

# PARTICIPATORY CITY



## NEIGHBOURHOOD

Projects Co-ordinator  
Candidate Pack

# Contents

Letter from our CEO	3
The Every One Every Day Initiative	4
How We Are Organised	6
How We Work	8
Job Description	9
Person Specification	11
Other Important Information	12
How to Apply	13



# 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.

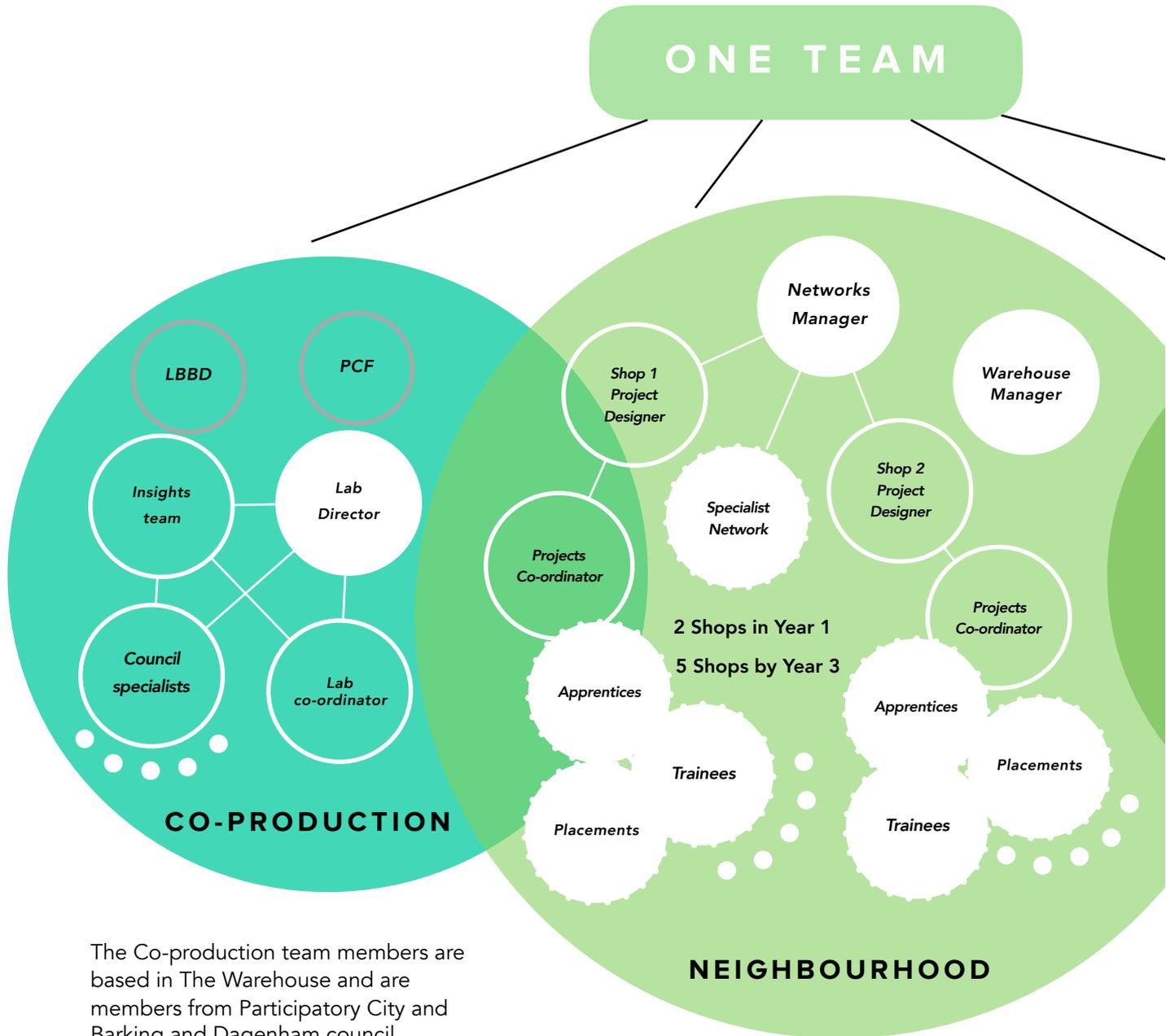
And that's the Every One Every Day idea in a nutshell:

