

PARTICIPATORY CITY

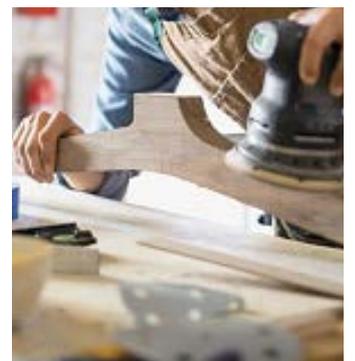
A person wearing a dark green long-sleeved shirt and a light grey apron is using a blue orbital sander on a wooden surface. The background is a workshop with various tools and materials.

NEIGHBOURHOOD

Neighbourhood
Warehouse Manager
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 groundbreaking 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.

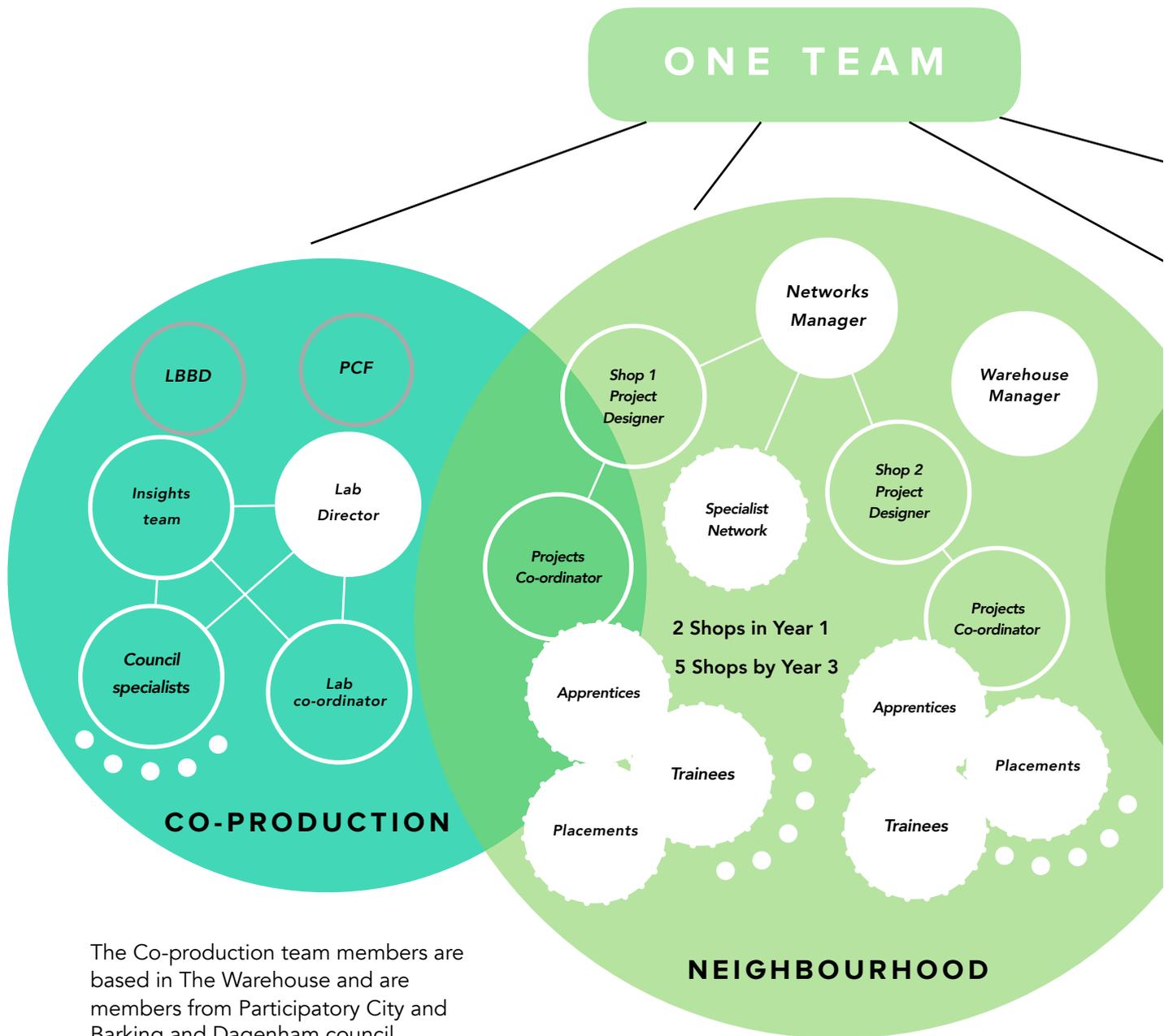
And that's the Every One Every Day idea in a nutshell:

