

Role Profile

Role Title:	CHIP Social Value Manager		
Reports To:	CHIC's Chief Executive / ARK Director		
Location:	Birmingham	Salary:	TBA

BACKGROUND

ARK Consultancy Limited (ARK) acts as Agent for the Communities & Housing Investment Consortium Limited (CHIC), a consortium of social landlords focussing on collaborative asset management solutions (including direct materials procurement) for responsive repairs, planned investment, compliance and new development works.

CHIC has established a new Charity, Communities & Housing Investment in People (CHIP), to deliver CHIC's social value programme through funding provided by CHIC on an annual basis.

ROLE PURPOSE

The post-holder will be responsible for ensuring CHIP's social value objectives and targets are achieved, involving securing employment opportunities through Local Employment Groups, apprenticeships through CHIC's contractors and suppliers and the management of a programme of Community Chest grants. The postholder will be accountable to CHIC's Chief Executive operationally and will report to CHIP's Board of Trustees.

PRINCIPAL RESPONSIBILITIES

MANAGEMENT OF THE CHARITY

1. To arrange rolling programmes of CHIP's Trustees meetings, to coordinate with CHIC's quarterly Board meetings.
2. To prepare agendas, papers and reports for Trustee meetings, ensuring these are circulated 10 days in advance.
3. To attend all Trustee meetings and take accurate notes, prepare minutes and action logs.
4. In consultation with ARK's Head of Finance, to ensure that all annual and other returns are prepared and submitted in a timely way.
5. When required, to assist with the sourcing and appointment of new Trustees.
6. Generally, to ensure that the Charity is proactively managed and administered in delivering all of its objectives and targets.

SECURING APPRENTICESHIPS AND TRAINING THROUGH CHIC'S CONTRACTORS

7. CHIC has a contractual requirement for its contractors and suppliers to deliver apprenticeship and training outcomes for all contracts with an annual value above £1m. The postholder is responsible for liaison with CHIC to ensure a full understanding of any contract where an apprenticeship or employment obligation exists.
8. To contact, meet with and liaise with all such contractors and suppliers to ensure that all contractual obligations are delivered. Provide support, advice and guidance where required.
9. To keep accurate records of contractual employment and training obligations and achievements.
10. To provide regular and timely reports on outcomes (to Trustees and to the CHIC Board) and to provide an annual report.

LOCAL EMPLOYMENT GROUPS (LEGs')

11. Each year CHIC will provide funding for CHIP to support LEGs' to identify and support people who are distant from the workplace into sustainable jobs. It is the postholder's responsibility to deliver this programme.
12. To agree with CHIC, on an annual basis, the preferred geographical localities and mix of LEG work placements and to source and negotiate with LEGs' to deliver to these requirements.

KEY ACCOUNTABILITIES

13. To secure a Service Level Agreement with selected LEGs' and to monitor the delivery of job placements against the target agreed in each SLA.
14. To review requests for any grant payments to the LEGs' and recommend for payment when due.

COMMUNITY CHEST

15. Each year CHIC will allocate funds to be utilised by CHIC to support community initiatives/ projects being promoted by CHIC's member organisations and their Community Groups. It is the postholder's responsibility to promote and administer the fund.
16. Upon initial appointment, the postholder will establish the application, review and decision-making processes for the invitation, allocation and administration of all grants.
17. Once this infrastructure is established, to actively promote, manage and report on the allocation of all grants and outcomes achieved.
18. To review all applications for the release of grants and to recommend for payment when due.

GRADUATE APPRENTICE

19. CHIC will provide funding to CHIP, to appoint a Graduate Apprentice within ARK's CHIC team.
20. The postholder will keep under review the status of the Graduate Apprentice appointment and programme of training and report to CHIP's Trustees on the outcomes achieved.

TRAINEE OF THE YEAR AWARD

21. Each year CHIC/CHIP run an award process, to identify apprentices and trainees deserving of award(s). The presentations will be made at a CHIP annual award fundraising dinner.
22. To be responsible for scoping the award criteria, for promoting the opportunity to all of CHIC's supply chain, for reviewing applications and for shortlisting.
23. To then plan and manage the awards event and process in all respects.

