



Recruitment Pack

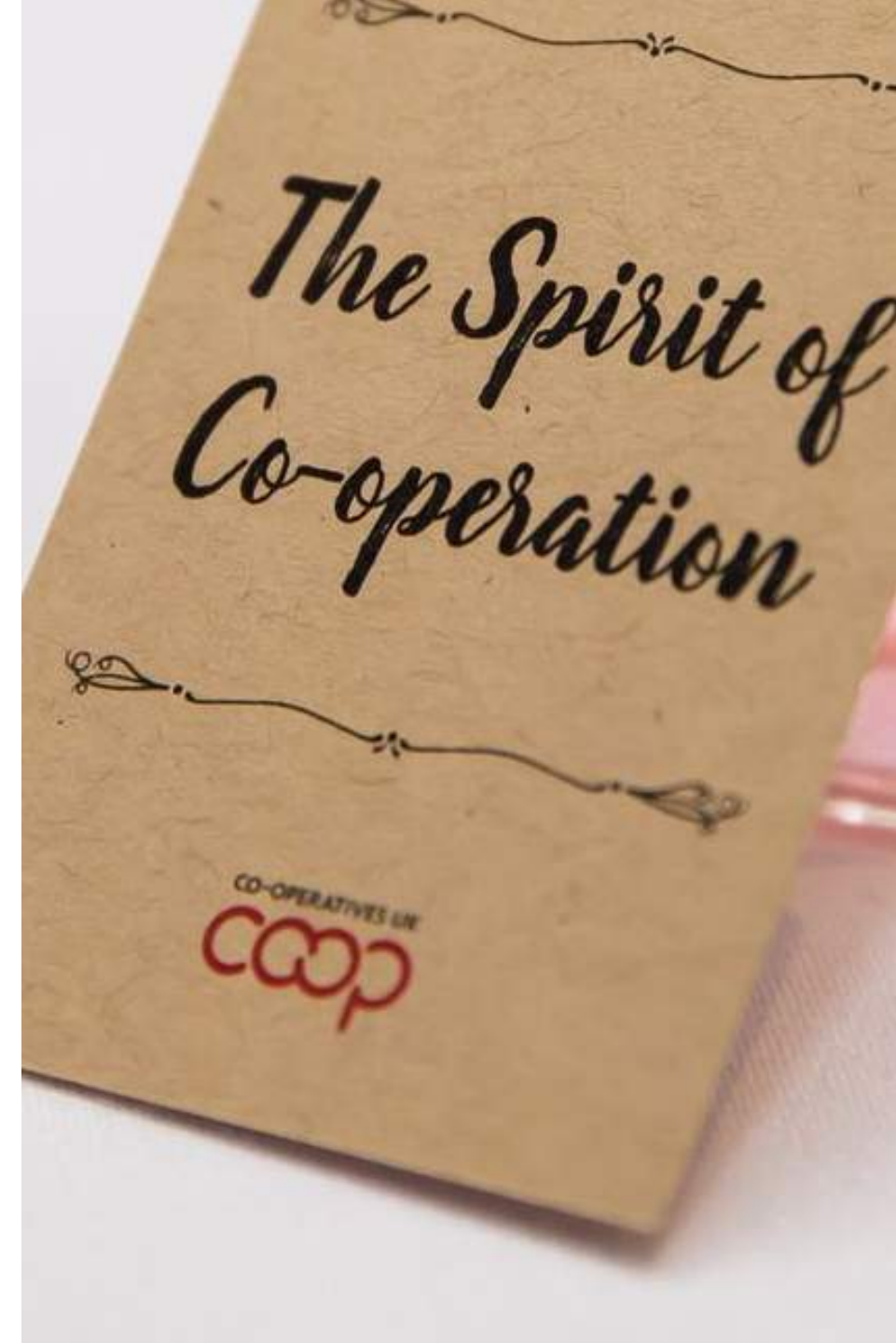
Ownership Hub Local Project Manager

Co-operatives UK

July 2021

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Welcome

Thank you for your interest in the role of Ownership Hub Local Project Manager. This is an exciting opportunity to join our dynamic and growing organisation.

