

07.09.21

Dear applicant,

Re: Membership Development Worker Post

This is three days a week post (with a two-year contract) funded by an Oak Foundation Movement Building grant.

The annual salary is £20,580.99.

The deadline for responding to the application is 5pm Tuesday 28th September.

We will be shortlisting on Wednesday 29th September. Interviews will take place on Tuesday 5th October.

Shortlisting is based on completed application forms.

Please ensure that you go through the person specification carefully, giving us examples of how you meet each of the criterion listed.

Submitting a CV will not suffice.

Your sincerely

Co-ordinator
London Tenants Federation

JOB DESCRIPTION: Membership Development Worker

HOURS: 22 hours a week - preferably the first or last three days of the week.

SALARY GRADE: £20,580.99 (for 22 hours per week)

PLACE OF WORK: Amptill Square Tenants Hall Office, Barnby Street London, NW1 2RS, with some flexibility to work from home.

ROLE AND PURPOSE OF THE POST:

The purpose of the post is to strengthen a representative and consensual social housing tenants voice in London regarding the policy issues that impact their homes and communities.

The role involves increasing LTF's membership of borough and landlord-wide organisations and a new Tenants and Residents' Association, Tenant Management Organisation and Co-operative membership (with a particular emphasis on Housing Association tenants). It includes organising sub-regional meetings and regional events providing discussion, training and mutual learning amongst social tenants' groups.

It will involve close working with the LTF co-ordinator, other LTF staff members, directors and members and seeking opportunities for collaborating and/or partnership-building with other voluntary and community sector groups.

KEY RESPONSIBILITIES:

Increase LTF's membership and the effectiveness of its voice

- Work with the LTF co-ordinator to identify possible new representative membership groups or associations
- Carry out follow-work with identified associations/groups leading to an increased LTF membership.
- Organise sub-regional meetings of representative social housing tenants' associations and groups facilitating information sharing, mutual learning and training on local, regional and national housing policy issues.
- Identify and encourage tenants' groups to engage with LTF single issue tenants' networks.
- Support the writing of blogs or publications for use in LTF media and social media.

Develop materials and case studies:

- Develop an accessible training package for tenants' groups/associations – based on existing/updating LTF briefings and blogs on social housing policy issues.
- Engage with other voluntary and community sector groups that might benefit from our training package and provide occasional support in meetings.
- Carry out interviews with tenant representatives on key policy issues to feed into the production of tenant podcasts and/or videos
- Identify key issues being raised in meetings to support in the development of appropriate LTF policy positions.

General:

- Support LTF consensus decision-making.
- Become familiar with and support all LTF policies.

PERSON SPECIFICATION:

Membership and Development Worker

QUALIFICATIONS AND EXPERIENCE

Essential

- Experience, knowledge and understanding of equalities issues.
- At least two years' substantive experience of working with diverse community-based organisations involved with social policy.
- Experience of working independently and with others.
- Experience of prioritising across multiple work streams and time scales. within tight budgets.
- Experience of delivering training to a wide variety of people and supporting peer learning.

Desirable

- Experience in campaigning on grass-roots issues

SKILLS AND KNOWLEDGE

Essential

- Knowledge and understanding of representative social housing tenants' associations/organisations and the issues impacting them.
- Ability to organise meetings/events, including hiring meeting spaces, inviting speakers and workshop facilitators.
- Ability to produce reports, in plain English, following meetings/events.
- Ability to liaise with a wide range of grass roots community members, voluntary sector organisations and officers of decision-making authorities.
- Ability to use Microsoft packages.
- Have a diverse range of verbal and written communication and social media skills.
- Ability to support consensus working

Desirable

- Campaigning skills
- Knowledge and understanding of London-wide housing policy

JOB APPLICATION FORM

LTF Membership Development Worker

Please complete this application form, setting out your skills and experience relevant to the job description and person specification. This will be the basis for shortlisting.

PLEASE DO NOT SEND US A COPY OF YOUR CV.

Email your completed and signed application to info@londontenants.org by **5pm, Tuesday 28th September**. We will be shortlist on 29th September and interviews will take place on Tuesday 5th October.

1. Applicant's Details		
Title	Surname	First Name
Home address		
POST CODE:		
Telephone numbers and email address		
Home:		
Work:		
Mobile:		
Email address:		
Is there anything concerning your medical history or state of health that is relevant to your application?	Yes * / No <i>If yes, please refer to the equal opportunities' questionnaire enclosed</i>	
Are there any restrictions regarding your employment? E.g.; do you require a Work Permit?	Yes * / No <i>If yes, please supply details on a separate sheet of paper</i>	
If successful in your application, when would you be able to take up the post?		
Do you have any criminal convictions?	Yes * / No <i>If yes, please give details on a separate sheet, this should exclude any spent convictions under Section 4 (2) of the Rehabilitation of Offenders Act 1974</i>	

2. Employment Record

Start with your most recent employment. Briefly describe the main duties and responsibilities of your post.

