

07.09.21

Dear applicant,

Re: LTF Support Worker Post

This is three days a week post (with an initial two-year contract) funded by a Trust for London and Tudor Trust grant.

The annual salary is £20,169.30.

The deadline for responding to the application is 5pm Tuesday 12th October.

We will be shortlisting on Friday 15th October. Interviews will take place on Friday 22th 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 LTF support worker

HOURS: 22 per week

SALARY: £20,169.30 (NJC Spinal Colum Point 28)

PLACE OF WORK: Ampthill Square TRA offices, London NW1, with some flexibility for working from home.

ROLE AND PURPOSE OF THE POST:

The LTF support worker will play a key role in developing and involving social housing tenant representatives in informal tenant networks focused on single strategic housing policy issues. These may include: fuel poverty, major works, infill developments, rents, overcrowding and fire safety along with our already established (with Just Space) [Estate Watch](#) network.

The support worker will work closely with the LTF Co-ordinator, LTF Membership Development Worker, members and directors.

The post will support:

- building social housing tenants' capacity to influence and challenge regional and local housing policy;
- strengthening links amongst diverse social housing tenant representatives (council, housing association, tenant managed and co-operative) across London;
- tenants articulating their views and concerns in media and social media;
- the gathering of grass roots evidence to compile reports on key issues impacting on social housing tenants in London
- promoting the London Tenants Manifesto for a positive future for social housing in London.

KEY RESPONSIBILITIES:

- Develop and organise 6-weekly single issue tenant network meetings.
- Minute meetings and carry out any follow up work from meetings.
- Encourage tenants to write blogs and producing podcasts and videos on the issues they raise at meetings.
- Liaise with the LTF Membership Development Worker on issues being raised at sub-regional tenant representative meetings.

- Keep up to date on news and any policy changes on any of the single issues in London.
- Become familiar with and support LTF policies and London Tenants Manifesto for a positive future for social housing in London.
- Provide reports for LTF newsletters, annual reports or other publications.
- Support LTF consensus decision-making.
- Support in the organisation of LTF open meetings and conferences.
- Attend LTF general meetings as required.
- Provide occasional support in updating databases and contributing to LTF Facebook and twitter pages.
- Provide occasional support in updating the LTF website with LTF member representatives and co-ordinator.

PERSON SPECIFICATION – LTF Support Worker

QUALIFICATIONS AND EXPERIENCE

Essential

- Experience, knowledge and understanding of equalities issues.
- At least two years' experience of working with diverse community-based organisations involved with social policy.
- Experience of organising, facilitating and minuting meetings.
- Experience of working independently and in collaboration with others.
- Experience of prioritising across work streams and time scales.
- Experience of supporting peer learning.
- Experience in using social media.

Desirable

- Experience in campaigning on grass-roots issues
- Experience of working with tenants' groups.

SKILLS AND KNOWLEDGE

Essential

- Knowledge and understanding of representative social housing tenants' associations/organisations and the issues impacting them.
- Ability to produce easy to read briefings and reports - in plain English.

- Ability to liaise with a range of grass roots community members and voluntary sector organisations and officers of decision-making authorities.
- Ability to use Microsoft packages and social media.
- Ability to support consensus working.

Desirable

- Campaigning skills
- Understanding of London-wide housing policy.
- Ability to update a word-press website or willingness to learn

JOB APPLICATION FORM

LTF Support 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 12th October**. We will be shortlist on Friday 15th October and interviews will take place on Friday 22nd 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:		

4. Training

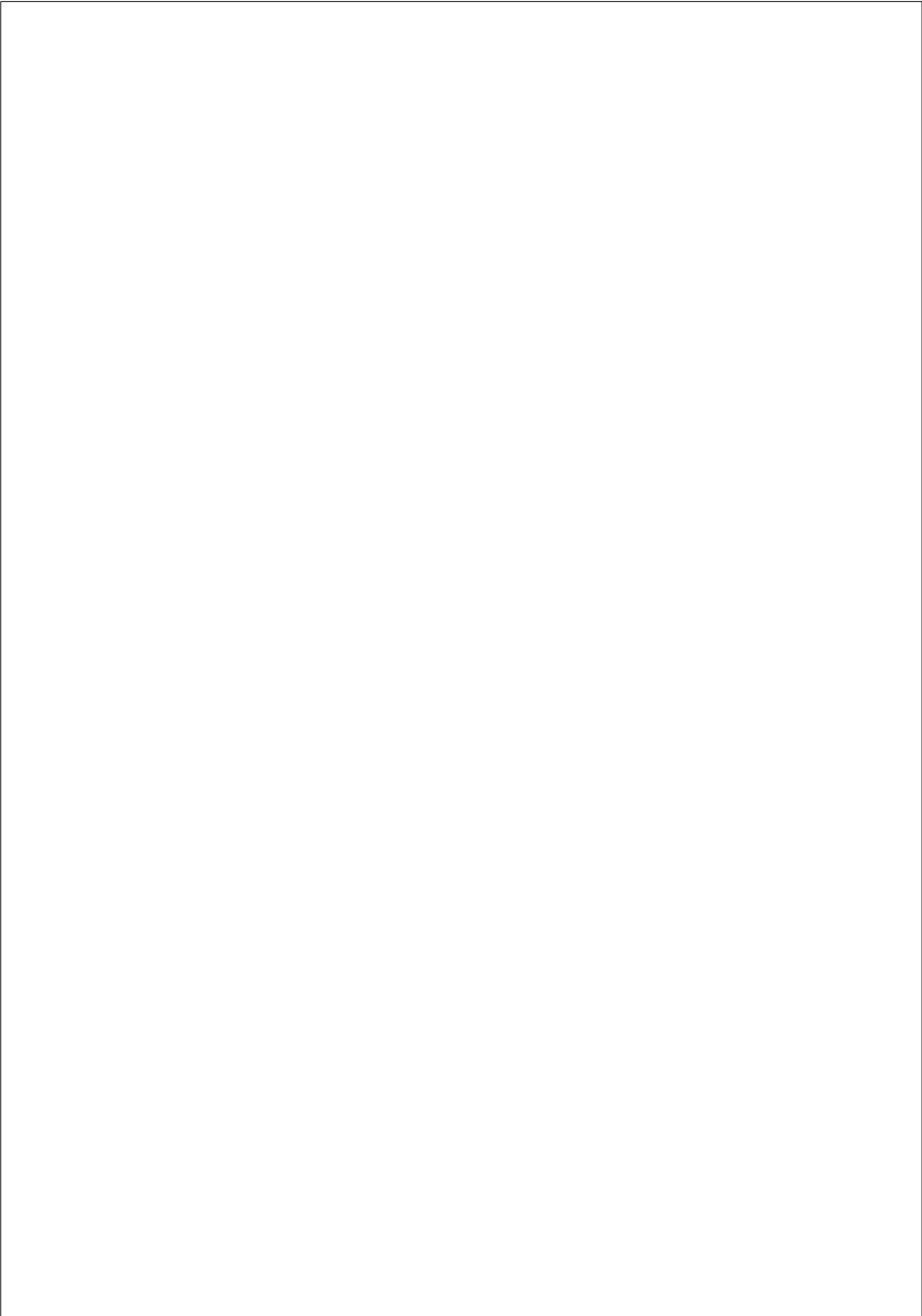
List any training that you have received or courses which did not lead to a qualification but which you feel is relevant to the advertised post.

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.

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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