

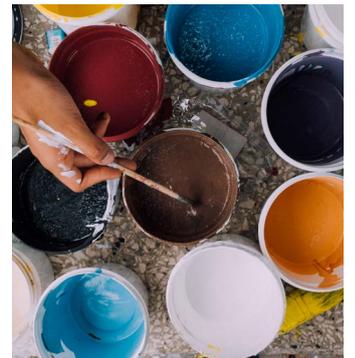
PARTICIPATORY CITY

NEIGHBOURHOOD

Mentor
Care Leavers Programme
Candidate Pack

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Welcome to Participatory City

Exciting times! We are about to scale up the work we have been developing over the last 7 years through a brand new organisation - the Participatory City Foundation.

You will be joining the organisation at the best possible time — right at the beginning. We are building a new diverse team of 24 people by Year 3. Together with a large network of specialists this team will become the platform organisation for the ground breaking Every One Every Day initiative in Barking and Dagenham.

Working with an incredible group of Trustees and partners we are launching an ambitious idea — to make practical participation a key building block for improving the everyday life of residents throughout the borough. Our partners include Barking and Dagenham Council, Esmée Fairbairn Foundation, Big Lottery Fund and City Bridge Trust, and we will be building collaborative partnerships continuously in the borough and with a number of cities across the world.

Departing from the old ideas of 'top down' and 'bottom up' we're building a new type of distributed support system in the borough. Over the next 5 years Participatory City will work with local residents and organisations to create a high level of new activity. With a budget of £6.4 million Every One Every Day will grow a new network of 250 projects and 100 businesses.

This is not an intervention nor a programme - its a whole new sustainable system - built from the ground up, with people's creativity as the starting point. It will combine the benefits of peer-to-peer participation projects, with businesses and services - working together to improve the overall wellbeing of the neighbourhood, leaving no one behind.

We hope that you enjoy looking through this candidate pack and that the opportunity to shape the future of the Participatory City and the fantastic Every One Every Day initiative appeals to you.

We hope you will consider applying to join our team!

Tessy Britton

Chief Executive

The Every One Every Day Initiative: Barking & Dagenham

1 London Borough



5 years



250 new projects



100 new
businesses



25,000 people
participating

The London Borough of Barking and Dagenham has long been an area of change. Recent demographic changes in particular have challenged traditional ideas of the area and of its population. There is a pressing need for the lives of people of living here to improve. It's the ninth most deprived local authority in the country with significant health, economic and cohesion issues.

However the borough is also very rich in talent, creativity and enthusiasm, with brilliant resources, including community centres, schools and parks. The people we have spoken to in the neighbourhoods we visited during our research phase tells a very positive story. People we met are honest, proud with a rich history and heritage. They are increasingly diverse and young. And like almost all communities they are full of ideas ... and want to help create a better future for themselves and their families.

The Every One Every Day initiative intends to provide a platform for this creativity and energy. As the borough grows, so too will the improvements to everyday life grow for the people living there.

Participatory City will be supporting people to participate in everyday projects and start community businesses, running a Neighbourhood School Programme so that people from the borough, the rest of the UK and other countries can learn with us to bring those ideas to their cities.

Our research programme will continually measure and monitor the impact we're having and will codify our approach to make it easily replicable elsewhere. And our work with the local authority will focus on combining the services of the council with the emerging participatory system ecosystem.

Participation Culture

In recent years local people have been inventing unique and imaginative projects across the world. These projects see people working together on practical ideas that make their neighbourhoods more exciting and enjoyable to live.

We refer to these types of projects as 'participation culture'.

These projects include the creation of participation opportunities to share knowledge, spaces and resources, for families to work and play together, for bulk cooking, food growing, tree planting, for trading, making and repairing, for growing community businesses. These practical 'common denominator' activities are universally appealing and are accessible entry points in the participation network - attracting people from different cultures, backgrounds and ages, and with different types and levels of confidence, skills, health, available time and interests.

By taking part in these projects people become creators of the places in which they live - becoming collaborators and co-producers as well as consumers. Taken together in one place, these many ideas could make life significantly better for people and for the planet. And we like it all the more because this form of participation has been invented by citizens themselves.

