

Just FACT Programme Manager



Wen.

Salary:	£34,000 pro rata
Contract:	Permanent full-time post for 35 hours per week
Location:	Based at Wen's Shoreditch office with local travel, options to work remotely.
Reporting to:	Wen Co-Director Beth Summers
To apply:	Please complete an application form and send to jobs@wen.org.uk
Deadline:	9am Monday 5 th October 2020
Interviews:	Monday 12 th or Tuesday 13 th of October

ABOUT THE ROLE

We are looking for a highly experienced project or campaigns manager, with a strength for realising the vision of a project in a way that brings people together and builds community power to achieve real change. You will lead on Just FACT - a Just Food and Climate Transition, an ambitious five-year programme enabling community-led climate action in our local borough of Tower Hamlets. This is an exciting opportunity for the right person to lead on a truly unique transformational piece of work with incredible local community involvement, inspiring partner organisations and key decision makers already engaged.

Here at Wen we believe that food has a unique power to bring people together across difference to create positive change collectively. It creates a place where we can share knowledge, skills and gain confidence to take high impact action together as a community. Food is also at the heart of many of Tower Hamlets residents' greatest problems. The Covid-19 crisis has starkly highlighted this as more people struggle to get the food they need, with many families unable to afford healthy enjoyable meals, and more people than ever reliant on food banks.

It is vital we do everything we can to take action to prevent a climate crisis. This project believes improving our food system will be a vital part of the solution by creating a more resilient food system that works better for the happiness, health and wellbeing of our communities. That is why we're calling this project Just FACT – A Just Food and Climate Transition – because we believe that any action we take on climate change must have justice at its heart.

As the Programme Manager you will strategically lead all elements of Just FACT:

- **BLUEPRINT ARCHITECTS** - Community-led group of 'Architects' researching and creating the Just FACT Blueprint for Tower Hamlets. Led by London LEAP.
- **Just FACT FORUM** - Sitting within Tower Hamlets Food Partnership this forum will bring together strategic partners to advise and resource the project and amplify learning.
- **COMMUNITY HUBS** - 3 Estate based hubs engaging diverse communities to take action and supporting people change behaviours.
- **LEADERSHIP CIRCLE** - Wen will coordinate an evolving participatory group bringing together partners.
- **COMMUNITY LABS** - 5 'Beacon' projects building on existing best practice and 5 new 'Ground Breaker' projects supporting innovation and upscaling responding to the Blueprint.

RESPONSIBILITIES

Planning and delivery

- To take overall responsibility for the strategic planning, management and direction of the Just FACT programme, working to the agreed project plan.
- Working closely with the project partners to review and develop how the programme is delivered to ensure impact.
- To think creatively and ensure the Just FACT Programme is developed to meet its aims and ambitious vision.
- To ensure that the agreed project outcomes are delivered successfully and on time.

Influencing

- Working with partners, you will lead on designing the campaign strategy for the project to change our food system locally, and to create a blueprint that can have a wider impact.
- Understand, identify and seize opportunities for high impact change.
- To build the profile of Just FACT, identifying local, national and international platforms where project learnings can be shared.
- Generate strategic relationships responding to the needs of the project.

Partnership management

- Manage relationships with the project's 10-15 funded partners adopting an approach of generous leadership, particularly convening the Leadership Circle.
- Build effective relationships with key stakeholders in the council, local politicians, community groups, businesses and the third sector.

Understanding impact and sharing learning

- With the support of a consultant, design a monitoring and evaluation framework for the project that will help understand impact, shape the project and share learning.
- Ensure that suitable monitoring and evaluation data is collected from across the programme and with partners to evidence impact, shape programme and fulfil reporting requirements.
- Actively participate in movement building nationally, sharing learning from Just FACT.

Administration and management

- To line manage between 3 to 5 part-time staff at Wen.
- To undertake administration relating to the project.
- To manage the project budget, including ensuring that all partners are keeping suitable records of their expenditure and abiding by Wen's financial policies and procedures.

Other tasks

- As a participatory organisation, staff are expected to be active in organisational decision-making processes and working groups.
- You may be required to undertake other tasks relevant to the role or the wider organization.
- Additional fundraising support for the Just FACT programme team.

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PERSON SPECIFICATION

Essential Experience & Knowledge

- At least three years professional experience in a project or campaign management role in the third sector, particularly in the environmental or community sectors.
- A proven strategic thinker who can work innovatively, identify and seize opportunities to achieve change.
- Demonstrated success delivering on a multi-year project, developing projects as they grow.
- Leading a coalition or partnership.
- Ability to build effective collaborative relationships with a diverse range of groups and individuals.
- Working with a variety of community organisations, particularly small grassroots groups.
- Track record of raising the public profile of projects you have worked on.
- Track record of successfully managing large project budgets.
- Experience and understanding of working across sectors (statutory, third sector, business and community).
- At least one year's experience in direct line management of staff.
- Experience of designing and undertaking complex monitoring and evaluation processes, reporting to funders and demonstrating impact at a high level.
- A thorough understanding of the concept of Just Transition, and a commitment to the aims of Just FACT.
- A passion for taking effective climate action, especially facilitating community led solutions.

Desirable

- Expertise in climate policy or campaigns, community organizing or food policy.
- Experience of working across sectors (statutory, third sector, business and community).
- Knowledge of the borough of Tower Hamlets.
- Grant fundraising experience.

About the recruitment process

To apply for this role please fill in the application form and the equal opportunities form. We will be marking your application based on how you fulfil the person specification. Make sure your statement answers each point on the person specification. You may want to use the points as subheadings in your response. You should prioritize covering the points in the person specification thoroughly above the 'flow' of your writing.

We particularly encourage applications from people of colour, who are currently underrepresented on Wen's staff team. Wen's work, including this role, is open to all genders and aspires to be a trans inclusive organisation.

If you have any questions about the role or the application process, please email jobs@wen.org.uk We are happy to talk over the role and the application process with you in more detail, and having questions now will not count against you in the interview.

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About Wen

Wen works both in East London and nationally to support women and their communities to take environmental action. We work across a wide range of environmental issues, including building resilient and sustainable local food systems, food growing, nature-based wellbeing sessions in women's refuges, our Environmenstrual campaign and our work on a UK Feminist Green New Deal.

Wen has been supporting women and communities to grow their own food, and become advocates for environmental action in Tower Hamlets, for over ten years. Wen leads on the Tower Hamlets Food Partnership, bringing organisations and individuals together to build a better food system for everyone in Tower Hamlets. Members include housing providers, food charities, small businesses, schools, social enterprises, community gardeners and the council.

Wen strives to take an inclusive, feminists and intersectional approach to everything we do. This can be seen within our organisation through our participatory leadership model, the types of projects and campaigns we choose to work on and importantly we advocate movement building.

- We are online: www.wen.org.uk
- Instagram: [@Wen_UK](https://www.instagram.com/Wen_UK)
- Twitter: [@Wen_UK](https://twitter.com/Wen_UK)
- Facebook: www.facebook.com/WEN.UK1988

For more information about the Just FACT programme please see the recent announcement here: <https://www.wen.org.uk/2020/08/11/justfact/>