

REPORTS TO	Chief Executive
SALARY	£55K prorated to £44K for four days/week
SCHEDULE	Four days/week (Mon to Thursday, flexible)
CONTRACT	Two years
START DATE	ASAP
LOCATION	Remote working and office 70 Cowcross Street, Farringdon, London EC1M 6EJ

ABOUT FUTURE OF LONDON

Future of London (FoL) is an independent network connecting the capital's regeneration, housing, infrastructure and economic development practitioners. We help build better cities through knowledge, networks and leadership across disciplines, organisations and sectors. The network includes more than 5,000 people who use us as a hub for sector intelligence, connection and professional development.

Future of London's small team works hard to deliver high-quality research, forums, events and field trips (online and live when it's possible), interwoven with our Leaders professional development programmes and Diversity and Alumni networks.

We move fast, and offer a diverse, enjoyable and supportive workplace with great opportunities for learning and personal development.

With its large network, supportive team and the chance to learn or hone a variety of broadly relevant skills, FoL is an excellent place to get your career off the ground, stretch yourself, or re-enter the workforce, while contributing your own skill set and experience to make better cities.

The Leaders team delivers two high acclaimed professional development courses Future London Leaders and Leaders Plus. The [Emerging Talent Programme](#) (ETP) creates a new entry level opportunity for fresh talent in the sector.

THE EMERGING TALENT PROGRAMME

There is a well-recognised lack of Black Asian Minority Ethnic (BAME) diversity in the built environment profession with a narrow talent pool entering the sector. This is at odds with the well-publicised benefits of increasing diversity in organisations, specifically, new perspectives, a greater capacity for creativity and innovation and competitive advantage. It is also simply the right thing to do.

The ETP's vision is to create a sustainable legacy by providing a diverse pipeline of participants with the skills and values to become the next leaders in London's housing and regeneration sectors. This pilot programme will fast-track participants learning through a rotating placement in a range of cross-sector housing and regeneration organisations. By bringing a varied pool of new talent and a diverse future leadership pipeline into housing and regeneration, participating organisations and the wider sector will benefit; both now and for years to come.

The target audience is talented BAME individuals who may be finishing education, those returning to work, career changers or others looking for a role that provides social purpose.

Co-created with nine core cross-sector partners and a sounding board the programme aims to:

- Reach out to under-represented groups/communities in London
- Increase understanding of the range of career options in the sector
- Attract people to the sector through strong branding exercise
- Offer a twenty-one-month fast track rotational programme through partner organisations
- Complement existing learning and development programmes
- Create opportunity to cross-fertilize between local authorities, housing associations, consultancies and private developers

We are aiming for 20 participants for this pilot phase.

THE ROLE OF THE EMERGING TALENT PROGRAMME MANAGER

Over the last year, working in partnership with specialist housing consultancy Altair and a group of committed housing association and developer co-designers – Catalyst, Countryside, Hill Group, Network Homes, Peabody, Sanctuary and Southern Housing and Quod - Future of London has designed an innovative new Emerging Talent Programme (ETP).

We are now looking for a committed HR Project Manager to help take the pilot programme forward through the exciting phase of initiation, launch and delivery.

KEY TASKS

Set up

- Develop a simple programme evaluation methodology
- Rapidly establish good working relationships with confirmed host organisations and confirm the roles to be offered as part of the programme
- Refine the targeted marketing strategy to attract ambitious BAME entry level candidates
- Devise the application process and documentation including an online assessment centre
- Establish monitoring systems to check in with participants, hosts and mentors to ensure a consistent and high-quality experience for the participants
- Create key documentation including host and participant welcome packs and contracts for participants
- Develop the training package for participants utilising resources within the host organisations (1 training session every 2 months)
- Confirm prospective mentors (from an existing pool)
- Devise a mechanism for mentors, hosts and participants to network to share experience and lessons learnt during the programme

Manage the application process

- Promote the programme across London (with support from FoL's Head of Networks)
- Manage the application process
- Allocate participants to roles/hosts, agree participant objectives

- Allocate mentors
- Plan and deliver (with support from the FoL team) a launch event with participants, hosts, mentors and partners

Programme delivery

- Maintain strong relationships with hosts, candidates and mentors to ensure a quality experience for all
- Pre-empt potential issues and finding solutions to ensure the smooth running of the programme.
- Facilitate placement rotations
- Plan and deliver a final celebratory event
- Produce an evaluation report with recommendations for future rounds

This role reports to the Chief Executive, involves close working with the Head of Leadership responsible for FoL's other leadership programmes and the wider FoL team on content integration and timing. You will line manage a dedicated admin assistant to support the ETP in the set-up phase (first six months).

You'll love this job if you:

- Feel passionate about diversity and inclusion
- Are motivated by the opportunity to support individuals to reach their full potential
- Are a strong systems person and have a commitment to quality

PERSON SPECIFICATION

EXPERIENCE

Required

Diversity and inclusion: Researching and advising on diversity and inclusion issues and creating inclusive programmes, training and values, with a demonstrable commitment to promoting equality, including cultural sensitivity.

Recruitment: Comprehensive understanding of the full recruitment cycle, including advertising, interviewing and contract negotiation, the recruitment and selection process, including advertising to maximise bringing diverse talent into the sector to meet HR best practice.

Professional development: Development and oversight of training programmes and/or work experience placements, experience of working with managers to creatively address development needs of individuals to provide them with a fruitful work experience, experience of nurturing future leaders.

Project management: Establishing systems, activity programmes writing and editing HR material including contracts and job adverts.

Stakeholder relationship management: Particularly external project partners and others with an interest in diversity and inclusion

Budgeting: Setting, monitoring and sticking to project budgets.

Desired

Demonstrated interest, awareness and experience of working on key issues in the built environment, e.g., housing and regeneration.

SKILLS & KNOWLEDGE

Required

Sound knowledge of HR strategies, initiatives and legal requirements associated with recruitment and placements, including job descriptions, employment contracts and the protection of rights and responsibilities of both employer and employee.

Ability to form strong stakeholder engagement strategies and relationships, across public, private and not-for-profit sectors.

Strong ability to work flexibly, independently or in a small team; to get along with and mutually support a varied team; and to respond ably to deadlines and pressure. Flexibility and the ability to work across all levels and meet changing requirements.

Project management: Strong organisational skills and ability to think strategically, from detail to big picture.

Excellent communication skills in both external writing verbal and writing skills and presentations at mid to senior level.

HOW TO APPLY

Future of London is committed to pursuing equality of opportunity and we welcome applications from candidates from a diverse range of backgrounds.

To apply please send your CV and a completed application form - available at our [Vacancies page](#) - to Nicola below **with your availability for interview on the below dates**.

Contact:	Nicola Mathers, Chief Executive: nicola@futureoflondon.org.uk
Closing date:	Monday 15 February 2021, 10 am
Interviews:	Tuesday 23 February (9.30 am to 3 pm) and Thursday 25 February (12.30 to 5.30 pm)
Start date:	ASAP