Community Participation Lead
Job Application Pack

If you require this application pack in an alternative format, please email: riannan.martinson@kwmc.org.uk

Hello! Thank you for your interest in working with WeCanMake. In this pack you will find more information about WeCanMake, the job, and how to apply.

Who we are and what we do:

WeCanMake is a neighbourhood test-space in Bristol imagining and making new ways to create homes that build social infrastructure and community wealth. We are a community land trust with a community micro-factory where we use biomaterials and digital design and fabrication tools to make components for adapting and improving our neighbourhood. This includes making low-carbon, community-owned affordable homes; retrofit of existing homes; and public realm interventions.

Community Co-design & Prototyping

We work with communities to imagine and co-design new ideas about how we can live better together, working from the micro-site, to the neighbourhood, to the whole system. We love getting hands-on and trying things out.

Democratising Production

We have a community-micro factory where we use digital design and fabrication tools and tech to make components for our homes, with the emphasis on bio-materials and local supply chains. Our aim is to build community wealth through growing new jobs, skills and infrastructure.

Making Space for Good Homes

We have developed an innovative model for unlocking micro-sites for low carbon, community-led homes in a way that supports gentle densification and has potential to scale across the UK.

WeCanMake is part of Knowle West Media Centre (KWMC) – an arts and tech collective that has been working with our local community for over 25 years to create a more thriving neighbourhood with art tech and care (kwmc.org.uk)

To learn more about WeCanMake, visit our website: wecanmake.org

Job Details

Community Participation Lead

Hours: 30 hours – 4 days a week

Salary: £21,062 - £26,960 for 4 days (£26,960 - £33,251 Full Time)

Contract: 12-month contract, with options to extend

Benefits inc:
Flexible working
Access to Simply Health Wellbeing plans
Coaching training
25 days holidays + bank holidays (pro-rata)
Birthdays off
Additional 3 days off Christmas / New Year
1 Volunteer Day a year
Cycle to Work scheme

Location: KWMC The Factory, Knowle West, Bristol

Access: There is wheelchair access.

Job Description

What if the power and resources to create good homes and neighbourhoods were in the hands of the community?

WeCanMake is seeking an experienced and passionate Community Participation Lead to join our team to co-design, facilitate and put into practice promising responses to this "what if?" question.

The Community Participation Lead will design, facilitate, and manage the meaningful participation of local people and communities in our creative mission and programme, including:

- Developing and managing the community co-design process for our growing pipeline of community-led affordable homes on micro and small sites, including working with individual families, neighbours, and the wider community.
- Supporting the development of our Community Land Trust membership, ethos, and activities.
- Supporting the design and running of our creative programme of events, including pop-up public realm events, workshops in our Factory, neighbourhood meet-ups, as well as exhibitions and talks.

The Community Participation Lead will have a passion for working in community contexts, be comfortable working collaboratively with different creative and professional disciplines and believe in the power of co-creation to create a fairer future.

We particularly welcome and encourage applications from those currently underrepresented in our workforce; including any applicant who identifies as working-class, a person of colour, transgender, non-binary or genderqueer, D/deaf, visually impaired, disabled, or neurodivergent.

Main roles and responsibilities

- Develop the participation framework for engaging families interested in WeCanMake as a housing option, including managing people's participation over time and ensuring the care of relationships through what can be a highly creative but also very technical process.
- Lead the co-design and consultation process with local people and communities in the development of WeCanMake's new community-led housing projects on micro and small sites in Bristol.
- Manage Community Membership of the WeCanMake Community Land Trust, including leading the organisation of the bi-monthly neighbourhood meet-ups and ensuring connection and communication between the Community Membership and the Board of WeCanMake.
- Ensure the full diversity of different communities – and their ideas, imagination and voice – are reflected and represented in the co-design and development of WeCanMake's ethos and work.
- Ensure the participation of local people and communities in WeCanMake's work is documented in a rigorous way. This includes fulfilling our community participation values; meeting the evidence demands of the planning process; the regulatory requirements of the Housing Regulator; and monitoring requirements of our funders.
- Support the organisation and hosting of WeCanMake events, talks, exhibitions, pop-up events in the public realm, and hands-on workshops and build projects. monthly community meet-ups, through helping design the overall programme and individual events, and leading on the logistics in terms of sharing invitations, managing guest list, and helping to facilitate and document the events.
- Contribute to the creative development and application of WeCanMake's community participation practice, including exploring, developing, and sharing ideas around community participation, stewardship, and governance.

