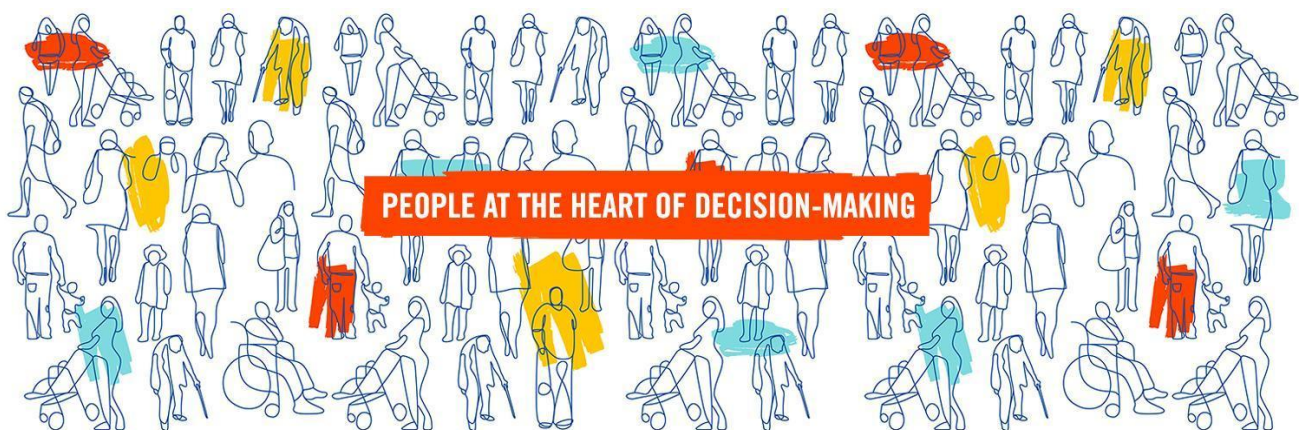




# DEMOCRACY NETWORK COORDINATOR

## Job Description



## Practical details

**SALARY BAND:** £36,490 - £46,915 (depending on experience)

**LOCATION:** Flexible

**HOURS:** Full time, 35 hours a week

**CONTRACT:** Permanent

**APPLICATION DEADLINE:** 9am, Monday 19th July 2021

**APPLY ONLINE AT:** <https://www.surveymonkey.co.uk/r/3QS6X3T>

# 01. THE DEMOCRACY NETWORK

There are many fantastic people and organisations working to protect and strengthen our democracy in the UK, but too often we are isolated from one another and struggle to have the impact we desire.

The Democracy Network is a new initiative to strengthen the democracy sector. It will bring together people passionate about democracy from across the UK to support collaboration and build our collective power and influence.

The priorities and activities of the network will be developed openly and collaboratively with its membership, but as we start out developing the Democracy Network we have three aims in mind:

- **Connecting:** Developing a trusted, strong, diverse and well-functioning democracy network, with high engagement in network activities and an expanding reach to new groups;
- **Information sharing and capacity building:** Increasing the knowledge, skills, resources and impact of members; and,
- **Vision and influence:** Expanding the collective influence of the network and its members, including receiving increased media and political attention.

Following a call for proposals, Involve has been awarded a three-year grant of £350,000 from the Joseph Rowntree Reform Trust (JRRT), which includes a contribution of £50,000 from the Joseph Rowntree Charitable Trust (JRCT), to incubate, expand and coordinate the Democracy Network.

Find out more about the Democracy Network:

<https://www.involve.org.uk/resources/blog/project-updates/democracy-network-what-it-how-itll-work-and-answers-other-fqs>

# 02. INVOLVE

Involve is the UK's leading public participation charity. We develop, support and campaign for new ways to involve people in decisions that affect their lives.

Since 2003, we have been working with governments, parliaments, civil society, academics and the public to create and deliver new forms of public participation that re-vitalise democracy and improve decision-making.

