



Community Engagement Lead for Circular Economy Entrepreneur Programme (Self-employed Contractor, 3 month Assignment)

Impact Hub King's Cross

Impact Hub King's Cross is a social enterprise and a home for positive change. We bring together impact-driven individuals and organisations through our coworking space, business support programmes, and events, to collectively build a more fair and sustainable future.

We are part of a leading global network of 100+ Impact Hubs across 50+ locations with 16,500 members.

For more information see: <http://kingscross.impacthub.net> | <http://impacthub.net>

The Opportunity

This opportunity directly contributes to Impact Hub King's Cross' two strategic areas: Climate and Inclusion.

To further our mission to make the sustainability sector more inclusive and diverse, we are launching an 18 month incubation programme to support individuals from underserved communities to develop a business based on circular economy principles.

We are seeking a Contractor with experience and expertise in community engagement, partnership development and circular economy solutions to support the initial programme development.

The Contractor's relation to Impact Hub King Cross is that of an independent contractor and they/he/she shall have the status of a self-employed person and they/he/she shall be

responsible for all Income Tax and National Insurance or similar taxes or contributions in respect of the fees paid.

Duration of Assignment

The Assignment will be for a fixed term of 3-months and will involve identifying and engaging key stakeholders in the co-creation and set up of the programme. By establishing strategic partnerships, engaging local communities and assembling an Advisory Board, the Contractor will utilise human centered design methodologies to determine the best support format for the target audience and build the programme offer around these insights.

Assignment Output

The Contractor will be engaged to provide the following services:

- Conduct an ecosystem map of potential inclusion/sustainability partners
- Identify and establish key programme partners
- Identify and deliver different methods of raising awareness about the programme among relevant stakeholder, particularly the programme's target participants
- Assemble an informal advisory committee to gain insights on the programme design
- Engage and lead community groups in roundtable discussions and other Human Centered design activities
- Facilitate events/workshops/clinics that introduce the basics of circular economy principles
- Improve the existing programme design and build on the initial structure based on learnings
- Set up clear project management processes and programme resources
- Report to Programmes Director and update Snr. Programmes Manager on the project's development
- Work closely with the Programmes Manager and support their development
- Brief/work closely with the communications and design team to produce promotional material for the programme
- Work with the Development Director to help identify a pipeline of additional financial support for the programme and participants
- Building pipeline of potential programme participants

Person Specification

Essential:

- An interest in the social enterprise and circular economy sectors
- Passion for equity, diversity and inclusion
- Knowledge of circular economy principles and general environmental sustainability acumen
- Experience leading inclusive, Human Centred design initiatives (eg. co-creation events, roundtable discussions, community forums)
- Ability to self-motivate and delegate tasks effectively
- Excellent time management and planning skills
- Highly organised and process oriented
- Strong communication skills and ability to convey complex topics and principles in an accessible manner
- Experience designing and managing programmes (ideally entrepreneur programmes)
- Strong facilitation skills
- Approachable and patient manner

Desirable:

- Experience and knowledge of community-led development
- Experience working with individuals from disadvantaged backgrounds
- Connections to London-based organisations that support individuals from lower socio-economic backgrounds

Terms and Conditions

Hours: This is an output based contract, but we expect the Contractor to work approximately 3 days per week (22.5 hours per week).

Location: The Assignment requires the Contractor to travel to organisations based predominantly in the boroughs of Islington, Newham and Hackney, so it is essential that they/he/she is London based.

The Contractor will also be expected to attend our office (34B York Way, N1 9AB) as required (approximately 2 days per week) for the duration of the Assignment.

Fees: The Contractor shall be paid fees of £2,000 per month (£6,000 in total for the Assignment). These fees are exclusive of any value added tax ("VAT"). Any VAT chargeable on the fees shall be added to the fees and payable together with the fees.

How to Apply

If you would like to be considered for this Assignment, please send an email to kingscross.recruitment@impacthub.net with the subject line **“Contractor - Community Engagement Lead for Circular Economy Entrepreneur Programme”** and attach your CV and a covering letter outlining why you are suitable for the Assignment, and how you meet the person specification.

We welcome applicants from diverse backgrounds. To limit any unconscious bias, all applications will be anonymised. Please let us know if you have any other accessibility needs.

Deadline for applications: 17, October 2021

Shortlisted applicants will be contacted w/c October 18th to set up a call to discuss the Assignment and their experience in more detail.

The Assignment will commence on or around 1 November 2021.