(i) Current / most recent employer / organisation		
Name:		
Address:		
Job Title	From:	To:
Brief description of duties:		
Reason for leaving:		
(ii) Employer / organisation		
Name:		
Address:		
Job Title	From:	To:
Brief description of duties:		
Reason for leaving:		
(iii) Employer / organisation		
Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving:		

(iv) Employer / organisation		
Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving:		

3. Education

Tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

Name of university or training body	Subject studied	Qualification level	Date

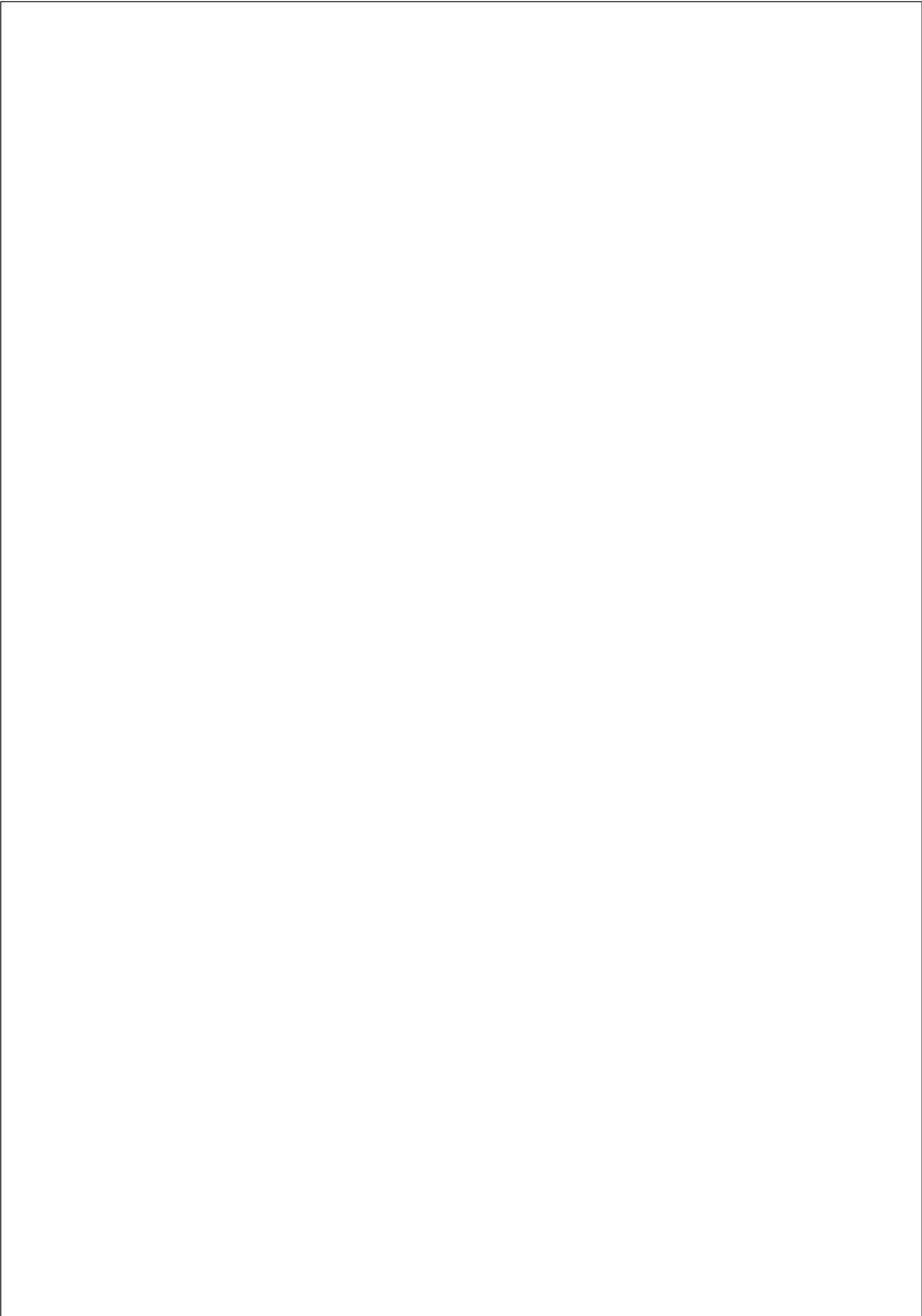
4. Training

List any training that you have received or courses which did not lead to a qualification but which you feel is relevant to the advertised post.

Training courses

5. Experience / Skills

Provide here and overleaf information that is specifically relevant to the criterion listed in the person specification for this post. Feel free to add in an additional page if you need to.



6. References

Please give name, address and position / occupation of two referees. One must be your most recent employer. References will only be taken up for the successful candidate.

1. Name:
Position:
Organisation:
Address:
Tel:
Email:

2. Name:
Position:
Organisation:
Address:
Tel:
Email:

7. Declaration and signature

The information supplied in this applications form is accurate to the best of my knowledge.

.....
Signed

.....
Date

By signing and returning the application form you consent to London Tenants Federation using and keeping information about you or third parties such as referees, relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date which you are informed whether you have been invited to interview, or six months from the date of interview.

Equality and diversity monitoring form

London Tenants Federation wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form with your application form.

Gender Man Woman Intersex Non-binary Prefer not to say If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish

British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian

Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual

Prefer not to say If you prefer to use your own term, please specify here

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over) Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say