General

- Work effectively and collaboratively in a team, including with project partners, community members, and the wider Knowle West and South Bristol community.
- Contribute to the overall development of WeCanMake, in terms of overall programme and mission, including research and development, reflection, evaluation and learning.
- Support our ethos of working in the open, sharing what we learn as we go, including building relationships with the local community, peer networks, partners, and stakeholders.
- Be prepared to work flexible hours, including occasional weekends and evenings.
- Maintain the WeCanMake database, analyse data, manage and deliver all monitoring, evaluation and reports as required by funders and stakeholders.

- Manage own administration efficiently, complying with WeCanMake processes and developing new systems and processes as required, to ensure the smooth running of WeCanMake.
- Adhere at all times to KWMC's employment policies and procedures with particular reference to Health and Safety, Child Protection and Equal Opportunities.

Personal skills and attributes

The Community Participation Lead will be a creative and values-driven individual who is committed to community-led development. They will have excellent communication skills and an aptitude for working collaboratively with diverse communities. They will be able to engage with and bring alive big ideas around the commons, community wealth building, and new forms of community-led development. Equally they will enjoy getting to grips with the details of organisational processes that support meaningful participation, and love getting hands-on with the practical logistics of making people feel part of something.

We do not require any specific educational or professional qualifications for this role. We anticipate that people with a background and experience in fields such as design, community organising, the built environment, the arts, and applied R&D would be well suited to the role. But we remain open to other types of relevant experience.

We would expect the successful applicant to have at least three years of working in a relevant field.

Essential

- As a person: kind, collaborative, and confident.
- Experience of working in diverse community contexts.
- Experience of working on relevant community-led projects, such as: housing, build projects, public art projects, campaigns and actions.
- Design skills that can help communicate ideas with lay audiences and connect with built environment professionals. For example, graphic design, arts, illustration, photography.
- Excellent people and communication skills, confident with in-person interactions and able to manage difficult conversations with stakeholders when needed.
- Curious about the world and committed to spatial, social and environmental justice and sustainability.
- Enthusiastic about getting stuck in and mixing things up – everything from gardening, to live builds, to community feasts.

Desirable

- Experience and understanding of the development and planning process, for example, understanding and experience of public consultation.
- Experience and interest in making, for example, arts, craft, digital design and fabrication, and construction.
- Skills in creative documentation and content creation. For example, film, photography, social media content creation.

Review:

This job description is subject to review and amendment in response to the changing needs of the project and will be reviewed through the ongoing appraisal process.

November 2023

Application & Recruitment Process

How to apply:

Please prepare:

(1) A copy of your most recent CV.

(2) A single PDF document (max 4 sides of A4) which can include a mix of text, images, and links. It should cover the following:

- A personal statement demonstrating:
  - Your background and relevant experience.
  - Why you are interested in the role.
  - How you meet the person specification.
- Examples of your work that are relevant to the role – you may use visual images, photos, and web links.

Please send your application to: riannan.martinson@kwmc.org.uk

Once you have submitted your application you will be asked to complete an Inclusion Form. The information you share will not be stored with, or linked to, your submission. Completing the form helps us understand if we are reaching people from a range of backgrounds. We will not use the Inclusion Form to assess your eligibility. All applications will be assessed on merit.

If you have any access needs that require you to submit your application in another format, please get in touch so we can help you find a suitable option. All applications will be assessed according to the same criteria and submitting in a different format will not affect your chances of being selected.

We operate a scheme where we guarantee an interview for anyone who identifies as D/deaf, visually impaired, disabled and/or neurodivergent and fulfils the minimum requirements of the role, as people from these groups are currently underrepresented in our workforce. If you would like this to be a consideration, please indicate this when you apply.

Timeline

Application deadline: 12pm Wednesday 3rd January 2024
Interviews: Monday 8th January 2024
Start date: February 2024 (some flexibility is possible depending on circumstances).

Offer of employment: All offers of employment are made subject to contract, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.

Contact

If you have any questions email: riannan.martinson@kwmc.org.uk.