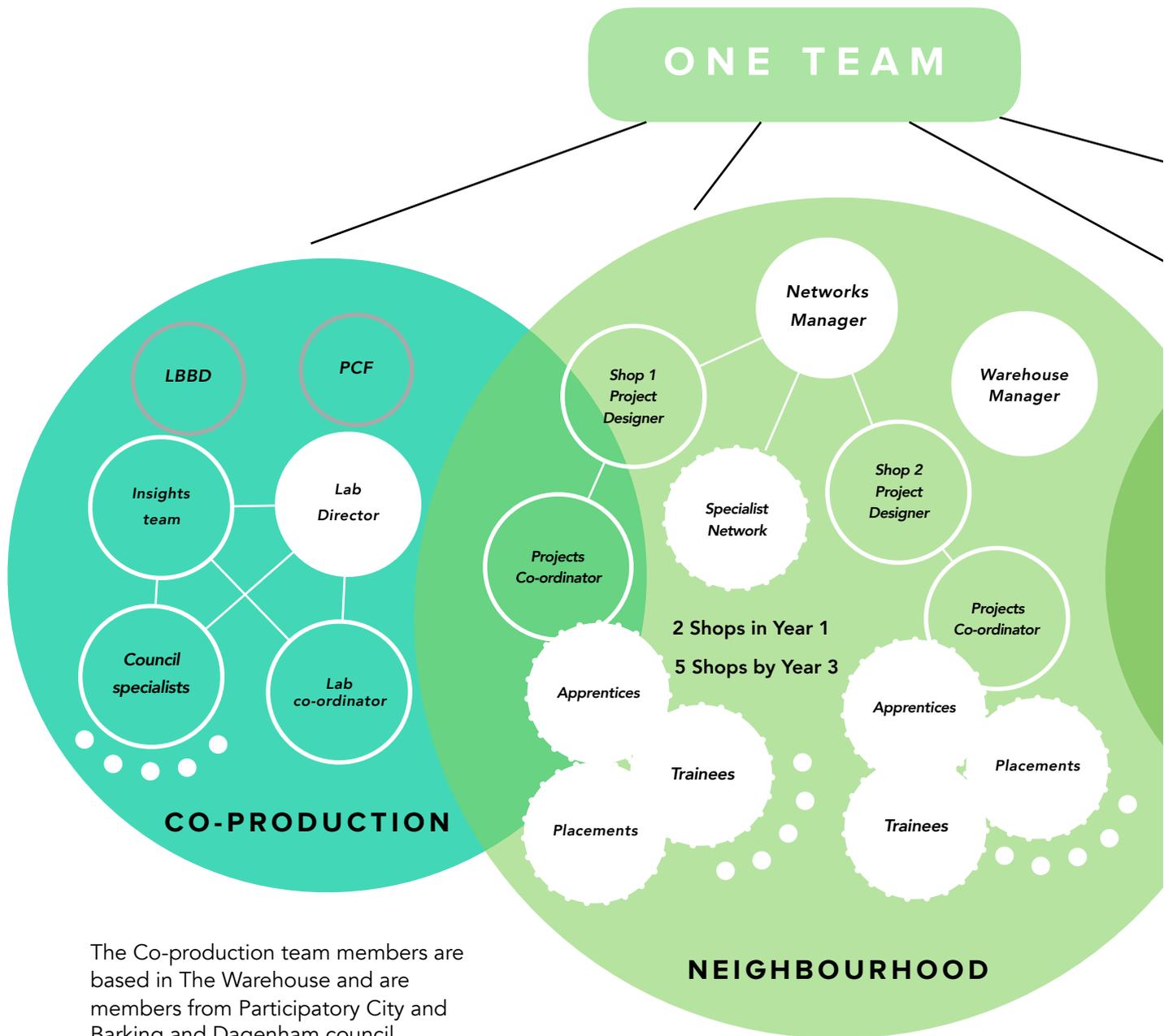
And that's the Every One Every Day idea in a nutshell:

Places made by everyone, for everyone.

Creating vibrant places that leave no one behind.



