



**Local Access in Redcar & Cleveland and Hartlepool (LARCH)**

**LARCH Interim Project Officer**

**Contract opportunity**

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**Introduction**

The LARCH (Local Access in Redcar & Cleveland and Hartlepool) Partnership is seeking an Interim LARCH Project Officer. We are currently recruiting for a full time LARCH Programme Manager but would like to contract someone on a consultancy or secondment basis to carry out preparatory operationalisation work on the LARCH Programme whilst we undertake the recruitment into the permanent post. It is likely that that this post will be required between October – December 2021 with an initial commitment of 2 days per week (to be kept under review).

LARCH (Local Access in Redcar & Cleveland and Hartlepool) is a new long-term programme (5-7 years) funded by the Access Foundation and Big Society Capital to support the growth and development of the social economies in Redcar & Cleveland and Hartlepool, through enterprise development support and access to blended social investment.

LARCH is a partnership-driven programme with local VCSE organisations and other partners heavily involved in the development of the programme over the last 18 months. The delivery of the programme is framed within the vision, principles and values developed by the LARCH Partnership. The Partnership and the various structures and mechanism within it, will provide continued opportunity for local organisations to drive and influence the delivery and future development of the programme.

**FUNDING**

Hartlepool Redcar & Cleveland are part of a blended social investment programme called Local Access. This programme is being jointly funded by [Big Society Capital](https://www.bigsocietycapital.com/) and [Access – The Foundation for Social Investment](https://access-socialinvestment.org.uk/). It aims to support the growth of local social economies to help reduce poverty and inequality.

LARCH (Local Access Redcar Cleveland & Hartlepool) is one of six places that are delivering a programme with a blend of grant and repayable investment, alongside enterprise development support, to strengthen the local social economy. The total grant and repayable investment provided by the programme will be worth at least £33m, across the six places, which are: Bradford, Bristol, Gainsborough, Hartlepool Redcar & Cleveland, Southwark and Greater Manchester (specifically the boroughs of Bolton, Oldham Stockport & Wigan).

This contract opportunity will be funded through the LARCH Development grant awarded by Access Foundation.

**Contract tasks overview**

It is the intention of the LARCH Partnership to launch the Enterprise Development element of the LARCH Programme between the end of October to mid-November, with a firm date to be agreed once the Interim Project Officer is in place.  Before the Enterprise Development Programme can be launched, there are a number of operationalisation tasks to be undertaken. A LARCH operationalisation plan to steer the contracted LARCH Interim Project Officer has been drafted which includes:

**Pre- launch priorities** - to be completed within first 6 weeks.

* Two week induction to include meeting key people and partners, reading through LARCH documentation and establishing a delivery/ initial operationalisation plan to LARCH launch.
* Systems, processes and paperwork created for Enterprise Development programme functions. To be drafted and then agreed by the LARCH Management Board.
* Oversee the development of initial LARCH website in time for the LARCH Enterprise Development launch (there is a budget to outsource this work).
* Support promotion and recruitment via the LARCH Partnership for individuals to take part in Review panels, Hunter Gatherer group and Challenge Groups and to join our Peer mentor and technical support/ consultants list.
* Develop and deliver an initial launch communications/engagement/ promotional plan
* Establish other communications functions including e-bulletins, promotional materials, social media etc.

**Further tasks**

* Project management tasks to include establishing a detailed budget for year 1 and financial management systems, setting up files/ folders, and mailing/ contact lists
* Working closely with key programme delivery partners including the Tees Valley Community Foundation (grants administrator partner) and Key Fund (blended finance social investment partner) on programme delivery and development and monitoring, learning and evaluation.
* Secretarial support to LARCH Management Board, Local Area Panels (x2), Review Panels, Hunter Gatherer Group and Challenge Groups.
* Work up programme of initial engagement events/ workshops etc including a Community Enterprise Forum event
* Establishing process and systems for monitoring & evaluation and learning programme for year 1.
* Support to further development the Blended Finance element of the LARCH programme – attending and supporting meetings.

**LARCH VISION, PRINCIPLES & VALUES**

**VISION**

"We will enable local people and communities to THRIVE through a vibrant, inclusive, resilient and economically productive social enterprise and community ownership sector."

The LARCH vision represents the combined ambitions of local organisations across Redcar and Cleveland and Hartlepool, as facilitated by VONNE. It is a product of local desire linking to the Local Access Fund opportunity that produced a successful bid.

LARCH will enable local people and communities to “Thrive” through:

* + Deep engagement
  + Nurturing aspiration
  + High quality education
  + Excellent training, work and enterprise opportunities
  + Shifting our social & economic culture toward social enterprise and community ownership

LARCH will build on the enormous community assets of Redcar and Cleveland and Hartlepool, including its:

* Rich heritage
* Local loyalty and sense of community
* Passion to bring about positive change

LARCH will work to overcome local social issues including poor quality housing, food and fuel poverty & debt.

