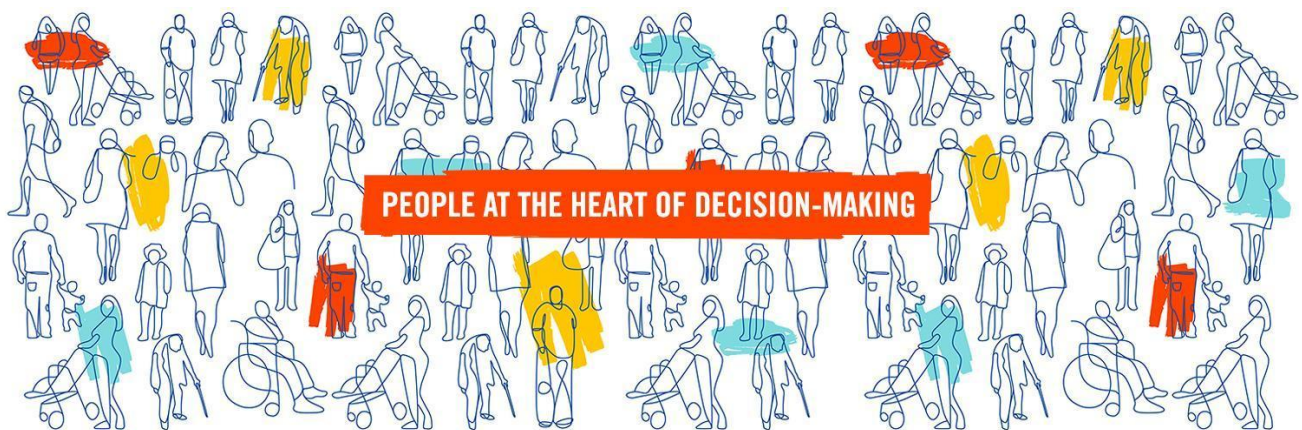




# DEMOCRACY NETWORK MEMBERSHIP & DEVELOPMENT LEAD

## Job Description



### Practical details

**SALARY BAND:** (£27,368 - £32,840)

**LOCATION:** Flexible

**HOURS:** Full time, 35 hours a week

## 01. THE DEMOCRACY NETWORK

The Democracy Network is a network of people and organisations working on issues of power, democracy and voice in England, Scotland, Wales and Northern Ireland. We support each other to connect and collaborate, share and learn, build a way to agree ways forward, and take action and influence decision makers together. We are hosted by the charity Involve.

### **Connecting & Collaborating**

Developing a trusted, effective and diverse network of individuals and organisations; connecting people through events, networking activities, information sharing and sector.

### **Sharing & Learning**

Increasing the knowledge, skills, resources and impact of our members and the wider sector via training, peer learning, skills sharing and resource coordination.

### **Supporting the Sector**

Supporting the people and organisations working on democracy to thrive by responding to sector needs and challenges, increasing resources into the sector and providing strategic support.

### **Influencing & Taking Action**

Expanding the influence of the network and its members through coordinated action, to achieve tangible policy changes, and increased public and political support for a stronger democracy.

## 02. INVOLVE

Involve is the UK's leading public participation charity. We develop, support and campaign for new ways to involve people in decisions that affect their lives.

Since 2003, we have been working with governments, parliaments, civil society, academics and the public to create and deliver new forms of public participation that re-vitalise democracy and improve decision-making.

We are realistic about the challenges faced by democracy, but optimistic about how to overcome them. We are committed to ensuring our democracies are vibrant and fit for the future by putting people at the heart of decision-making. We work across the UK and internationally, with offices in Belfast, Edinburgh and London.

Our work is focused in three areas:

- **Making the case** – demonstrating why participation and deliberation are essential features for a healthy modern democracy, and ensuring that those in positions of power and influence understand and support their use in addressing some of the UK's most intractable issues.

- **Embedding change** – building the capacity of public servants and practitioners, and developing the body of evidence, principles and standards that support participatory and deliberative practice.
- **Pioneering practice** – encouraging widespread uptake of participatory and deliberative processes, and promoting continuous learning and innovation to improve democracy and deliver lasting solutions in key policy areas.

By involving people at the heart of decision-making, we hope to create healthier, more vibrant democracies that are fit for the future.