**Places made by everyone, for everyone.**

**Creating vibrant places that leave no one behind.**



# How We Are Organised

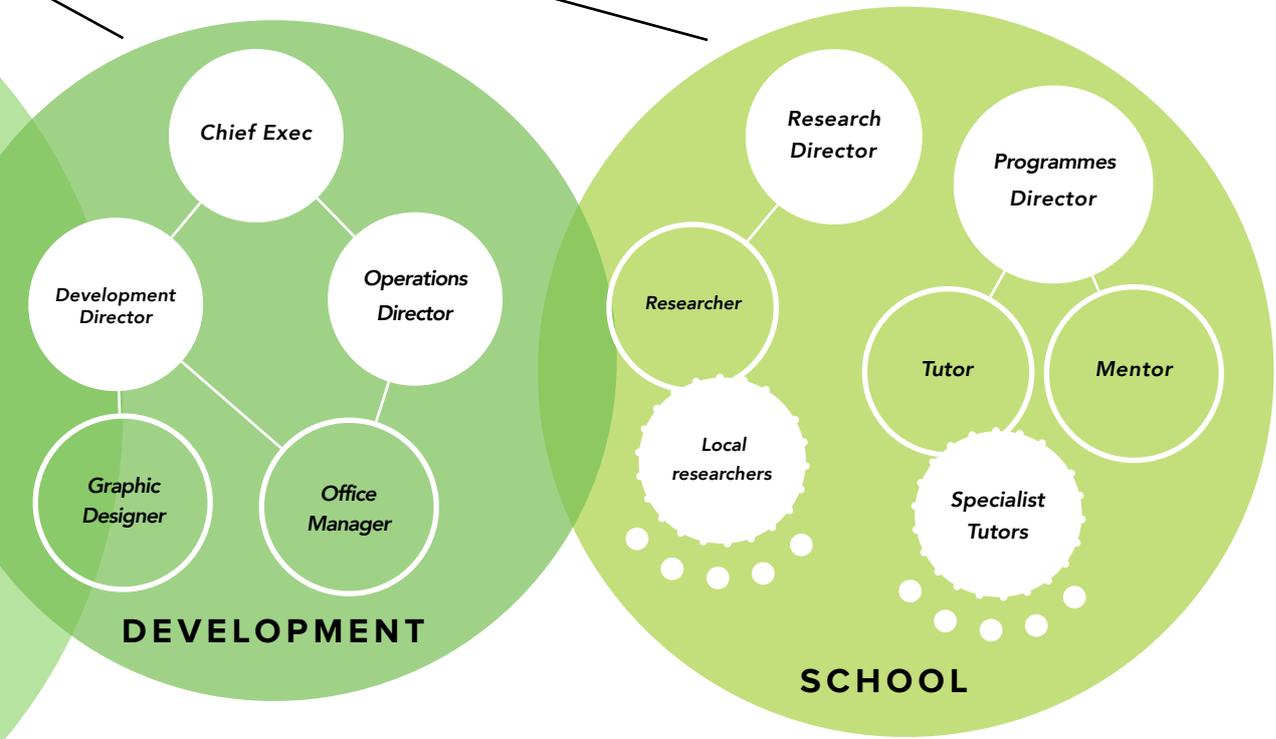


The Co-production team members are based in The Warehouse and are members from Participatory City and Barking and Dagenham council.

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.

# Job Description

**Org Ref:** 4.5eii

**Job Title:** Neighbourhood Projects Co-ordinator

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

**Salary:** £21,250-23,750 (depending on experience).

**Type:** fixed term role to 31 of July 2019, with expectation of extending for a further 3 years, subject to funding.

**Hours:** 40 hours/week - will regularly involve evening and weekend working. Approximately 25-33% of your working week will be in the evening or on one day at a weekend.