How We Are Organised

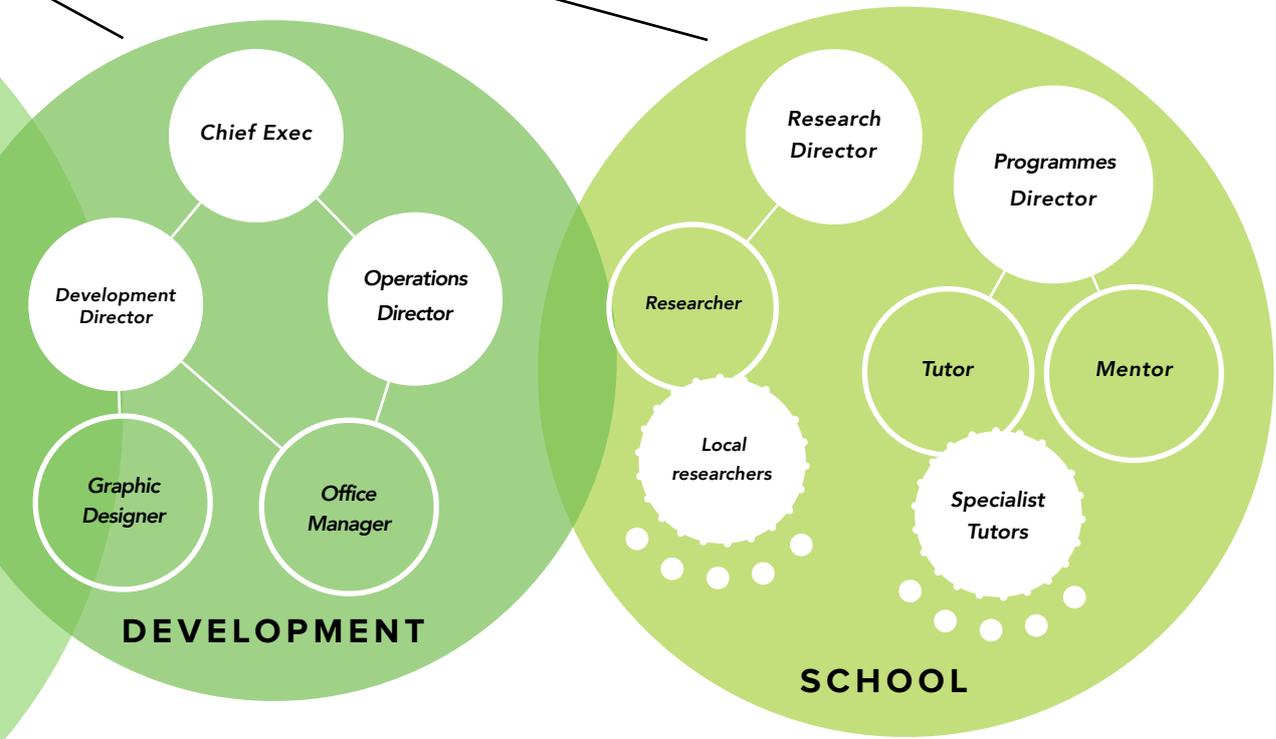


The Co-production team members are based in The Warehouse and are members from Participatory City and Barking and Dagenham council.

Responsible for co-production design and systemic integration of participatory ecology, services, businesses and industry, integrated responses from multiple actors to complex issues.

The Neighbourhood team members are based in local high street shops and are the entry point for residents and local organisations.

Responsible for growing the network of projects & businesses. The network will grow to 5 Shops with 25 hubs over the initial 5 years.



The Development team members, which includes the Chief Executive, development and operations roles, are based in The Warehouse but work throughout the organisation.

Responsible for co-ordination and strategy, working closely with Network Manager, Programmes Director, Research Director and Lab Director as the Strategy Group.

The School team members are based in The Warehouse.

Responsible for knowledge building (research, analysis, codification, development evaluation) and knowledge dissemination and scaling learning in the neighbourhoods and through the City Programme.

How We Work



We include everyone

We are stronger together and we do our best work when people from every walk of life are involved. Creating new ways for everyone to take part on an equal footing is at the heart of everything we do. Success will be measured by how well we collaborate and what this achieves.



We build trust

We are trustworthy - honest, respectful, open and reliable - making firm commitments and holding ourselves to account. We extend trust, knowing that networks of trust and support unlock creativity in everyone. We give others the stage. We think as a connected and co-dependant system, act as a friend.



We get things done

We roll up our sleeves and get stuck in, whether it's washing up, welcoming others or completing a project. We don't wait to be asked. We value the effects of momentum, doing what we can with what we have, where we are. We drop everything to support each other to make things happen quickly and successfully.



We are creative and playful

We are bold, imaginative, experimental, analytical - always looking for more effective ways of doing things. Creativity means more to us than how things look - it runs through everything we do. We cultivate an atmosphere of good humour - we are creative when there is a sense of playfulness.