Find out more about our work: [www.involve.org.uk/our-work/](http://www.involve.org.uk/our-work/)

## Our values

- **Collaboration** – because change comes when broad coalitions of people work towards a common vision;
- **Equality** – because everyone in society has an equal right to be listened to and participate in decisions that affect their lives. No one should be held back by societal divisions or prejudice;
- **Independence** - because we are committed to the integrity and impartiality of participatory and deliberative processes;
- **Purpose** – because participation must have an impact. We reject tokenistic or ineffectual engagement;
- **Quality** - because effective participation requires time, attention and commitment.

## 03. About the role

As the Democracy Network membership and development lead, you will be responsible for developing, and expanding the Democracy Network with a clear focus on membership development, recruitment and retention, alongside continuing to play a Network weaving, connecting and capacity building function. You will be hosted and employed at Involve and line managed by the Network Director / Coordinator. You will be able to draw on Involve's facilities, systems and staff to support the network, but you will work in the collective interests of the network and will be accountable to its membership.

You will be responsible for coordinating the activities agreed with the network members. This will likely include facilitating a combination of capacity building, knowledge and information sharing, and networking activities and events.

To succeed, you will need to bring an open and collaborative approach to developing and coordinating the network. You will need to be a strong communicator and good at building trusting relationships

with a range of people. And you will need to be proactive, seeking out opportunities to develop new connections and finding ways to fulfil the network's purpose.

## 04. Key responsibilities

The primary purpose of this role is to develop a trusted, strong, diverse and well-functioning democracy network, with high engagement in network activities and an expanding reach to new groups. Key responsibilities will include:

Key functions of the role include:

- Supporting the Network Director in the development of the Democracy Network
- Communicating with and involving the network's members on an ongoing basis to shape plans and run activities;
- Conducting outreach and engaging new individuals, groups and organisations with the network;
- Lead on network member recruitment, engagement and retention
- Carry out regular reviews on the diversity of the sector and of membership, and work proactively to ensure those who hold positions within the Network, represent that diversity.
- Ensure the democracy network is clearly mapped and connections and collaborations are tracked and recorded

Leading and supporting information sharing and capacity building activities agreed with the network

- Coordinating a regular programme of online meet-ups / workshops on a variety of topics selected by members;
- Coordinating and facilitating network events
- Coordinating the development of a festival of democracy;
- Establishing and/or supporting existing communications and knowledge sharing channels;
- Identifying existing strengths and assets in the sector, and supporting the exchange of these via "in-network" training, exchange of information, mentorship, action learning groups etc

Supporting Network Action groups

- Act as secretariat for action groups - to help coordinate and administer meetings, keep notes etc
- Coordinate and ensure actions and activities are on track from different action groups

## 05. Key competencies

### Essential competencies

Applicants must demonstrate the following competencies:

- Effective networker, able to build and manage relationships with a range of people
- Experienced facilitator, able to design and lead collaborative and participatory events online and in person;
- Excellent administration and personal management skills, able to manage and prioritise a diverse workload; deliver key project objectives on time and to a high standard.
- Committed team player, embodying our values of collaboration, equality, independence, purpose and quality;
- Creative thinker, able to develop and execute creative new ideas, and build impactful new projects and coalitions;
- Passionate advocate, committed to democratic values and knowledgeable about key democratic issues.
- Maintaining relationships with stakeholders, civic society leaders and those who work within the democracy sector
- Experience of minute taking and online meeting hosting

### Desirable competencies

The following competencies are desirable:

- Experience of engaging with organisations working on issues of racial justice and / or disability rights
- Experience of engaging with organisations working on issues of equality
- Event Management Experience

## 06. Pay, location and benefits

**Job Title:** Democracy Network Membership & Development Lead

**Pay band:** £27,368 - £32,840

**Hours:** Full time, 35 hours per week

**Start date:** As soon as possible

**Location:** Flexible

**Reporting to:** Network Director / Coordinator

We are happy to consider flexible working arrangements.

Involve is an equal opportunities employer and, true to our mission, we take inclusion in the workplace seriously. The following benefits are available to staff:

- 25 days annual leave + bank holidays + the period between Christmas Day and New Years Day
- Workplace pension with employer contribution of 5%;
- Childcare vouchers;
- Phone/data allowance of £13.50 per month;
- Enhanced maternity and paternity leave packages for qualifying employees.