

## **Job Profile (Community Wealth Fund – Programme Director/Strategic Programme Lead)**

**Job Title:** Community Wealth Fund – Programme Director/Strategic Programme Lead

**Job Grade:** Level 5 Zone 2

**Salary Range:** £55,832 - £65,350

### **About Camden**

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

### **About the role**

Camden is building somewhere everyone can thrive by making our borough the best place to live, work, study and visit. Because we're not just home to the UK's fastest growing economy, we're home to the most important conversations happening today. Through our mission led approach, we're making radical social change a reality so that nobody gets left behind. Here's where you can help decide a better future for us all.

The Community Wealth Fund is a mission driven social impact investment fund, that will invest in Camden organisations, businesses and people to drive value for Camden's people, and change the investment and funding market for the better. With an initial capitalisation of £30m and missions to deliver economic opportunity for young people and diversity of people in positions of power, the Fund is an ambitious and bold intervention in our economy, that also places citizen involvement and decision making at its core. The Strategic Programme Lead will be key to the transforming the current approved design into reality. This is a new role that will manage all aspects of design and commissioning for the set-up phase of the Wealth Fund, supporting the Managing Director in the creation of a new team Investment Team and associated commissioned services for Camden to deliver a viable product ready for operation in c.18 months.

Crucially it will also manage the citizen co-design process to develop the citizen participation and governance design. You will support the strategic approach to the programme, ensure the Camden vision set out in Cabinet approvals is delivered, and work collaboratively with other services and partners to deliver the programme. The Programme Lead provides strategic advice to political and senior leadership at the Council on how to approach the development of the Wealth Fund, engage with citizens, and work with commissioned services and partners.

### **Purpose of the Role**

- Programme management for the creation of the Camden Community Wealth Fund, from Cabinet approval to set up and pre-launch.

- Commissioning of:
  - o The Community Investment Team, including role design, search and recruitment process
  - o Citizen Participation Model to be iterated and implemented, including co-design processes with citizens in Camden
  - o Community Representatives Roles and recruitment
  - o Governance model, including appropriate legal advice and scheme of delegation
  - o Key financial advisory services, including fund management
- Managing design of the CWF marketing and communication strategy, including audience, channel and digital approaches
- Formation of a Shadow Investment Advisory Board, Community Guidance Panel and other elements of the CWF governance structure
- Develop and secure agreement for all final governance documents, including the investment strategy
- Champion the CWF across Camden, and influence multidisciplinary internal and external teams to secure design and delivery excellence
- Commissioning of internal legal, finance, audit and risk colleagues to ensure appropriate corporate assurance is in place
- Managing engagement with the market in the design of business support services
- Managing private sector engagement to build relationships and secure co-investment
- Maintaining programme governance and risk management
- Lead, manage, develop and motivate staff to work in an agile and collaborative way, using the latest tools to deliver the programme and the iterative design of the wealth fund.
- The postholder will be responsible for all the work of the service and for reporting process against agreed milestones to senior management and relevant Cabinet Members.
- They will manage multiple workloads, successfully responding to often conflicting demands and embed a culture of learning, growth and empowerment throughout the service.
- They will need to ensure the delivery of a balanced budget

### **About you**

- Degree and qualification and 5 years experience of management in programme design and leadership
- Extensive knowledge of local authority governance, citizen engagement processes and design processes
- Extensive knowledge of partnership and relationships with public and private sector
- Extensive knowledge of procurement and commissioning of services.
- A programme manager who has experience of managing and delivering complex programmes on time and budget
- Experience of leading on the development of major funding bids and business case development
- Significant experience of successful management within local authorities delivering tangible benefits and outcomes for communities.
- Experience and understanding of managing large budgets, capital and revenue
- Ability to think and act strategically, to analyse complex information, problem solve and deliver corporate objectives through regeneration and community participation

- Track record of delivering high quality outcomes in challenging circumstances.
- Experience of working in a political environment including experience of briefing and advising senior politicians
- Experience in mentoring and coaching staff
- Excellent communication, presentation and influencing skills that can be used at a range of levels including Council members, private sector partners, senior managers, service providers and service users.

### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

### **Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything

differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.