



Job Title: Senior Network Lead

Reporting to: Head of Policy & Engagement

Manages: IGKN Coordinator

Key responsibilities:

Shape and lead the evolving Inclusive Growth Knowhow Network, delivering innovative, high-quality advice and support to member places, resulting in real-world impact. In so doing, become a recognised practitioner in the inclusive growth community and a senior ambassador for the Network and its partners.

Specific tasks will include:

Network set up and delivery

- Working independently and with partners, develop the Network from the initial proposal to launch in April 2020
- Build relationships with the member places to shape a Network which evolves to meet their needs
- Lead regular Network meetings and the annual event
- Produce engaging, high quality written outputs from the network
- Have responsibility for quality assurance of the Network's outputs, including from the Implementation Advisors
- Develop processes and tools to deliver the Network's objectives and work strands
- Develop a 2-year work plan, with 6 monthly reporting

Communication and stakeholder management

- Contribute content for the Network's website (hosted by CPP), in the form of blogs and articles
- Develop effective communication and engagement tools to ensure the Network becomes a regular source of advice, support and leadership for places and partners
- Work with the Steering Group to ensure that partners' roles are scoped and implemented

Engagement and stakeholder management

- Collaborate with third party organisations to co-design and deliver projects
- Build network of stakeholders in relevant fields to ensure the Network has access to high quality support
- Support the Steering Group to disseminate research findings through communications and events
- Train (and manage) other members of staff
- Anticipate and manage risks and resources needed to deliver high-quality, impactful projects

Other

- Be an ambassador for the Network and its partners, representing the Network at external conferences and events
- Become a recognised practitioner in the inclusive growth community
- Other tasks as required by the Director, potentially including recruitment

Anticipated skills and experience include:

- 3-10 years' experience in policy and/or delivery
- A multi-disciplinary background, with an interest in economics and inclusive growth
- A practical and entrepreneurial focus, with the creativity and drive to shape the network from concept to implementation
- A self-motivator, able to work with minimal supervision on multiple priorities
- A strong communicator, willing to work across the country with different organisations, brokering actions to ensure that places and partners are supported through the Network