Places made by everyone, for everyone.

Creating vibrant places that leave no one behind.



How We Are Organised

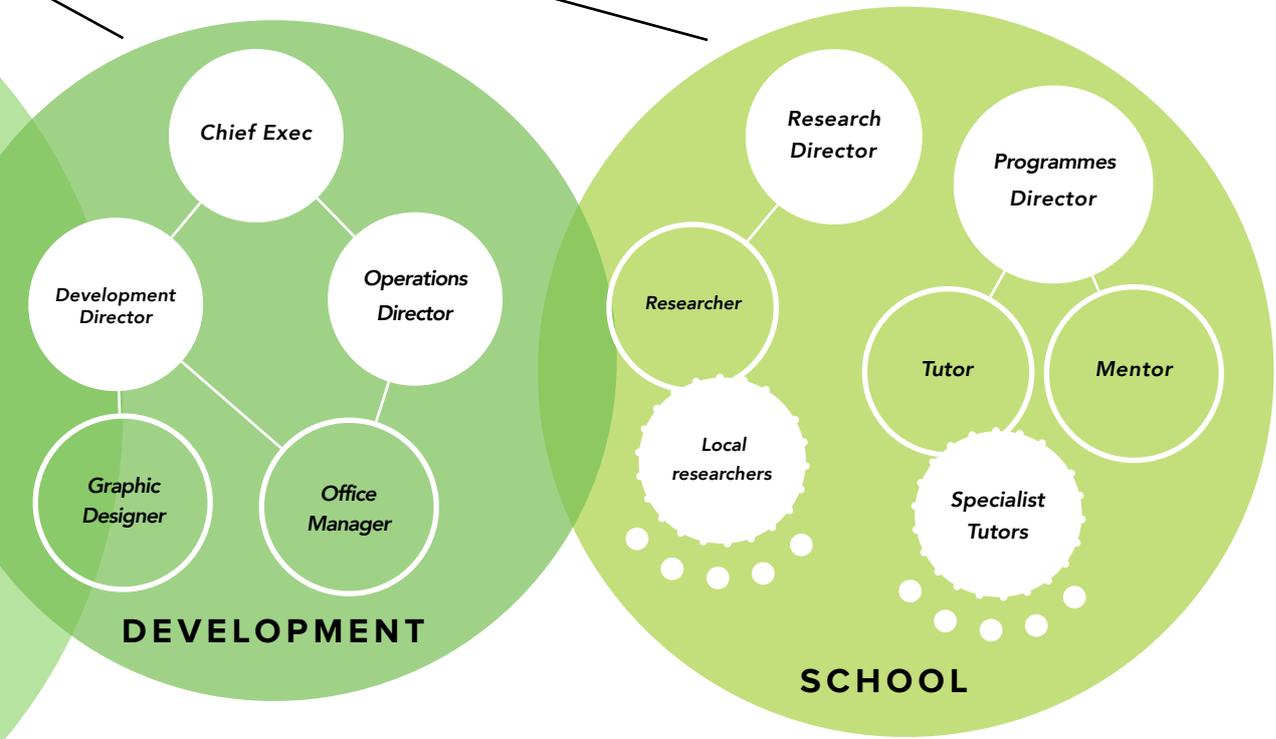


The Co-production team members are based in The Warehouse and are members from Participatory City and Barking and Dagenham council.