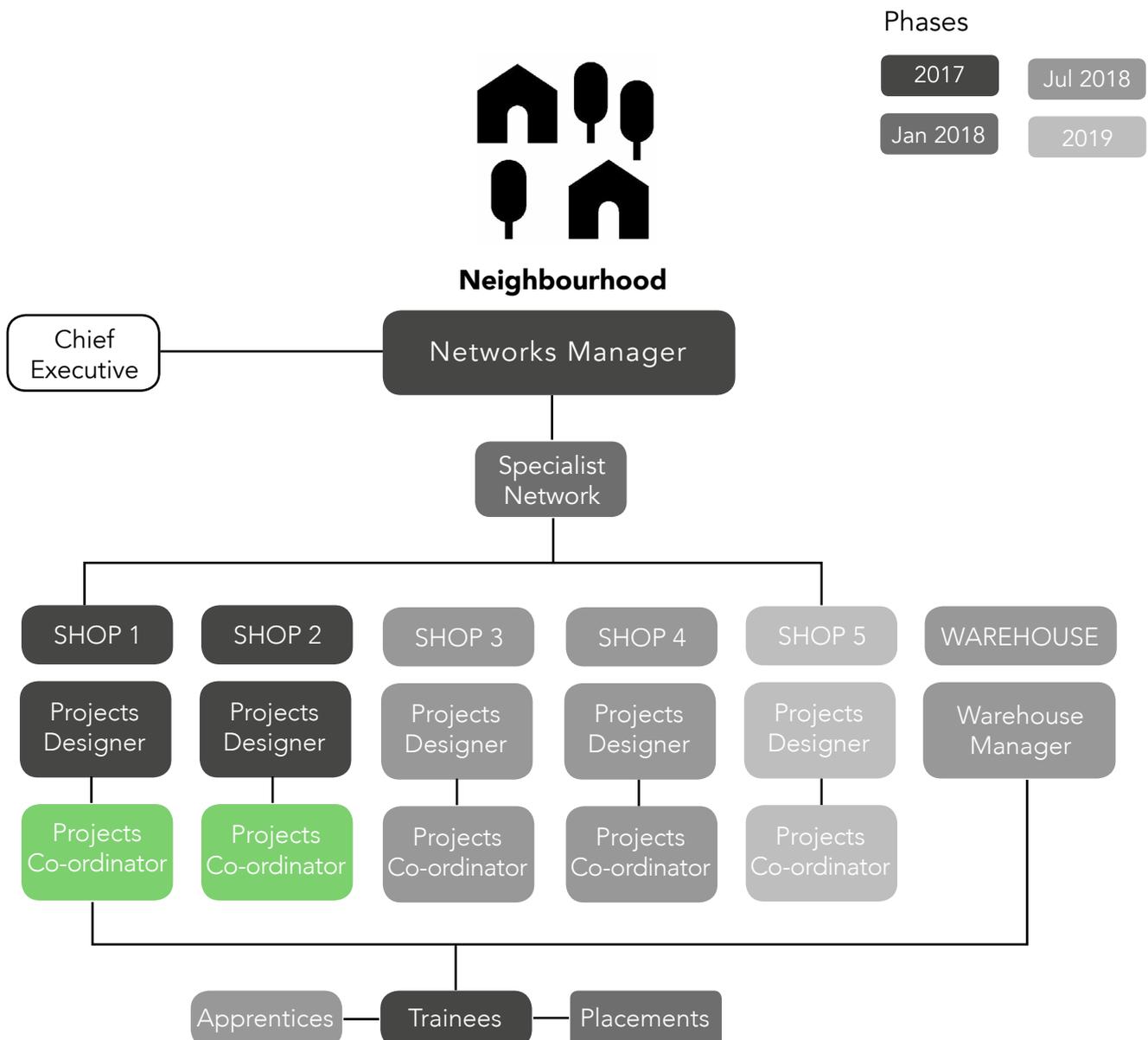
**Holiday entitlement:** 30 days (plus bank holidays).

**Pension:** Workplace pension.

**Reports to:** Neighbourhood Project Designer.

**Responsible for:** (in conjunction with Project Designer) apprentices, trainees, and placements as demand requires.

**Number of roles:** 2



## About this role

The Neighbourhood Shop teams will be based in high street shops across the borough, and grow a network of project spaces, giving rise to nearby Hubs in estates, children's centres, village halls, shops, nursing homes and other local places.