We learn as we work

Whilst grounded in common sense and knowledge, our work is in the new, the emerging. With a learning and entrepreneurial mindset we look, we listen, we ask why, what if and what else? We build new insight and knowledge collectively, through discussion as well as data. We celebrate when things go well. We reflect, learn and have a cuppa when they don't. We bounce back quickly.



We communicate, all the time

We meet people where they are. We make ideas both understandable and exciting. We take responsibility for communicating to everyone, distilling, simplifying and personalising. We communicate through conversations, words, drawings, images, diagrams, models, music, stories and films, creating many different methods for people to interact with ideas - on their own terms and in their own way.



We create value collectively

We are here for a reason - supporting 1000s of people to work together to co-produce positive, measurable, real-world effects. We keep an eye on the detail and the big picture, growing the impact of the work methodically and persistently, step by step, day by day. Big valuable things are achieved through many small things getting done by many people.

Job Description

Job Title: Mentor - Care Leavers Programme

Location: Barking & Dagenham, London. Role will include working and travel to all parts of the borough.

Salary: up to £35,000 p.a (depending on experience).

Type: contract to 31 July 2019, with view to extending subject to funding

Hours: 40 hours/week - this role might involve some evening and weekend work. We're open to the possibility of this being a part-time role (minimum 24hrs/week) for the right candidate if full time hours are not possible.

Holiday entitlement: 30 days (plus 8 bank holidays)

Pension: People's Pension

Reports to: Programme Director

Responsible for: 2 cohorts of up to 5 care leavers undertaking 3 month apprenticeships with Every One Every Day.

No. Of Roles: 1



About this role

The Mentor for the Care Leavers Programme will play a critical role in enabling young people leaving care in Barking and Dagenham to progress in their lives and communities through the Every One Every Day programme (EOED).

The Mentor will be responsible for designing and running a programme of structured 3-month placements and learning opportunities for up to 10 care leavers over two cohorts during 2019.

One type of placement will see young care leavers learning how to create participatory projects in their own neighbourhoods and developing their project ideas in collaboration with local residents and the EOED team.

The other type of placement will see young care leavers developing skills and experience in running participatory maker-spaces in the EOED Warehouse. This will include hosting and community outreach as well as technical aspects relating to machinery, operations and logistics.

As Mentor you will take a lead role on making this programme happen. As a strong people person, you will be passionate about making and finding ways for everyone to create and make and about creating opportunities for young people.

You will be based across our various sites in the borough. You'll be an inspiring role model for all of the people you work with, using your excellent people skills to help the young care leavers within the programme shine, and to bring out the best of everyone in every situation.

Duties/Responsibilities of this role

- Lead the development and implementation of the EOED Care Leavers programme - supporting 2 cohorts of 5 young care leavers to develop skills and experience through the EOED shops and warehouse.
- Work closely with the PCF CEO, the EOED shop and Warehouse teams, and the LBBD Laving Care Service to create a clear programme of learning for care leavers, providing them with experiences and opportunities, as well as necessary taught elements.
- Support care leavers, and their families and carers where appropriate in the programme to ensure there is a clear outcome from their placement, for them and their communities.
- Co-ordinate and manage all aspects of the Care Leavers programme including scheduling and timetabling, recruiting young people to the programme, communications with the LBBD Leaving Care Service and integration with the EOED team.
- Create a supportive environment for care leavers on the programme providing them with excellent and ongoing practical and developmental support.
- Work collaboratively with the necessary stakeholders, including PCF staff, Funders, residents and local organisations and services.
- Contribute to organisational and project learning and development, helping to turn data and case studies arising from the delivery of the care leavers programme into useful information.
- Work within budgetary constraints and find creative ways to deliver on objectives.

Person Specification

Skills

ESSENTIAL

- Strong project design, implementation and iteration skills.
- Excellent communications skills including written, visual and spoken.
- Ability to deliver under challenging time scales and deadlines.
- Excellent people skills - able to work with a variety of people and organisations particularly young people.
- Strong line management and team development abilities.
- Strong project design, implementation and iteration skills.
- Excellent facilitator with an approach that seeks to build increasing levels of participation.
- Excellent problem solving skills.
- Expert collaborator, looking for mutually beneficial outcomes.
- Action-orientated: Proven ability to get stuff done both strategically and at the local level.
- Understanding of research methods and methodologies.
- Basic understanding of participation theory and methods and the aims of the Every One Every Day programme.