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.

About The Warehouse

The Warehouse is the central home of the Every One Every Day initiative and will combine a number of vital elements:

1. Publicly accessible warehouse with a number of functional areas equipped for cooking, making and repairing.
2. Central location for the Every One Every Day teams.
3. Open co-working environment for local residents and organisations.

Makerspace

Maker spaces have largely been created on a membership revenue model. The Warehouse will operate on a platform funded model which will allow residents of Barking and Dagenham to have free and open access to the functional spaces. This is an essential part of the strategy of the Every One Every Day initiative. One of the primary aims of this is to create an ecology of different opportunities for people living locally to grow their ideas from the smallest suggestion through to growing a new business or self employment. The Warehouse will enable this development and will create access to specialist equipment and training.

Neighbourhood School

The Programmes team will use the spaces to run a number of programmes, including workshops for local residents, councillors and organisations. It will facilitate the Business Development Programme which will run incubator courses using the specialist functions in the space e.g. food business development might work out of the industrial kitchen, micro manufacturing work out of the fabrication workshop.

It will also host the Cities Programme training which will consist of working across the neighbourhoods, as well as talks, workshops and independent research.

Coproduction Lab

This team will be undertaking redesign and integration work with the neighbourhood, council services, local industry and external partners. It will have a permanent design space in The Warehouse for ongoing workshop activity in collaboration with the Barking and Dagenham team.

Development team

The Development team, including the Office Manager, Development Director and Designer will be based in The Warehouse. All team members, including the Neighbourhood teams usually based in the local shops and hubs will spend one day a week together.

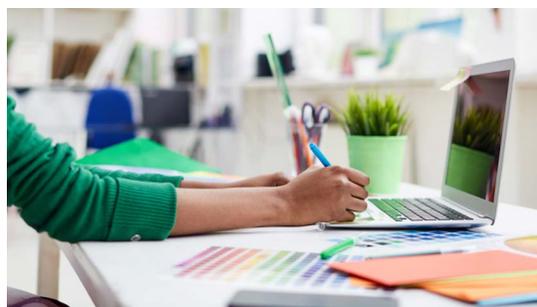
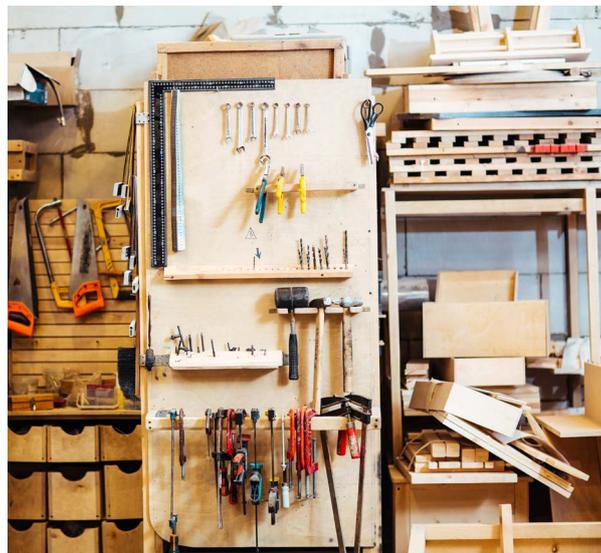


The Warehouse space

The Warehouse will be large enough to accommodate several different functions, from desk spaces, white boards, kitchens and workshops. The space has yet to be found and the layouts are yet to be designed but as part of the design brief we anticipate that a great deal of flexibility will be required.

This will include:

- Workshops.
- Kitchens.
- Outdoor spaces.
- Open areas for desk working, in teams and open to local residents.
- Smaller meeting rooms.
- Events spaces.
- Wall spaces for planning and designing.
- Larger team working spaces.



