience</b>	The ability to work unsupervised within a small, busy organisation	E
	Strong organisational skills with the ability to juggle and prioritise competing demands	E
	Excellent communications skills, with the ability to build and maintain professional relationships at speed	E
	Research skills	E
	Experience of producing and presenting written materials eg spreadsheets, emails, power point presentations	E
	Strong IT skills with a good working knowledge or confidence to learn all Microsoft Office products, Zoom, Eventbrite and WordPress.	E
	Good understanding of issues important to local communities	E
	Experience of event organisation and administration	E
	Willingness to undertake a wide range of administrative tasks	E
<b>Education and training</b>	Relevant degree/professional qualification or equivalent work experience	D
	Experience of working in a charity or voluntary group (paid or voluntary)	D
<b>Personal attributes</b>	Significant personal accountability, with the ability to work on your own initiative, as well as work as part of a team	E
	Ability to problem solve and innovate where relevant.	E
	Able to build relationships with different types of people	E
	A commitment to equality and diversity	E
	Capacity to take in a lot of information and synthesize relevant points	E
	Ability to maintain high standards in your work	E
	Ability to travel, as required, throughout England and to stay overnight occasionally	D

---

# Principal terms and conditions

---

## Salary

- Annual salary for the role is £20,685.60 pro rata (equivalent to London Living Wage, £11.05, based on a 36hrs week). Other staff benefits include excellent development opportunities, time off for volunteering (two days per annum), interest-free travel season ticket loan and an additional 3 days leave for use between Christmas and New Year.

## Pensions

- There is a salary exchange pension plan, with an employer contribution of 10%.

## Hours

- The full-time hours of work for this post are 36 hours, based around usual business hours. However, given the work of the organisation and the nature of the post, some flexibility will be necessary, including occasional evenings and weekend work. Some travel to Big Local areas will also be necessary from time to time.

## Holidays

- 25 days' annual leave, plus public holidays. Annual leave increases by one day per year, up to a maximum of 30 days 'pro-rata' after two years' service. Three additional days are also given for office closure between Christmas and New Year. Annual leave is calculated pro rata for part time staff and staff on fixed term contracts

## Probation

- This is a 6 -month fixed-term post subject to the successful completion of a one-month probationary period. During this time your performance will be reviewed. At the end of the probation period, you will either be confirmed in post, or in the case of unsatisfactory performance your employment will be terminated.

## Notice

- During the probationary period, notice is one month on either side. After satisfactory completion of the probationary period, this will remain at one months' notice on either side.

## Location of post

- This post is based at our office at Borough, London. We have moved to a hybrid model where office-based staff are expected to work 2-3 days per week in the office. More information can be shared at your interview.