



CONNECTION COALITION MANAGER – JOB DESCRIPTION AND PERSON SPECIFICATION

Role	Connection Coalition Manager
Term	12 months, possibility of extension dependent on funding
Start	As soon as possible
Working Pattern	Full-time or part-time (0.8 FTE)
Remuneration	£34,000 per annum, 27 days annual leave (excluding bank holidays), pension contribution. If a candidate is appointed to work part-time this will be pro-rated as applicable.
Benefits	Flexible working policy, employee assistance programme, cycle to work scheme.
Location	The team continues to work flexibly, with a mix of home working and office working, depending on personal preference. Our offices are in London Waterloo or Batley, West Yorkshire and we would expect you to travel to either of our offices at least once a month.
Reports into	Head of Community Programmes

Application deadline: Apply before midnight on Sunday 11th September.

Application process: Please complete the online application form, which can be found via the careers page on our website: www.jocoxfoundation.org/careers. The form will collect contact details for you, contains questions specific to the role and will ask you to upload your CV. Please let us know if you require any reasonable adjustments to submit your application.

First round Interviews will take place on Tuesday 20th and Wednesday 21st September on Zoom. We will make any reasonable adjustments required to attend the interview.



We regret that due to capacity we are unable to provide feedback for applicants who did not progress to interview, although we will inform all unsuccessful applicants.



Hey there, come join our team and help us build a better world.

This is a brilliant opportunity for someone looking to play a key role in a small but influential charity. We are looking for someone with experience of facilitation and making connections who can lead the Connection Coalition into its next chapter and steward our cross-sector network of organisations, charities, companies and groups to create a better future for everyone by building strong relationships and connected communities.

ABOUT THE JO COX FOUNDATION

Jo Cox was a passionate campaigner, activist and humanitarian; a proud Yorkshire lass and internationalist; and a devoted mum, daughter, sister, wife, friend and MP.

The Jo Cox Foundation makes meaningful change on issues that Jo was passionate about. Like Jo, we believe that a kinder, fairer and more connected world is possible. Underpinning this belief is the understanding that we have more in common than that which divides us. As we work to make change, we follow Jo's example of collaborating with others and bringing people together to achieve more than we can alone.

We work in three areas. We nurture stronger communities, champion civility in politics and advocate for a fairer world.

We focus on making change led by the values by which Jo lived her life.

ABOUT THE ROLE



The **Connection Coalition** (CC, www.connectioncoalition.org) was formed in April 2020 as a response to the Covid-19 pandemic. Anticipating that the nation



was at risk of a crisis of disconnection – and a worsening epidemic of loneliness and social isolation – we created a platform for organisations across the country to work collectively to ensure that communities and the country emerge from Covid-19 ready to build and strengthen social relationships.

The past two years have involved growing the membership, supporting them with learning opportunities, and maximising the opportunities to build networks and connections between the members. In the past 12 months we have focussed on testing ideas and capturing our learning which has included listening to our members and better understanding their needs. As a result we have set our intention to move the Connection Coalition from a time-limited project to one we seek to sustain so long as there is a need. That's where you come in!

As Connection Coalition Manager, you will work closely with our Head of Community Programmes and wider team to help lead and deliver our work supporting organisations who are building connections in communities across the UK. This is an exciting time to join the Foundation, as we develop and embed our new strategy, ensuring the Connection Coalition is integrated in our wider programme of work and well connected with other teams and projects across the Foundation. You'll achieve this by working collaboratively with the Head of Community Programmes and other Project Managers.

KEY RESPONSIBILITIES

Strategic development and sustainability

- Develop the next phase of the Connection Coalition strategy, in collaboration with the Head of Community Programmes and other team members.
- Involve Connection Coalition members in the strategic development of any new work.
- Actively participate in the development and implementation of the new Jo Cox Foundation strategy for 2023–26, alongside the rest of the team.
- Support the Senior Management Team on fundraising applications and the development of funding relationships related to the future of the Connection Coalition.

