

## **JOB DESCRIPTION**

**TITLE: Head of Place and Sustainability**

**Overall aim:** The Head of Place and Sustainability will provide place, sustainable development and building based support advice to social enterprises, community businesses operating across the Sheffield City Region and business centres working whether working in neighbourhoods or town or city centres, including organisational support for the management of co-working or more traditional business workspaces, organisational reviews and sustainability plans, and design advice around future growth strategies.

**Responsible to:** SEEx Project Director

**Responsible for:** Social Enterprise Development Coordinator, Local Enterprise Coordinator and any other project support staff.

### **MAIN TASKS**

#### **DEVELOPMENT**

1. Provide specific knowledge and expertise of architectural, sustainability and building based issues within the programme.
2. Assist social businesses and enterprises grow and develop plans to become economically resilient, sustainable and environmentally responsible.
3. Provide place based advice and support including design, planning and built environment legislation to social enterprises, and those business centres supporting social enterprises across the Sheffield City Region.

#### **SUPPORT**

1. Delivery of support for existing and growing social enterprises including: asset transfer and management, building and place based investment and support programmes, environmental support and advice, organisational support for managed and co-working spaces including business incubators, associated support facilities and services including design and construction guidance where appropriate.
2. Signpost to specialist technical support and act as Client Adviser in the early stages of capital development projects
3. Contribute to the continuing development of social enterprises working across all core and high sectors through providing environmental enabling, organisational reviews, and design advice.

#### **NETWORKING**

1. Assist in building local networks including clusters of expertise.
2. Support learning exchanges, sharing of business acumen, expertise and experience through the wider project network and other locally based built environment and community development forums.

## **COMMUNICATIONS**

1. Liaise and link with relevant lead agencies, support and provider organisations, partners, advisors and funders.
2. Prepare reports, briefing notes, presentations, graphic interpretations and promotional materials as required.

## **GENERAL**

1. Provide quality regular monitoring and evaluation information as required.
2. General administration including utilising new technology in support of the work programme.
3. To work within the organisation policy framework, paying particular attention to promoting equal opportunities, a health and safety culture and good employee relations.
4. Work closely with other members of the programme on shared activities, conferences, events, meetings, mailings etc.
5. Carry out other duties as agreed with the CIQA Board.
6. The work will be based in Sheffield and Sheffield City Region

## Person Specification

### Essential Criteria:

- Architectural or similar built environment qualification;
- Membership of appropriate professional body;
- Strong communication skills and experience in working with Social Enterprises, Community Business, Charities and neighbourhood organisations;
- Strong research, analytical, evaluation and technical skills;
- Experience of producing feasibility studies, reports and concept designs;
- Good project management skills and time management;
- Experience in working with public organisation, and local authorities;
- Excellent visual and written communication skills;
- Experience of leading and co-ordinating multi-disciplinary teams;
- Excellent verbal communication and interpersonal skills
- Excellent understanding of the built environment, place based economic development, urbanism and sustainability.

### Desirable Criteria:

- Interest in working in all aspects of the built environment including Architecture, Planning, Urban Design, Economic Regeneration, etc;
- Conversant with UK Building Regulations and UK Planning Policies;
- Interest in working with communities;
- Knowledge of social media;
- Knowledge of the planning system, particularly neighbourhood community based planning;
- Knowledge of 2D and 3D CAD [Sketch-up, Revit, ArchiCad, Vectorworks, AutoCad].

Salary up-to: £35,500 [Pro-rata – 3 days per week] dependant on experience.

Location: Sheffield and across Sheffield City Region

Equal Opportunities: CIQ Agency (trading as Integreat Plus) is an equal opportunities employer