Job Description

Org Ref: 4.5j

Job Title: Neighbourhood Warehouse Manager

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

Salary: up to £28,000-33,250 (depending on experience).

Type: 2 year contract initially with expectation of extending for a further 3 years, subject to funding.

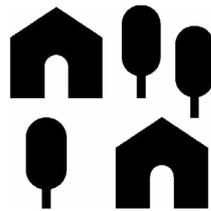
Hours: 40 hours/week - will regularly involve some evening and weekend working. Approximately 30-40% of your working week will be in the evening or on one day at a weekend.

Holiday entitlement: 30 days (plus bank holidays).

Pension: Workplace pension.

Reports to: Development Director.

Responsible for: Apprentices; trainees; placements. This role will be part of the PC Strategy Group.



Neighbourhood

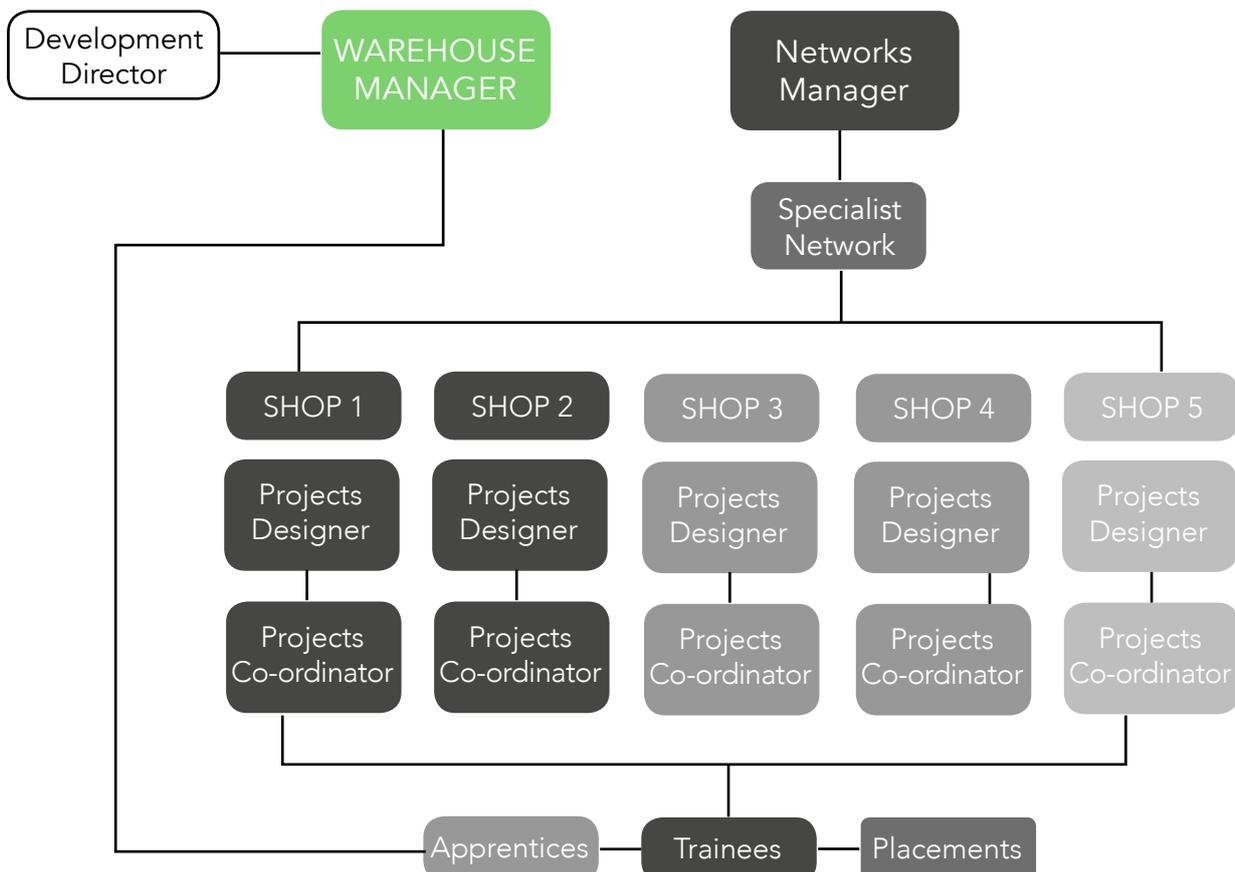
Phases

2017

Jul 2018

Jan 2018

2019



About this role

The Warehouse Manager is a pivotal role in the Every One Every Day initiative. The Warehouse is the home to many of the Every One Every Day team members as well as providing a unique publicly accessible coworking, events and maker space in the heart of Barking and Dagenham.

You will be take a lead role in transforming an empty building into a thriving, creative community. You will be based at The Warehouse and will be the space host and manager. You'll lead on the design and shape of the space from concept through to implementation, co-producing with local makers.

You'll work closely with all the Every One Every Day staff including the research and programme teams to support the specialist incubation programmes, which will take place in the functional makerspaces. A strong people person, you will be passionate about making and finding ways for everyone to create and make.

Your work will focus on three main areas:

1. Technical workshop and space management.
2. Community building activities and events.
3. Project and business development.

You'll be an inspiring role model for all of the people you work with, using your excellent people skills to help your team shine, and to bring out the best of everyone in every situation.

Duties/Responsibilities of this role

Technical workshop and space management:

- To ensure the warehouse and associated areas operate in a safe manner, including providing appropriate training for all users, and supervision as required, in accordance with Health and Safety legislation and local best practice.
- To help maintain a technical staff presence in the workshop during warehouse opening hours in order to facilitate access and ensure appropriate supervision is available as needed.