ANNUAL FUNDRAISING EVENT

24. To scope, plan and manage an annual fundraising dinner and awards ceremony to promote CHIP's social value programmes on behalf of CHIC and to present the above awards.
25. Planning responsibilities include identifying a suitable venue, arranging the programme, promoting the event, securing sponsorship and sourcing speakers.
26. To manage the successful staging of the event in all respects.

REPORTING, MARKETING AND COMMUNICATIONS

27. To keep accurate records of all CHIP's activities and outputs, providing such reports as may be reasonably required by the Trustees or CHIC's Chief Executive.
28. To draft regular articles and other promotional materials identifying CHIP's achievements to be used in CHIC's, ARK's and other relevant communication material.
29. To be active on social media, promoting the work of CHIP and the social value outcomes secured on behalf of CHIC.
30. Generally, to ensure that maximum marketing and communications opportunities are identified and utilised.

FUNDRAISING

31. In order to supplement CHIC's funding, to identify, apply for and secure any other grants that may be available, to help CHIP to further CHIC's social value activities.
32. To ensure that the highest levels of probity are maintained in respect of grants received and that all grant funding criteria are met in full.

KEY ACCOUNTABILITIES

FINANCE

33. To monitor CHIP's budgets and accounts on a regular basis, to ensure that all expenditure is contained within approved budgets.
34. To advise the Chief Executive and Head of Finance in respect of any potential financial cost overrun or unexpected cost/grant request.

RECORD KEEPING AND ADMINISTRATION

35. Submit monthly documentation as required including:
 - Timesheets
 - Mileage and Expenses Claims

HEALTH AND SAFETY

36. Observe all safety rules and carry out safe working practices at all times. Take reasonable care for your own health and safety and of other persons who may be affected by your acts or omissions at work.
37. Appraise yourself of all health and safety practices of client organisations when working in and from the client's offices.

DIVERSITY

38. Be aware of ARK's responsibilities to provide a service that reflects and respects the diverse communities in which we work.

GENERAL

39. Undertake any such training as identified and agreed with CHIC's Chief Executive.
40. Respect and uphold the confidential nature of the services that ARK provides to and for its clients.

All information held or used by you in relation to ARK Consultancy Limited, CHIC Ltd and CHIP is to be regarded as confidential. You should not at any time disclose to any person any information as to the business dealings, finances, software, intellectual property, business models, processes and procedures of ARK, CHIC or CHIP, nor any facts or knowledge in relation to ARK's clients, CHIC's members or CHIP's stakeholders. All proposals, reports, business models, spreadsheets, memoranda and other documents in your possession (both electronic and hard copy) are and shall remain the property of ARK.

Person Specification

Role Title: CHIP Social Value Manager

SKILLS

- The ability to build positive relationships
- A passion for securing social value benefits for individuals and communities
- A self-starter, who can take a range of targets and turn these into actions
- An organised and deadline focused individual, who can connect strategy and vision to operational outcomes
- The ability to draft, refine and present accurate and informative reports

KNOWLEDGE

- Knowledge of the social housing sector
- Some understanding of housing maintenance and construction
- Knowledge of apprenticeships, training and employment placements and programmes
- Knowledge of Local Employment Groups
- A sound understanding of how grant applications and monitoring processes work
- Proficient in the use of Microsoft Office products

EXPERIENCE

- Career experience in working within/for the social housing sector or in promoting social value
- Experience of promoting/administering employment and training initiatives and programmes
- Experience of administering projects and programmes for social value activities
- Experience in promoting social value outcomes effectively
- Some experience of advising and reporting to a Board
- Good report writing experience

QUALIFICATIONS

- Essential – Good GCSEs and A Levels
- Desirable – A degree in a relevant discipline and/or demonstrable experience of operating effectively in the delivery of social value activities

This Role Profile forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at ARK's absolute discretion in the future.

As a general term of employment, ARK may affect any necessary change in job content, or may require the post-holder to undertake other duties at any of ARK's or our clients' offices.

Some travel will be required and the postholder will ideally be a car owner/driver.