We are realistic about the challenges faced by democracy, but optimistic about how to overcome them. We are committed to ensuring our democracies are vibrant and fit for the

future by putting people at the heart of decision-making. We work across the UK and internationally, with offices in Belfast, Edinburgh and London.

Our work is focused in three areas:

- **Making the case** – demonstrating why participation and deliberation are essential features for a healthy modern democracy, and ensuring that those in positions of power and influence understand and support their use in addressing some of the UK's most intractable issues.
- **Embedding change** – building the capacity of public servants and practitioners, and developing the body of evidence, principles and standards that support participatory and deliberative practice.
- **Pioneering practice** – encouraging widespread uptake of participatory and deliberative processes, and promoting continuous learning and innovation to improve democracy and deliver lasting solutions in key policy areas.

By involving people at the heart of decision-making, we hope to create healthier, more vibrant democracies that are fit for the future.

Find out more about our work: [www.involve.org.uk/our-work/](http://www.involve.org.uk/our-work/)

## Our values

- **Collaboration** – because change comes when broad coalitions of people work towards a common vision;
- **Equality** – because everyone in society has an equal right to be listened to and participate in decisions that affect their lives. No one should be held back by societal divisions or prejudice;
- **Independence** - because we are committed to the integrity and impartiality of participatory and deliberative processes;
- **Purpose** – because participation must have an impact. We reject tokenistic or ineffectual engagement;
- **Quality** - because effective participation requires time, attention and commitment.

## 03. ABOUT THE ROLE

As the Democracy Network Coordinator you will be responsible for leading on developing, expanding and facilitating the Democracy Network. You will be hosted and employed at

Involve and line managed by our Director of Advocacy and Communications. You will be able to draw on Involve's facilities, systems and staff to support the network, but you will work in the collective interests of the network and will be accountable to its membership.

You will start out developing the network, working with a diverse group of people from across the democracy sector to co-create it, including agreeing its purpose, governance, membership and how it will function. Once the network is established, you will be responsible for coordinating the activities agreed with the network members. This will likely include facilitating a combination of community and consensus building, knowledge and information sharing, and collaboration on collective influencing strategies.

To succeed, you will need to bring an open and collaborative approach to developing and coordinating the network. You will need to be a strong communicator and good at building trusting relationships with a range of people. And you will need to be proactive, seeking out opportunities to develop new connections and finding ways to fulfil the network's purpose.

## 04. KEY RESPONSIBILITIES

The primary purpose of this role is to develop a trusted, strong, diverse and well-functioning democracy network, with high engagement in network activities and an expanding reach to new groups. Key responsibilities will include:

### Building and coordinating the Democracy Network

- Leading the development of the Democracy Network, involving people across the democracy sector in agreeing the network's purpose, governance, membership and how it will function;
- Communicating with and involving the network's members on an ongoing basis to shape plans and run activities;
- Conducting outreach and engaging new individuals, groups and organisations with the network;
- Providing a secretariat function to the network's steering committee, involving them in key decisions, reporting on progress and supporting them to take up leadership roles for the network activities.

### Leading and supporting activities agreed with the network

- Working with others in the network to lead and/or support agreed activities, which could include:
  - Coordinating a regular programme of online meet-ups / workshops on a variety of topics selected by members;
  - Coordinating and facilitating network events, potentially including a festival of democracy;

- Establishing and/or supporting existing communications and knowledge sharing channels;
- Identifying existing strengths and assets in the sector, and supporting the exchange of these via “in-network” training, exchange of information, mentorship, action learning groups etc;
- Commissioning research, training, communications advice, etc, as agreed with the network.
- Coordinating sector-wide influencing strategies.
- Supporting existing networking initiatives in the sector.

## Project and financial management for the Democracy Network

- Creating project plans, managing multiple workstreams and ensuring that complex deliverables are delivered to time and budget;
- Generating and overseeing project budgets and invoices;
- Liaising with funders and partners;
- Preparing project reports.

## Supporting fundraising for the Democracy Network

- Working with colleagues to develop funding proposals for the network;
- Liaising with funders.

