



## Recruitment Pack

Job Title:	Local Enterprise Development Lead
Hours:	30 hours (4 days equivalent) p/w to be worked flexibly
Salary:	£28,000 pro rata (£22,400 - 30 hrs)
Duration:	Fixed term until 30.05.25 under current funding
Location:	Home based and various community locations
Reports to:	CLT Coordinator and Board of Directors

### About Us

Over the last decade, Homebaked Community Land Trust (HB CLT) has become a catalyst for community-led regeneration in Anfield and Everton. HB CLT was set up and is led by local people with lived experience of the failed regeneration who are fueled by a desire to take back control and demonstrate an alternative way of doing things.

Despite being home to Liverpool Football Club our high street continues to face challenges. Our area has been caught in regeneration politics for over two decades leaving many local assets underdeveloped and unavailable for the community.

We believe our approach in recognising potential and building capacity offers opportunities to shape our common vision and work towards creating a thriving neighbourhood for us and future generations. In our vision, our neighbourhood is a vibrant and thriving place with lots to do for different people. There are secure jobs at the living wage and close to home, warm and healthy homes with low energy bills, a good local provision of shops and services in walking distance and places for people to meet, tell stories and celebrate.

After saving the first section of Oakfield Terrace from demolition; through creating a home for a local community business and four residents above, HB CLT are now developing the adjacent derelict terrace properties. This innovative community-owned scheme will offer eight affordable homes and sustainable spaces for more local businesses to take root on our infamous high street. Oakfield Terrace will provide space and support for local socially minded businesses, forming part of the blueprint for a community high street that benefits from our visitor economy and offers essential goods, services, quality jobs and meeting space for local people. Through this, HB CLT aims to provide more space and support to nurture the development of home grown enterprises benefiting from our unique location whilst serving the needs and aspirations of local people.

Beyond Oakfield Terrace, our impact extends across the neighbourhood through the evolution of our 'more than bricks and mortar' programme. This engagement and capacity building programme had been developed with our members, volunteers and wider stakeholders to create the right environment to achieve a key part of the community's brief - 'bring the buzz back' to our High Street and for it to become a great place to shop, work, live and - very importantly - meet your neighbours.

## The Role

HB CLT has secured funding from The National Lottery Community Fund to support this new and exciting post.

We are looking for a dynamic and enterprising individual to build on 10 years experience in developing and supporting social and community businesses and services, and most importantly the people that are integral to ideas succeeding and flourishing.

We are regularly approached by local people with fantastic ideas for businesses or community initiatives and services. We connect people with the traditional business support available in the City, however in our experience the kind of help that people need initially (and cannot get elsewhere) is about building confidence, learning how to develop and trial an idea, creating the support networks and most importantly encouragement by and learning from peers. That's where you come in.

Working as a core member of the team you will lead the development and delivery of a number of key programmes including:

- **Neighbourhood As Incubator** - A peer led capacity building programme targeting local people and groups to explore ideas and potential enterprise opportunities through group-led learning, mentoring, coaching and study visits to share learning and build sustainable support networks.
- **Oakfield Terrace Commercial and Community Spaces** - Ensuring the full potential of the spaces are realised through supporting new and potential tenants and developing a sustainable community offer.
- **Anfield Improvement District - as above** - A collective of local businesses and organisations working towards creating a separate member-led entity tasked with achieving an ambitious vision manifesto that sets out the aspirations of the wider neighbourhood.

You will also play a key role in supporting the development and sustainability of HB CLT. Across all programmes your role will involve helping us and others to imagine different ways of doing

things, influencing change and understanding what isn't working. We are looking for someone who understands the challenges faced by local enterprises and communities, has strong facilitation skills and is comfortable being that important 'critical but kind friend'.

Our work is often complex and requires navigation through ever changing and challenging circumstances. We promote a learning culture where people are encouraged and to be open and honest about what's working, what isn't and where and when extra support is needed.

As the Local Enterprise Development Lead, you will be responsible for:

- The effective management of projects to ensure that project and programme objectives are delivered within agreed budgets and timescales.
- Developing trusting, effective relationships with stakeholders.
- Confidently using community engagement and involvement approaches to support beneficiaries needs.
- Working alongside the HB CLT team to support decision making and problem solving across your and wider projects.
- Managing the development and implementation of projects, through to completion, taking account of and managing risks, constraints and interdependencies with other projects and activities.
- Working with other key team members to effectively market your project activity, capture and report on the impact of your work areas.

We also need you to:

- Work collaboratively to ensure that HB CLT's strategic direction core values and strategic objectives are achieved.
- To make sure that you read, are familiar with, and follow all HB CLT's policies and procedures. To uphold the HB CLT equal opportunities policies and practices in carrying out your main responsibilities.
- To undertake any other duties which can be reasonably expected of you within the level of your job.

## **About you**

We are looking for someone who:

- Has experience of working in or with Socially Trading Organisations (STOs) with an awareness of the range of business challenges they face.
- Has experience of business and project development and income generation.
- Is able to prepare, interpret and present business cases / financial models.
- Has a good level of IT skills including confidence using email and digital communications, word processing and spreadsheets.

- Has experience of juggling multiple priorities and independently managing busy workload.
- Has experience of community engagement, organising and facilitation.
- Has experience of using Impact Management Frameworks.
- Is able to balance strategic thinking with an attention to detail in delivery.
- Is confident in presenting themselves, information and ideas in different settings.
- Has an enterprising spirit and can spot and create opportunities for themselves and others.
- Is aware of their personal limitations and is willing to undertake learning and development opportunities.
- Is confident using their own initiative with a solution-focussed approach to solving challenges.
- Is flexible and able to adapt and change as necessary while remaining focused on overall goals.
- Is committed to collective and collaborative approaches to working with colleagues and diverse communities.

### **Application process and timeline**

To apply, please submit an up to date C.V. and personalised covering letter outlining why you are interested in the role and how you meet the criteria outlined in the 'About you' section. Each of these should be no more than two pages long. Applications that do not follow this format will not be considered.

Please send all applications to [info@homebaked.org.uk](mailto:info@homebaked.org.uk)

Closing Date: 5pm on Wednesday 28th February

Start Date: As soon as possible

We are particularly interested in receiving applications from within our diverse local community.

Shortlisted applicants will be contacted no later than 5pm on Thursday 29th February.

Interviews will take place in person on Thursday 7st March.

If you have any questions or would like to arrange an informal conversation about the role please contact Tom: [tom.murphy@homebaked.org.uk](mailto:tom.murphy@homebaked.org.uk)