Project management

- Develop a workplan for the Connection Coalition to implement the updated strategy, with support from the Head of Community Programmes.



- Ensure evaluation frameworks are developed and implemented across all your work, including working with the Evaluation and Impact Manager and contributing to a culture of continuous learning and quality improvement.
- Work closely with the wider Communities team to seek areas of cross-workstream collaboration.
- Share key learnings from the Connection Coalition both internally and externally, to inform the development of future Jo Cox Foundation campaigns, and to influence the understanding of connection in the wider sector.

Relationships and facilitation

- Be the main point of contact for all existing Connection Coalition members.
- Facilitate monthly informal get togethers and other networking events as appropriate.
- Maintain systems and develop opportunities to encourage peer-to-peer learning and networking between members.
- Build relationships with Connection Coalition members and others working in this space to help share information and learning, and build a strong ecosystem for work and change in the area of social connection.

Communications and advocacy

- Work with the Communications Manager to ensure Connection Coalition activities are incorporated into the wider JCF communications strategy.
- Lead on the production of the Connection Coalition newsletter, including writing the introduction, liaising with external contributors, and amplifying the voices and experiences of members.
- Work with the Communications Manager to rationalise the Connection Coalition's external communications, including merging the Coalition's website onto the Foundation's main website.
- Agree priorities for the Connection Coalition in the Foundation's engagement with policy makers in conjunction with the Public Affairs Manager.
- Provide materials and information to the Public Affairs Manager as required.



ABOUT YOU

- **You prioritise relationships.** You have experience of building and maintaining connections with a wide range of people, quickly uncovering common ground. You are curious and open to meeting new people and creating connections between those with shared values and goals.
- **You are an experienced facilitator.** You are comfortable developing session plans and holding spaces with different aims, for different audiences. You have an understanding of group and power dynamics, and reflect regularly on your own practice and role as a facilitator.
- **You are a generous collaborator.** You understand the benefits of collaboration within a team and with external individuals and organisations. You have experience of creating mutually beneficial connections, collaborations and partnerships.
- **You are an organised project manager.** You have experience of managing all aspects of a project, seeing something through from idea to delivery and evaluation. You can manage your own attention, prioritise tasks and have learned ways to keep yourself motivated through the different stages of a project.
- **You have a keen eye for detail.** Whether it's database management, written communications, sending thank you cards or tailoring an ice-breaker to suit a new audience, you understand the importance of the small stuff and prioritise it.
- **You're curious and love to share what you've learned.** You have experience of implementing learning processes to capture and share your learning and opportunities with others. You're experienced in turning information (potential opportunities, news items, research reports) into engaging written content that is relevant to a specific audience.
- **You're passionate about social change.** You believe in a fairer future for our communities. You understand change is best achieved together and are experienced in sharing power with others to work towards that better future.



If you're unsure whether you're right for this role, please get in touch and we can discuss further.

A FAIR RECRUITMENT PROCESS

The Jo Cox Foundation is committed to equality, diversity and inclusion, promoting it both within our staff team and across our programmes. We are an equal opportunities employer and actively encourage applicants from people of all backgrounds.

We use a blind recruitment process when shortlisting applicants for interview to ensure that all applicants receive equal treatment regardless of age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

We are a Disability Confident employer. Any candidate who indicates that they have a disability when applying and meets the criteria set out in the 'About You' section above will be guaranteed an interview for the job for which they are applying.

We will make any reasonable adjustments required for a candidate to attend the interview. As standard, we send out all questions 30 minutes prior to the interview so that candidates can come to the interview feeling prepared.

We will let all candidates know the outcome of their application. If your application is unsuccessful we will take the time to get in touch and let you know this.

ANY QUESTIONS

If you have any questions relating to this role or would like to talk to someone about it please contact us via email in the first instance: info@jocoxfoundation.org.