WAYMARKING C.I.C.

FREELANCE ROLE INFORMATION PACK

BUSINESS AND PROGRAMME SUPPORT

Date: March 2022

Dear Applicant

Thank you for your interest in Waymarking C.I.C. and the freelance role of Business and Programme Support.

Waymarking works with communities to shape and influence how their neighbourhoods are developing, through community-led planning, regeneration and economic development. Waymarking is led by director Sarah Spanton, who has a background in the arts and creative sectors, which is fused with urban design and community-led regeneration techniques to create bespoke place-based capacity building programmes. Recent and current projects include: community-led healthier neighbourhood programmes in Woodhouse Park and Miles Platting Manchester, supporting community business development in Gipton, Leeds and Manningham, Bradford. These programmes have included supporting communities to: undertake their own research into health in their neighbourhoods; work cooperatively to improve their neighbourhood through community gardening; undertake study visits to be inspired to set up and run their own healthy food and affordable clothing community business. Community members working with Waymarking, find and amplify their voices, develop agency and realise their potential power as a group, and lead on local regeneration where they live and work.

Having become a social enterprise in 2021, Waymarking continues to expand and develop and we are now looking for a freelancer to support this exciting and growing business, working closely with the Director to bring specialist skills and experience to the organisation's Business Support, including finance and policy development alongside assisting with marketing support; communications; monitoring and evaluation. The role will require a lot of flexibility in the face of our innovative approach and the challenges that working in a ground-breaking field can throw up. Hence, we think someone who values working in a creative environment might find the role particularly attractive.

Initially, you will be mostly working from home, meeting regularly with the Director. We currently have premises in East Manchester and are investigating work-base options in South Manchester or North Stockport and we will want the freelancer to attend for some face-to-face work.

You don't need a background in social enterprise but previous experience of business support is essential. We're looking for someone who is a self-starter and a collaborator; organised and a problem-solver, with bags of initiative and motivated by a challenge. It is important that you are committed to the social purpose and principles of social justice, community empowerment and economic equality inherent in social enterprise.

Waymarking is a ground-breaking organisation reflecting the unusual combined skills sets and professional expertise of the founder, our Director. We are at an exciting time in our development and this role is crucial to our process of expansion, supporting us to consolidate what has been achieved and maintaining a solid foundation to enable us to work with more communities to undertake journeys of local empowerment and neighbourhood development. It is also an opportunity for you to contribute to shaping how the organisation grows and works in the future.

If you would like to have an informal chat about this opportunity, or have any queries, please contact Waymarking on curiouscitydwellers@gmail.com.

Thank you for your interest, I look forward to receiving your application.

Yours

Sarah Spanton

Director

Waymarking C.I.C.

Recent Waymarking Programme Overview

Heart & Soul Get-Together Woodhouse Park (2020-2021)

A bespoke co-production process with community members to research, envision and take action to make their place a healthier neighbourhood, asking the question 'What could a healthier Woodhouse Park look like'? Resulting in a Vision Map comprising 26 great ideas to make the neighbourhood a healthier place, and a community research group committed to continuing to work together in 2022 to make some of the ideas happen.

> *'It's given me multiple ways to share my thoughts and opinions, develop my ideas and produce something tangible with them. It's facilitated different ways to talk about the things I'm passionate about',* Community Member

Rising Stars (2020-2021)

A community-led economic development programme, supporting women to set up community businesses in Manningham, Bradford. A series of eight capacity-building workshops (both face to face and online), using Waymarking's accessible resources and facilitation and workshop delivery approach. This project supported a group of women to work together to explore what setting up a community business would mean to them and how their businesses could benefit their neighbourhood.

> *'We're pleased with how far the ladies have come in confidence with their ideas, how the learning has filtered through'.* Project partner/client

Seeds of Joy (2021)

A place-based community regeneration programme connecting green spaces for health and wellbeing in Miles Platting Manchester. Based in two community gardens, this co-designed and co-produced process is supporting local community gardeners to work together to enable more local residents to get involved in gardening for health and wellbeing, for growing food to eat and for nature.