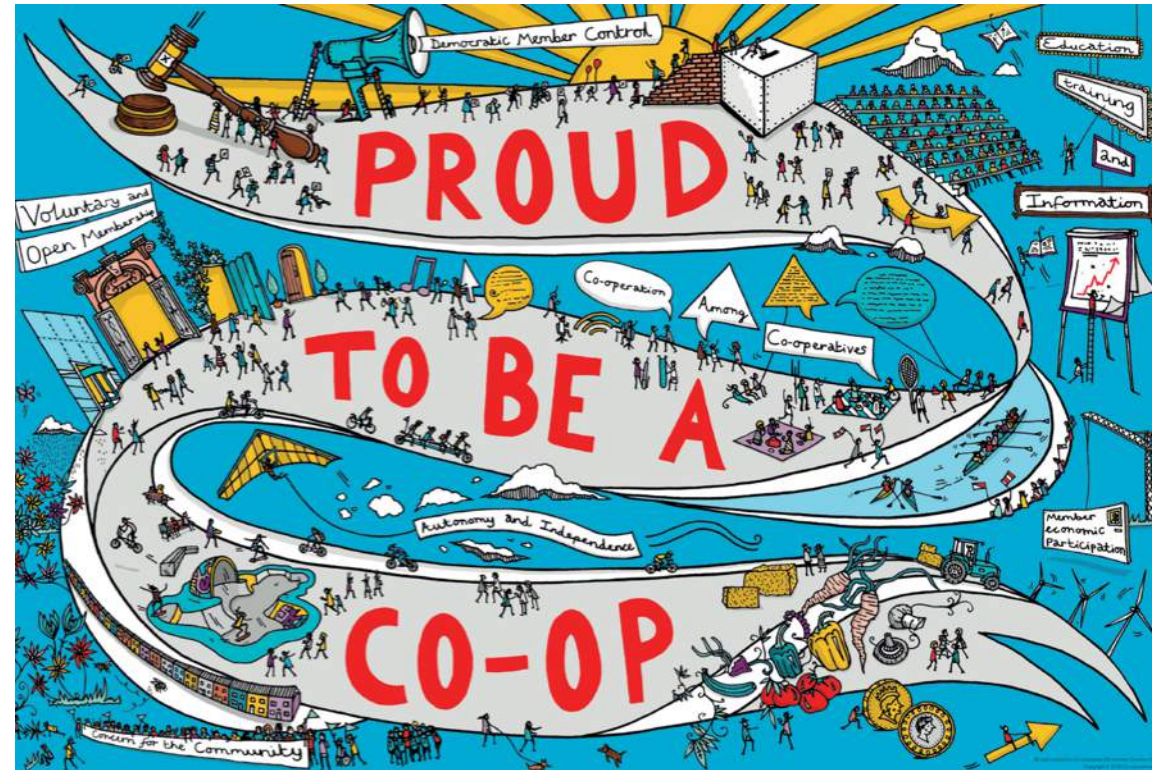
Owned and run by our co-operative members for nearly 150 years, Co-operatives UK promotes, develops and unites the diverse range of member-owned businesses, which together contribute over £37bn to the UK economy.

The Ownership Hub is a new programme of work in partnership with the Employee Ownership Association to raise awareness of employee and worker ownership among entrepreneurs, workers, business owners and those who advise them; while also co-ordinating expert support for businesses to adopt these models at start-up, as they evolve and through conversion as part of planned ownership succession.

The Ownership Hub promotes the benefits of employee and worker ownership at a local and national level. We provide support and resources to run an intervention to grow employee and worker ownership in an economic region.

The Ownership Hub Local Project Manager will sit at the heart of this activity with our chosen demonstration project, being based with the team in Sheffield City Region.

We wish you the very best of luck with your application.



Welcome from our partners

The Employee Ownership Association (EOA) is the UK's membership organisation for businesses that are partially or wholly owned by their employees. With over 500 members of every size and across all sectors of the economy, we represent a sector worth over £30bn annually.

The opportunity and need for more employee and worker ownership in the economy has never been greater, and this new role will be a key contributor to realizing this opportunity as the Local Project Manager in this exciting new partnership between Co-operatives UK, the EOA and Sheffield city Region.