LARCH will reach out and connect its enterprise and social investment expertise, with that of the public, private and third sector, combining assets to address social need. Only on this scale of cross sector partnership and creative collaboration, can the most disenfranchised members of our communities be engaged, and real social impact achieved

**VALUES**

* KEEP IT SIMPLE
* BE TRANSPARENT and take an honest, pragmatic and accountable approach.
* BE INCLUSIVE - Identifying and supporting those least likely or able to get assistance from other sources
* Wanting to open opportunity for all those able to demonstrate secure social value outputs because of the finance (not just specific / conventional community enterprise structures)
* BE FLEXIBLE AND INNOVATIVE
* Keep focusing on Social Value for the respective towns - and be outcome focused
* FOCUS ON CREATING POSITIVE SOCIAL IMPACT in every possible way, for example being CARING, KIND AND COMPASSIONATE.

**PRINCIPLES**

* Local Wealth Building (keeping as much of the money as possible within Hartlepool and Redcar respectively) KEEP IT LOCAL
* EQUITABLE
* Wanting to use all processes, actions and investments to empower and enable local people - learning, enterprise and employment

LOOK FOR EVERY LEARNINNG & WORK OPPORTUNITY

* Wanting to nurture a community ownership culture / “sharing” economic models and community-based support for the project and its investment

BUILD COMMUNITY OWNERSHIP CULTURE

* Linked to this - the importance of repayment to ensure an enduring fund

BUILD COMMUNITY RESPONSIBILITY (e.g. repayment)

* Wanting to use this funding to leverage in other mixed funding and investments LEVERAGE EVERY POUND

**AIMS**

* Building strong and sustainable local support systems to underpin enterprise growth and resilience for charities and social enterprises;
* Pooling and sharing resources to support more efficient delivery models for investment or interventions;
* Promoting collaborative or joint access to local pots of funding incorporating both grant and repayable finance; and
* Promoting and strengthening local money flows to keep capital within local social economies (thus reducing ‘leakage’)
* To grow the third sector to produce higher social value
* To create a cultural shift toward alternative sharing economic models and community ownership
* To create a social enterprise investment, infrastructure and physical legacy

**OBJECTIVES**

* To create and respond to a detailed map of assets, resources and gaps, across both areas
* To grow the “earned income” element of third sector organisations
* To grow the number of organisations that access social investment.
* To create a cultural shift toward alternative sharing economic models and community ownership
* To build skills, knowledge and experience across both areas and beyond
* To create a social enterprise investment, infrastructure and physical legacy

**Contract opportunity information & requirements**

**Job Title: LARCH Interim Project Officer**

**Hours Worked: 2 days (15 hours) per week**

**Contract: Short term – initially October- December 2021 (to be kept under review)**

**Responsible to: VONNE CEO and LARCH Management Board**

**KEY TASKS:**

1. Support the LARCH Partnership to operationalise the LARCH enterprise development plan through the establishment of structures, processes and systems.
2. Support the establishment and ongoing coordination of the elements of the partnership structure – Programme Management Board, Areas Panel, Review Panels, Hunter Gatherer Groups, Challenge Groups and the Community Enterprise Forum.
3. To prepare reports and papers and provide secretarial support to the LARCH Partnership Management Board, Area Panels, Review Panels and other LARCH groups/ mechanisms as required.
4. Working closely with key programme delivery partners including the Tees Valley Community Foundation (grants administrator partner) and Key Fund (blended finance social investment partner) on programme delivery and development and monitoring, learning and evaluation.
5. To begin to operationalise the learning and evaluation plan across the LARCH partnership. To set up systems and processes for the coordination and collation of regular monitoring information as required, examining and interpreting financial, output and outcomes information.
6. Establish communications and engagement/promotional activities for LARCH through overseeing the establishment of a LARCH website, ebulletins, social media accounts and promotional materials; and creating content for these platforms/ media.
7. Undertake the necessary administrative duties to support the LARCH Partnership in the delivery and monitoring of the programme and any other duties commensurate with the grade.

**KEY SKILLS, KNOWLEDGE & EXPERIENCE**

* Project operationalisation and project management experience of complex, partnership projects
* Communications/ marketing skills and experience including overseeing the set-up and initial content creation of websites, comms channels and social media
* Provision of partnership structure support – preparation of reports and papers/ secretariat support for meetings
* Establishment of monitoring, evaluation and learning functions, systems and processes.

**Responding to this opportunity**

We are looking for an experienced and highly skilled Project Officer with a broad range of project management skills and experience who can work effectively with a wide range of stakeholders to deliver the initial operationalisation activities up to and beyond the launch of the LARCH programme between October-December 2021. Initially VONNE is the accountable body for the LARCH programme and will be the contracting body for this post.

The closing date for responses to this opportunity is **12 noon on 4th October 2021.**

VONNE and LARCH are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Please email your CV and a statement on your relevant skills & experience to undertake this role (maximum 4 sides of A4 in total). Please also include confirmation of your ability to undertake this role for 2 days per week between October- December 2021 and how much additional flexibility you might be able to offer, both in terms of hours per week or if the contract period needs to be extended beyond 31st December 2021. Finally, please include information on your day rate and whether VAT will/ will not be applicable.

Please send your submission along with the completed equality & diversity monitoring form to Carol Botten [carol.botten@vonne.org.uk](mailto:carol.botten@vonne.org.uk) with the subject line **LARCH Interim Project Officer** by **12 noon on 4th October 2021.**

A panel will review applications on 5th October and you will be advised of the outcome by 6th October 2021. At this point you may be invited to interview before a final decision is made by the panel.