Personal Qualities

- Energetic- Great at face to face communication-able to convey ideas, generate excitement, motivate and encourage people to get involved.
- Inspirational and motivational.
- Thrives on challenge, and is always looking for opportunities and best possible outcomes.
- Calm and cheerful through adverse situations, inspiring your team to respond to problems in a similar manner.
- People orientated. Interested in genuine relationship building with a wide variety of different people.
- Curious with a learning mindset.
- Entrepreneurial attitude- with relentless pursuit of goals.
- A commitment to achieving social change, where everyone is able to participate and no-one is left behind.
- Treats people equally - sees people as individuals.
- Resilient - able to bring the same energy to your work at the end of the day, as at the start and to thrive on the everyday ups and downs.

Knowledge & Experience

ESSENTIAL

- Experience of running programmes for young people, particularly those in or with experience of care.
- Experience of meeting tight deadlines and delivery time scales in complex environments.
- Experience of working with councils and council departments.

DESIRABLE

- Experience of working within care services or within social change organisations
- Experience of co - production techniques and participation.
- Interested in social design and system change.
- Experience of social research methodologies.

Other important information

Equality and Diversity

We are particularly interested in recruiting people who live in the borough of Barking & Dagenham. It is the policy of Participatory City Foundation to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

Our full Equal Opportunities Policy can be obtained on our website. [See here.](#)

Safety & Civic Proficiency

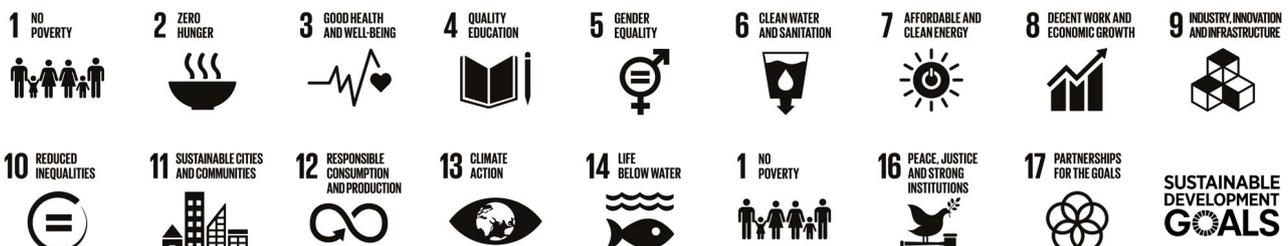
Recruitment is done in line with safe recruitment practices.

All PCF staff have a responsibility for safeguarding. You will need to undergo a DBS check before employment will be offered as this role will involve working with children and vulnerable adults. You will be required to undergo various training in order to meet our Civic Proficiency standards. This will include health & safety, fire safety, food hygiene, first aid and other safeguarding.

Our full Safeguarding Policy can be obtained on our website. [See here.](#)



Participatory City supports the UNDP Sustainable Development Goals



How to Apply

1. Please apply by CV and up to 2 pages A4 maximum which must include:
 - a) What excites you about the possibility of working with Participatory City.
 - b) How your skills, knowledge & experience and personal qualities fit the role as specified in the Person Specification.
 - c) How you think you would fit into the Participatory City culture as outlined in 'How we work.'
 - d) The closing date for applications is Friday 30th November. We strongly encourage early applications.
 - e) Please also complete an equality monitoring form. Find it [here](#).
2. Please also indicate:
 - a) Your availability for interviews on 10th or 11th December.
 - b) Your notice period with your current employer, if applicable.
3. Successful applicants will be invited to interview. Interviews will be held on 10th or 11th December.
4. We are aiming for a start date for this role of Monday 7th January.

To apply:

Email your CV (in PDF format) and 2 Page Application (in PDF format) to Bobbie-Jo at bobbie-jo@weareeveryone.org with an email subject line of 'Mentor, Care Leavers Programme - [Your Name] application'.

If you have any questions about any aspect of this role, please contact Wayne at wayne@participatorycity.org or Nat at nat@participatorycity.org

Essential Reading

[Illustrated Guide](#)

[Designed to Scale](#)

[Made To Measure](#)



www.participatorycity.org

We look forward to hearing from you.

FUNDED BY