The Local Project Manager will have the full support and encouragement of myself, the EOA team, EOA Board and the EOA membership, who are all committed to the successful delivery of this project.

Thank you for taking the time to apply

Deb Oxley

Chief Executive



Role summary

- 1 **CONTRACT | Fixed Term – 2 Years**
- 2 **HOURS | 35 hours per week, with flexible working**
- 3 **LOCATION | Sheffield with occasional travel**
- 4 **SALARY | £30,432**
- 5 **LINE MANAGEMENT | No line management responsibility**



What makes Co-operatives UK a great place to work?

150
YEARS
TOGETHER

The logo features the number '150' in a large, black, textured font. Below it, the words 'YEARS' and 'TOGETHER' are stacked in a bold, red, sans-serif font. To the right of the '150' and the text, there are several yellow and red stars of varying sizes, some with motion lines, suggesting a celebratory or dynamic theme.

We put our people at the heart of everything we do.

Fueled by the passion of the co-op values, principles and culture, we are thriving. Our 150 year legacy drives innovation and collaboration.

We believe that creativity and freedom build a culture that is founded on trust. We work hard to ensure that we can all work effectively and co-operatively.

We support each other, taking time to listen so that we can bring the best version of ourselves to work.

Work with us, and discover that co-operatives offer a better way of doing business.

Employee Benefits

We offer a range of benefits to support you.
Our strong beliefs and co-operative principles shape the way we think work should be.



Fancy a brew

We know the importance of a cuppa or coffee! You will always find plenty of complimentary refreshments in our kitchen

Learn and Grow

Stretch your skills and learn new ones. Learn from great people and direct your own development.

We are committed to inspiring your personal growth and professional development.

Wellbeing

Everyone working at Co-operatives UK has access to an employee assistance programme provided by Bupa. This is available to you, your partner and any dependents over the age of 16 who currently live with you. It's free to use and completely confidential. We also have a number of colleagues trained to offer mental health first aid support.

Travel

If you use public transport to get to work you'll know how expensive it can be. For an easy way to spread the cost of a season ticket over the year, you can set up an interest-free travel loan.

Drive to work? Save money with an NCP car park pass. Enjoy unlimited parking at NCP Printworks with a 25% discount on the normal rate!

Want a different way to save?

Join the Co-operative credit union. Save from as little as £2.50 per week and access low-cost loans with free life cover.

We are flexible

The 9-5 doesn't work for everyone!

Co-operatives UK will work with you to find a working pattern that works for you.

Its not all about the office either we are fully digital so working from home can really work for you!

Pension

The Co-operatives UK Defined Contribution Pension Scheme is a savings plan that's designed to help you build up a pension pot

As a minimum you save 3% of your pay and we will contribute 5%. It is up to you how much to save but the total combined contributions can reach 23%



Policies

Our policies are there for you! Designed to support you and your family. If you want to see them before you start just ask.

Coaching

Coaching provides a development focus and structure to your relationship with your line manager. Coaching is a way of having conversations that are safe, supportive and challenging. It can be a thought-provoking and creative process and will help you to maximise your personal and professional potential.

We believe in coaching and have a pool of trained internal coaches ready to work with you.

Eye tests

Look after your eyes with free eye tests. You book and attend a test, Co-operatives UK pays. It's as simple as that.

Bike to Work

We are committed to the environment and want to support you to embrace a carbon-neutral future.

We can purchase a bike and equipment and lease it back to you.



Trade Union

We believe in the power of working together. Joining our recognised Trade Union, SATA, means that you will be part of the principal union that negotiates for all grades of staff in the service sector of the economy

Our values

Equity

We treat each other with fairness and respect

Honesty

We are open and honest

Self-responsibility

We are empowered to get things done

Solidarity

We stand together

Co-ops for all



Our aim is to become a truly inclusive organisation with a workforce as diverse as the co-ops we serve.

We are an equal opportunities employer, and we treat all job applicants equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.

We particularly encourage applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates, and applications from LGB and Trans and non binary candidates as they are under-represented within our organisation and sector.

We are members of Mindful Employers, Living Wage Employers and a Disability Confident Employer and are committed to improving employment opportunities for ethnic minorities across the UK.