> *'Waymarking's approach to working with community participants has been putting them at the heart of the design and delivery,'* Project partner/client

Community Business Journeys (2021)

A community-led economic development consultancy, with training and evaluation for staff and volunteers at a community project in Gipton, East Leeds. Waymarking supported staff and community members to start the journey to transition their community projects People's Pantry and The Clothing Rebellion into community businesses.

> *'I'm happy about learning new skills. I'm now talking to people more and making friends. I did a bit of book-keeping/'cashier' role yesterday. Enjoyed it, not done it before',* Community Member

How to apply

1. Write a letter of application using the Business and Programme Support brief to outline your interest in the role and match your own personal skills and experience against the role's requirements (no longer than 2 sides of A4).

2. Include your contact details (phone, email address, website) in the letter of application.

3. Attach a CV, highlighting relevant experience for the role (no longer than 2 sides of A4).

4. Email these to curiouscitydwellers@gmail.com by 5pm on Monday 4th April.

5. Interviews will take place at Bridge 5 Mill, Beswick, Manchester on Tues 12th and Weds 13th April

6. The interview panel will be Sarah Spanton (Director) and Richard Sobey (freelance consultant)

WAYMARKING C.I.C.

Brief – Freelance Role

Brief:	Business and Programme Support
Reports to:	Director

Overview

1. Support the Director to realise the vision of Waymarking and deliver against its values and social purpose of sustainable social enterprise that seek social change outcomes through co--design; socially-engaged practice and community-led initiatives across a range of economic, planning, design, regeneration developments and place-based community programmes in collaboration with Director
2. Support delivery of bespoke projects and programmes through a range of activities including capturing thinking from workshops; working up follow up material; report writing
3. Business support by developing, delivering and reviewing business processes including HR, IT, GDPR, Health and Safety, project monitoring and reporting
4. Setting up systems and procedures to enable the smooth running of day-to-day operations
5. Develop organisational wide policies and compliance with policies and procedures
6. Financial control working with book-keeper and in consultation with Director

Business Support and Financial Control:

- Support budgetary planning and forecasting appropriate for social enterprise
- Monitor project budgets
- Ensure all invoices are paid and sales invoices issued in a timely manner working with an external book-keeper
- Monitor freelance workers time sheets
- Working with book-keeper and Director to create regular management accounts
- Support issuing of contracts
- Support writing of tenders and funding bids
- Undertake information gathering; data collection; collation and inputting into spreadsheets and documents for project monitoring returns
- Co-ordinate all information required to submit funder/contractor returns
- Liaise with external IT support and manage cloud service to enable remote working
- Ensure compliance with relevant IT Policies and GDPR to support and maintain data integrity and act as Data Controller
- Copywriting and development of Waymarking marketing and communications materials
- Set up and maintain a contact list and regular communications through marketing distribution software like Mail Chimp
- Risk assess and ensure compliance to home working regulations
- Set up and update appropriate Policies and Procedures required to enable legal compliance including Health and Safety; GDPR; Safeguarding; Equality and Diversity; HR related
- Undertake and maintain DBS checks and monitoring
- Manage staff absences procedure
- Administrative support including developing, implementing and maintaining processes, systems (on and off-line); digital calendars
- Support C.I.C. governance and legal compliance

Programme Support:

- Undertake organisational and administrative tasks required to ensure smooth running of projects and programmes including room bookings; attendance records; monitoring attendance; typing up notes
- Scribe and take minutes at project meetings on-line and on-site
- Monitor and replenish project resources
- Set up and maintain Excel spreadsheets

- Point of contact for participants and setting up operating systems to prompt attendance
- Collate and compile documents and reports
- Set up and maintain monitoring and evaluation deadline database and systems
- Create resources for workshop delivery and follow-up materials
- Proof-read and sense-test reports and resources
- Liaise with partners, participants and other project stakeholders at all levels
- Manage Eventbrite and on-line registration systems
- Use a range of social media platforms including Facebook; Twitter and Instagram to promote programmes and communicate with stakeholders and participants
- Create and maintain risk assessment templates and undertake risk assessments

These are a number of standard legal responsibilities that all staff and freelance workers, are expected to be familiar with and adhere to including Health and Safety, Safeguarding, Data Protection and Equality and Diversity regulations.