You'll be part of the team working at one of the Neighbourhood Shops and will be collaborating with the other with other Neighbourhood Project Designers at other Every One Every Day shops. You may be required to work at different locations across the borough as demand and needs require. There will be 2 Neighbourhood Shops in year one, growing to 5 in year 3.

You will be one of the two full time staff members. You'll be trained as expert facilitators who will work primarily designing new projects and activities closely with residents and their ideas — supporting a rapid design and testing process. Your role will also include logistical support — finding spaces, buying equipment, ensuring health and safety, building partnerships with local shops, school and businesses, promoting projects and opportunities and tracking outputs.

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.

These project teams will be responsible for ensuring that levels of participation continue to grow and opportunities continue to diversify and expand. The team will work closely with the Co- Production Lab Team to look for opportunities to integrate the services network with the participatory projects network.

You will be given training to perform specialist project design, prototyping and evaluation. The Neighbourhood Shop teams will have a thorough grounding in 'participation culture' project models. You will be trained in using a number of strategic tools.

The Neighbourhood Shop team will work with the apprentices, trainees and university placements as an integral part of the team and will support the hands on learning that will be coordinated through the school.

One day per week all Neighbourhood Shop teams will come together to plan, using development evaluation processes to ensure they are connecting and utilising all the emerging opportunities.

## Duties/Responsibilities of this role

- Assist with setup of the Neighbourhood Shop and Hubs; be located in these.
- Using 'Participation Culture and Models' to build the network of projects.
- 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 apprentices/trainees/placements to support Neighbourhood School.
- Make Neighbourhood Shop and Hub spaces welcoming; invite people in to discuss project and to develop ideas.
- Make local contacts with the neighbourhood -log/map/document.
- Pull ideas and people together to start projects.
- Share risk of activity with residents and organisations to ensure the success of projects.
- Support Project Designer to organise and facilitate events, festivals, workshops, co-design sessions with variety of people and organisations.
- Safe operation of the Neighbourhood Shops and projects.
- Producing print and online content suitable for designers.
- Record keeping, measuring, monitoring.
- Working with researchers to assist with data gathering.
- Working with tutors on placements, apprenticeships and trainees.
- Buying materials and equipment for projects to set budget.

# 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

- Excellent people person - thriving on working with a diverse group of people.
- Excellent communication skills - written and verbal.
- Action orientated - able to get things done to time and budget, including working with a number of different people.

## Knowledge & Experience

### DESIRABLE

- Experience of working with diverse teams.
- Interested in social design and system change.

## Personal Qualities

- 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.
- Relationship builder - able to talk with local people, shops, businesses to surface 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.
- Curious with a learning mindset.
- Persistent - strong follow-up ensuring that excitement is generated.
- Being outcome focussed- dogged pursuit of objectives and outcomes (e.g. membership, opportunities).
- A commitment to achieving social change, where everyone is able to participate and no-one is left behind.



# 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 Friday, January 19th. We strongly encourage early applications.
  - f) Please also complete an equality monitoring form. Find it [here](#).
2. Please also indicate:
  - a) Your availability for interviews on the week of January 22nd.
  - b) Your notice period with your current employer, if applicable.
3. Successful applicants will be invited to interview. Interviews will be held between Monday, January 22nd and Friday, 26th.
4. We are aiming for a start date for this role of March 1st (or sooner).

## To apply:

Email your CV (in PDF format) and 2 Page Application (in PDF format) to Bobbie-Jo: [bobbie-jo@participatorycity.org](mailto:bobbie-jo@participatorycity.org) with an email subject line of 'Neighbourhood Projects Co-ordinator - [Your Name] application.'

If you have any questions about any aspect of this role, please contact Bobbie-Jo: [bobbie-jo@participatorycity.org](mailto:bobbie-jo@participatorycity.org)

## Essential Reading

[Illustrated Guide](#)

[Designed to Scale](#)



[www.participatorycity.org](http://www.participatorycity.org)

We look forward to hearing from you.

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