Role details

The Local Project Manager will play a pivotal role in growing employee and worker owned business in the Ownership Hub's first partner area – Sheffield City Region.

As the Local Project Manager in Sheffield City Region you will lead on an awareness raising, business engagement and knowledge building campaign to support the growth of employee and worker ownership in the area. This will include being responsible for building new relationships with all areas of the local business support environment, local decision makers and stakeholders as well as signposting business owners and workers to where they can get further support.

The Ownership Hub is a two-year funded programme, which supports the core aim of the #1MillionOwners campaign – to create one million employee and worker owners in the UK by 2030. Your role will help build an evidence base to support this campaign as employee and worker ownership starts to grow in the region.

We are looking for someone who knows Sheffield and the surrounding area well, who is able to manage their own time and workload, and who has a strong interest in creating an inclusive economy and resilient economy.

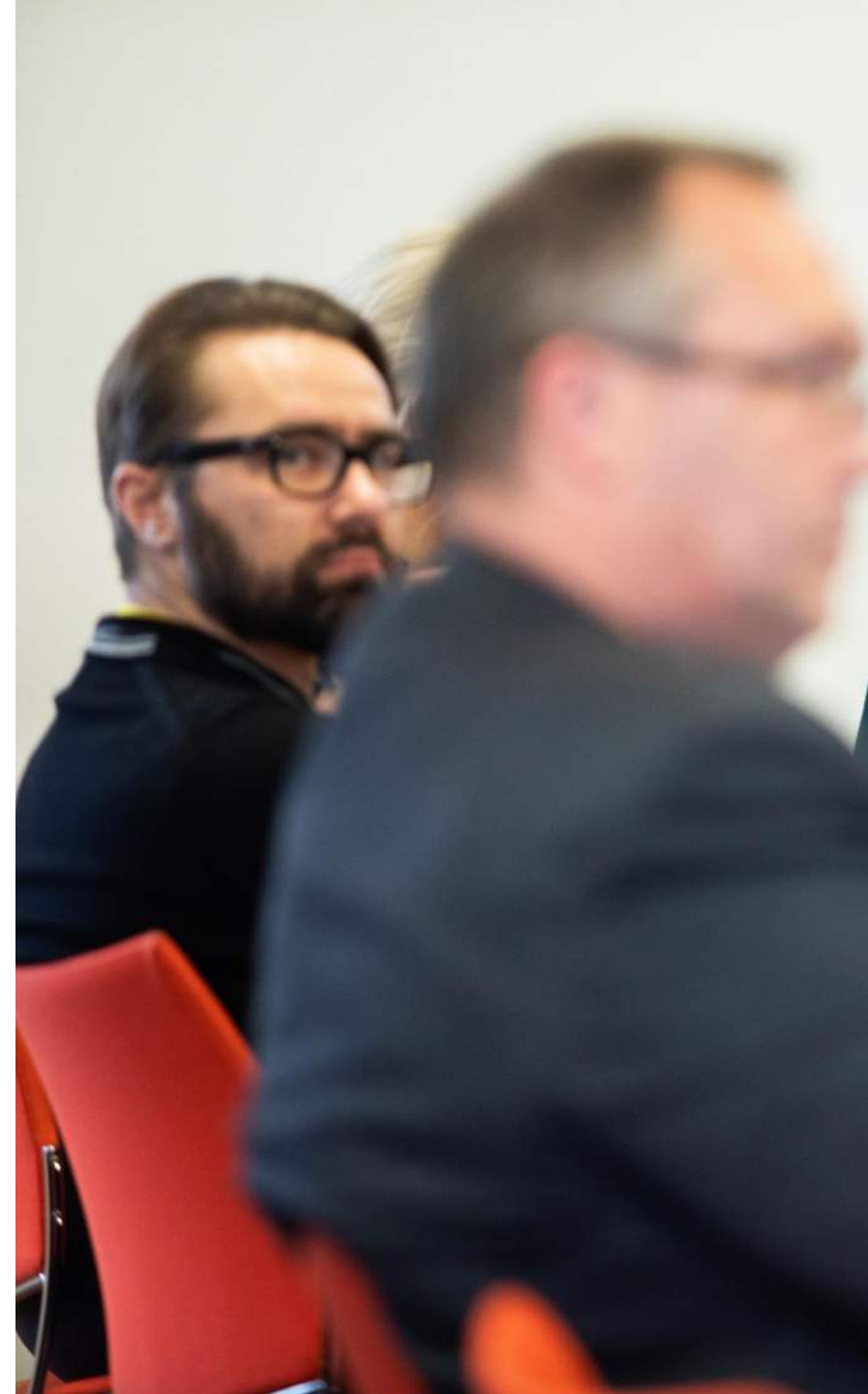
This is a unique position – sitting in the centre of a number of partnership. The role is employed by Co-operatives UK, but embedded with the team at Sheffield, and will be a representative and accountable to the Ownership Hub, the partnership between Co-ops UK and the Employee Ownership Association.