Other relevant duties may be undertaken as agreed with the Director of Advocacy & Communications.

# 05. KEY COMPETENCIES

## Essential competencies

Applicants must demonstrate the following competencies:

- Effective networker, able to build and manage relationships with a range of people and mobilise unexpected and powerful coalitions for change;
- Engaging communicator, able to make judgements about which messages should have priority, what level of detail is appropriate, and how to adapt communications for specific audiences;
- Experienced facilitator, able to design and lead collaborative and participatory events online and in person;

- Excellent project manager, able to manage and prioritise a diverse workload; deliver key project elements on time, on budget and to a high standard; and provide robust management of project finances, budgets and reporting;
- Committed team player, embodying our values of collaboration, equality, independence, purpose and quality;
- Astute entrepreneur, able to develop and execute creative new ideas, and build impactful new projects and coalitions;
- Passionate advocate, committed to democratic values and knowledgeable about key democratic issues.

## Desirable competencies

The following competencies are desirable:

- Intelligent campaigner, able to lead and deliver impactful political strategies;
- Effective fundraiser, able to identify and secure funding.

# 06. PAY, LOCATION AND BENEFITS

<b>Job Title:</b>	Democracy Network Coordinator
<b>Pay band:</b>	£36,490 - £46,915, depending on experience
<b>Hours:</b>	Full time, 35 hours per week
<b>Holiday:</b>	25 days annual leave + bank holidays + the period between Christmas Day and New Years Day
<b>Start date:</b>	As soon as possible
<b>Location:</b>	Flexible
<b>Reporting to:</b>	Director of Advocacy and Communications

We are happy to consider flexible working arrangements.

Involve is an equal opportunities employer and, true to our mission, we take inclusion in the workplace seriously. The following benefits are available to staff:

- Annual training budget of £1,000 for each member of staff;
- Workplace pension with employer contribution of 5%;
- Childcare vouchers;
- Phone/data allowance of £13.50 per month;
- Enhanced maternity and paternity leave packages for qualifying employees.

We value diversity in the workplace and all aspects of life. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates as BAME and disabled people are currently under-represented at Involve and throughout the sector.

Applications will be blind reviewed, with any identifying information removed before being passed to the assessor.

## 07. APPLICATION PROCESS

The application should be completed online by 9am, Monday 19th July 2021.

The online form can be [accessed here](#). It consists of six sections:

1. Personal details;
2. Diversity monitoring;
3. Application form;
  - a. Please outline why you are interested in this role? (Max. 300 words)
  - b. Please outline your experience relevant to the key competencies of this role. You will want to refer to the role summary and the competencies in the job description. (Max 500 words)
  - c. Please outline your experience relevant to the desirable competencies of this role. You will want to refer to the role summary and the competencies in the job description. (Max 200 words)
4. A CV of no more than two sides of A4. The CV should include a summary of your:
  - a. Work experience;
  - b. Volunteering experience; &
  - c. Education history
5. Two professional references;
6. Declaration

### Key points

- Only the application form and CV will be assessed. Your personal details and diversity monitoring form will not be accessible by the assessor. References will only be taken up upon appointment.
- We recommend that you prepare your answers elsewhere and copy and paste them into the online form.
- Candidates invited to interview will use their CV and the application form to demonstrate their ability to perform the role, using examples from their career and volunteering experience to-date.

- Candidates are unlikely to be invited to interview if they state they meet the criteria without providing supporting examples and evidence; or ignore the application instructions above.
- This post is only open to applicants who have the right to work in the UK.

If you are unable to complete your application via the online form, please contact [jobs@involve.org.uk](mailto:jobs@involve.org.uk)

## Timeline

The deadline for submitting applications is 9am, Monday 19th July 2021. Applications received after this time will not be considered.

Shortlisted candidates will be notified no later than Tuesday 20th July 2021.

Interviews will be held online on Friday, 23rd July 2021.





**Involve**

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The Involve Foundation (known as Involve) is a registered charity: 1130568 (England & Wales) and SC047314 (Scotland)