- Teach appropriate and safe use of equipment, share and teach related expertise in making, craft and design.
- To provide training, supervision and demonstrations to external visitors to the Warehouse, including setting up and taking down of experiments/equipment as required.
- Responsible for maintenance of equipment, solving any safety or maintenance related problems that affect the use or operation of the Warehouse, and to be proactive in solving problems within the scope of the role.
- To ensure that the Warehouse and associated equipment is appropriately maintained and stored. Responsible for holding maintenance records and inventory of equipment.
- Scheduling, memberships, and space use management of the Warehouse.
- Managing the Warehouse budget and spend with the Office Manager.

Community building and events:

- Getting to know all the members, researchers and local residents.
- Connecting people around ideas and projects and moving this to prototype stage where applicable.
- Suggesting and arranging social events to create opportunities for people to share their knowledge and support one another.
- Ensure all participation experiences are positive and that developing culture is open and inclusive to ensure regular participation.
- Use co-production methods with other Participatory City staff and wider neighbourhood participants.
- Work with researchers to assist with data gathering.
- Train and develop apprentices/trainees/placements in skills with support of the Neighbourhood School.

Project and Business Development:

- Working with the Programmes team to run the incubator programmes.
- Working with specialist tutors and other external staff.



Person Specification

For this role: We're recruiting for a people person, a relationship builder, someone with bags of enthusiasm. Please apply if you're excited about this role, even if you don't have every requirement listed below.

Skills

ESSENTIAL

- Be able to use precision workshop equipment including: lathes, milling and cutting machines, computer controlled equipment.
- You are a 'maker' and be able to demonstrate you can produce a very high quality product.
- Able to communicate clearly to non - technical audience.
- Excellent people person- thriving on working with a diverse group of people.
- Action orientated - able to get things done to time and budget, including working with a number of different people.

DESIRABLE

- You have one or more additional specialist skills such as CNC machining, ceramics, electronics, welding, computer programming, plumbing or others.