Key activities

Relationship Management:

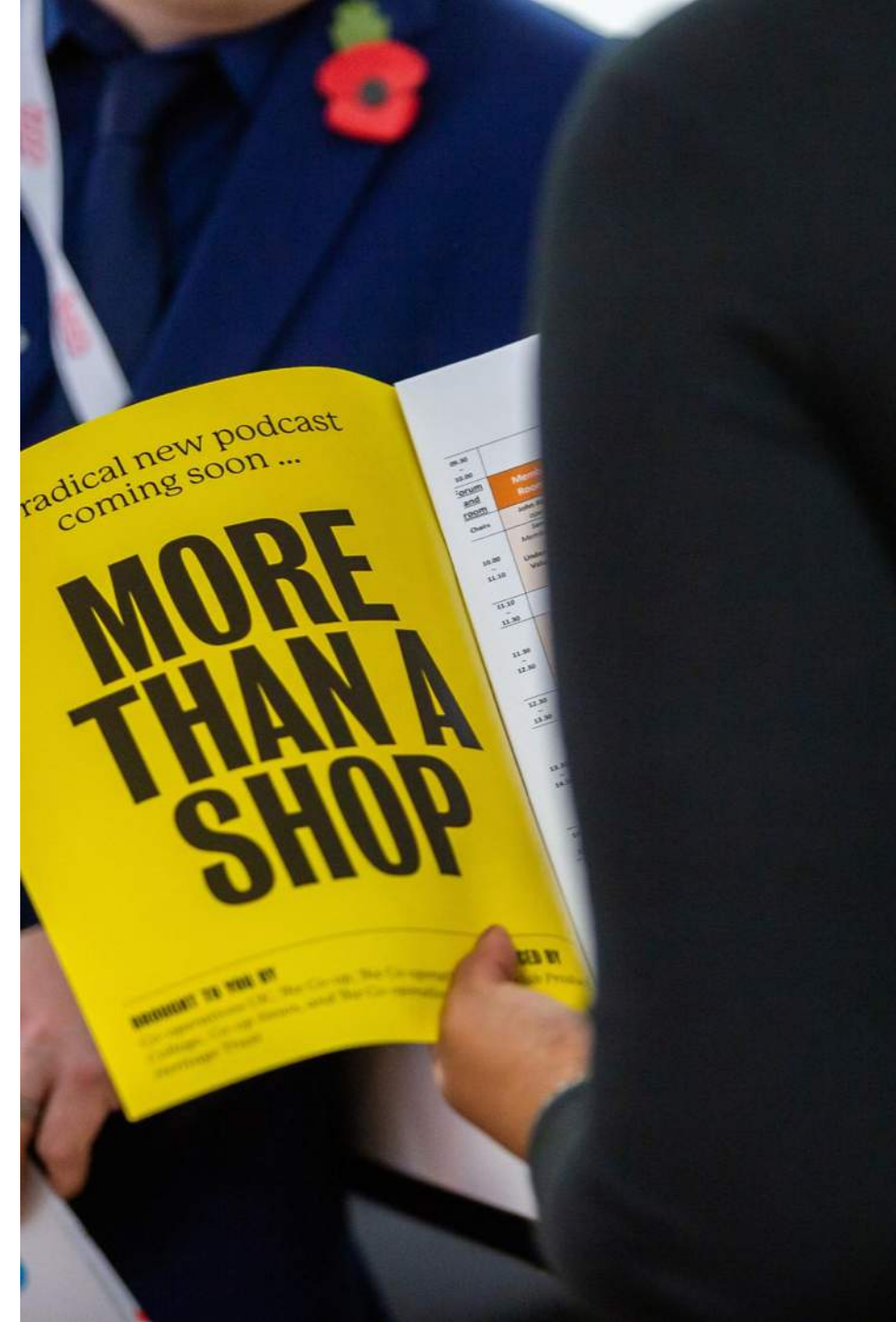
- Represent the Ownership Hub in the Sheffield City Region Economic development team
- Lead on building new partnerships and strengthening existing relationships with the aim of creating a broad coalition of stakeholders
- Build a relationship of trust between the partnership and the wider business support community
- Design and organise activity that galvanises local support for the formation of new Employee and Worker owned businesses across Sheffield City Region
- Work with partners to foster a collective narrative on the value and purpose of Employee and Worker Ownership in Sheffield City Region in the context of the Covid Recovery
- Establish a network of current and potential businesses that will want to participate in conversion or start up activity in Year 2



