

Job Title: Senior IGN Lead

Reporting to: Head of Policy and Engagement

Manages: *tbc*

Key responsibilities:

To drive forward and cultivate an emerging network of local authorities across the UK, building profile and demonstrating impact. To inspire and innovate new ideas to test on the ground, and foster sharing of insights between member places and wider stakeholders. To take a firm project management lead, supported by the Network coordinator, other members of the CPP team and IGN partners.

Specific tasks will include:

Network set up and delivery

- Working independently and with management to develop a strategic plan for the Network
- Provide strategic advice to members on implementing innovative inclusive growth policy at a local level
- Build strong relationships with the member places to shape a Network which evolves to meet their needs
- Design and 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 partners and the other advisers
- Develop processes and tools to deliver the Network's objectives and work strands, including overseeing an evaluation framework of the Network

Communication and stakeholder management

- Contribute and commission content for the Network's website, in the form of blogs and articles
- Develop innovative, effective communication and engagement tools to ensure the Network becomes a regular source of advice, support and leadership for places and partners
- Shape and manage a 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

Person specification

Essential

- 7-10 years of experience in policy and/or delivery
- A practical and entrepreneurial focus, with the creativity and drive to shape and build up the Network
- Strong experience in relationship management of a diverse set of stakeholders, comfortable at all levels
- 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

Desirable

- An interest in economics and inclusive growth