Personal Qualities

- Committed to high quality of manufacture, demonstrable attention to precision and detail, and passionate about making and finding ways for everyone to create and make.
- Energetic- Great at face to face communication -able to convey ideas, generate excitement, motivate and encourage people to get involved.
- Treats people equally - sees people as individuals.
- Persistent - strong follow - up ensuring that excitement is generated.
- Relationship builder- able to talk with local people, shops, businesses to surface opportunities.
- Curious with a learning mindset.
- Being outcome focussed- dogged pursuit of objectives and outcomes (eg membership, opportunities).
- Resilient - able to bring the same energy to your work at the end of the day, as you were at the start and to thrive on the everyday ups and downs.
- A commitment to achieving social change, where everyone is able to participate and no - one is left behind.

Knowledge & Experience

ESSENTIAL

- Knowledge in engineering or making, which enables you to advise on technical issues regarding concept, design, CAD, manufacture, assembly and installation of devices. You are likely to have an apprenticeship, BTEC, degree or equivalent qualification in a relevant subject.
- Good knowledge of materials and their use.
- Be able to understand design drawings and CAD files, and work from sketches and verbal instructions, and must have a good understanding of workshop principles.
- Experience of advising others regarding design, materials, manufacture etc in either a commercial, educational, or makespace environment.
- Experience of working with diverse teams.

DESIRABLE

- Experience in teaching, mentoring or demonstrating skills or crafts.
- Have worked within a workshop environment (likely for 3-5 years) with responsibility for assembly of complex devices and the development of innovative designs.
- Experience of co - production techniques.
- Interested in social design and system change.

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 age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation 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.](#)

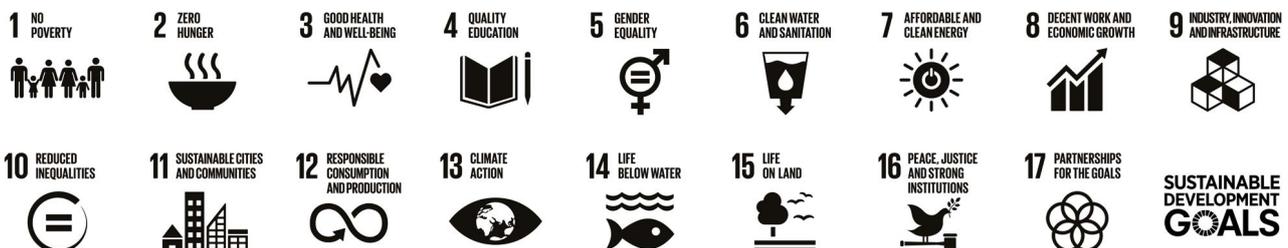
Safety & Civic Proficiency

Recruitment is done in line with safe recruitment practices.

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

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.

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) Confirmation that you are a UK/EU citizen or have the right to live and work in the UK.
 - e) The closing date for applications is 28 August 2017. We strongly encourage early applications.
 - f) Please also complete an equality monitoring form. Find it [here](#).
2. Please also indicate:
 - a) Your availability for the Information event/Group exercise events on 7/9.
 - b) Your availability for interviews on 13 September.
 - c) Your notice period with your current employer, if applicable.
3. Shortlisted applicants will then be invited to a 2-part session, held in Barking. This will comprise a 90 minute information and Q&A session, allowing candidates to fully understand this exciting role and to ask questions of the PC team. This will be followed by a 90 minute group exercise. This will form part of the selection process. These sessions will be held on 7/9.
4. Successful applicants will be invited to interview. Interviews will be held on 13 September.
5. We are aiming for a start date for this role of 7 October.

To apply:

Email your CV (in PDF format) and 2 Page Application (in PDF format) to Wayne: wayne@participatorycity.org with an email subject line of 'Neighbourhood Warehouse Manager - [Your Name] application.'

If you have any questions about any aspect of this role, please contact Wayne: wayne@participatorycity.org

Essential Reading

[Illustrated Guide](#)

[Designed to Scale](#)



www.participatorycity.org

We look forward to hearing from you.

FUNDED BY