Key activities

Events Coordination:

- Lead on the organisation of awareness raising opportunities for the Ownership Hub in the City Region
- Working alongside our Sheffield City Region partners to support any business community engagement alongside partnership members
- Develop relationships with regional business and professional bodies.
- Organising regular Employee and Worker Ownership awareness and learning workshop sessions for businesses/ professional advisers
- Work with the Sheffield Innovation Clusters and Growth Hubs to facilitate events to raise awareness and develop knowledge of employee and worker ownership with specific audiences



Key activities

Strategy Development

- Identify key strategic growth areas by working with Sheffield City Region and the Ownership Hub team.
- Collate evidence to support the #1millionowners campaign
- Reporting and communications
- Working with CUK and EOA colleagues, feed into mapping and data activity and collect required information on the ground
- Working with CUK and EOA colleagues, repurpose resources to the context of working in Sheffield City Region
- Actively advocate for the aims of the Ownership Hub and the broader economic recovery strategy in Sheffield City Region.



About you | Essential criteria

Knowledge and experience

Essential

- Experience of working in or advising for-profit business environments/ social business and/or start ups
- Experience of planning and delivering events/engagement activity with groups
- Experience of presenting and speaking in public to a range of audiences
- Experience of B2B client/customer facing environments
- Knowledge of different business structures eg Ltd, charities, PLCs, Trusts
- Experience of marketing and campaigning
- Knowledge and links with Sheffield City Region and its communities, ideally within commuting distance
- Experience of working with multi stakeholder groups, ideally coordinating multi partnership groups

Desirable:

- Experience of working with/in a worker cooperative or employee owned business
- Experience of advising businesses
- Demonstrated interest in creating more inclusive and resilient economies

Skills and Aptitudes

Essential:

- Excellent communication skills both written and verbal to a wide range of audiences
- Strong relationship and client management skills, able to adapt style to influence across a range of audiences and situations
- Ability to manage your own workload and work independent of close management
- Project management skills and/ or experience of large scale projects including report writing and budget management
- Experience of working across professional business support environments

Desirable:

- An interest or relevant experience of working in local economic development, co-op formation and/ or movement building and community organising
- Knowledge and/or experience of one of the following; Employee ownership transitions, worker cooperative start-ups, business structures and models

About you | Essential criteria



Values and behaviours

- Approachable, personable and effective at building professional relationships and partnerships for project success
- A positive and entrepreneurial outlook, adept at creating opportunities
- Independent and imaginative with entrepreneurial skills and able to work independently, or as part of a team
- Ability to manage work independently, through managing and planning own workload, making informed decisions with minimal input to tight deadlines
- Confident, assertive
- Negotiator and persuasive

How to apply

Please complete the **Application Form** via the online facility on our website.

 www.uk.coop/careers

Application window closes at midnight on Monday 30 August

Initial interviews will be in Manchester and offered on or around: 6 & 7 September

Direct any queries to:

 recruitment@uk.coop

Please note, any CVs sent directly to this email will not be considered.

