

## The Midlands Parks Forum

### Partnership Manager

£ 35,000 per year pro rata. 22.5 hours. Temporary 18 month contract

The Midlands Parks Forum is a young and vibrant organisation which is evolving from The West Midlands Parks Forum which has been established for 32 years and the East Midlands Parks Forum which is re-establishing after a period of decline. The new combined organisation will become the voice for parks and green spaces in the Midlands.

The overall aim of the Forum is to provide a united voice dedicated to promoting, advocating and lobbying for the regeneration and sustainable future of quality green spaces throughout the Midlands.

To deliver this vision the following objectives have been developed:

- Be the representative body for parks and green spaces in the Midlands
- Promote and support the regeneration, management and sustainable future of parks and green spaces in the Midlands region.
- Raise the quality standard of parks and green spaces in the Midlands to reflect the needs and aspirations of all residents and visitors.
- Promote and support the roles of the Midlands parks and green spaces in supporting cross cutting themes such as health and well-being, quality of life, sustainability, crime and antisocial behaviour, accessibility, environment, education, young people, culture, green infrastructure planning and regeneration.
- Develop and maintain a network of members for the exchange of expertise, experience and information.
- Identify, promote and disseminate good practice in the planning, design, maintenance and management of parks and green spaces in the Midlands.
- Advocate the case for adequate capital and revenue funding for parks and green spaces in local authority budgets and national spending reviews;
- Promote higher standards in skills and training for those responsible for planning, maintaining and managing the Midlands parks and green spaces.
- Promote community involvement in the continued development of parks and open spaces and contribute to the promotion of friends groups nationally.

The Forum Manager is supported by the Midlands Region executive which is made up of Local Authority and other green spaces organisation representatives. The

Partnership Manager would operate from an office based with a consultancy who will host the post, but will also be able to operate from hot desks in many of the member Local Authority offices and can also consider home working. This post may also suit a secondment or consultancy contract.

## **Job description**

### **Main Duties**

1. Investigate and secure resources to ensure the sustainability of The Midlands Forum
  - a. Develop regional membership of Midlands Forum
  - b. Establish relationships with potential funding organisations
  - c. Develop partnerships to support funding bids.
  - d. Make successful funding bids.
2. To be responsible for the co-ordination and administration of The Midlands Forum
  - a. Provide a Secretariat for Steering Group and Working Group meetings and other forum events
  - b. Develop IT systems
  - c. Establish and maintain effective communication with all partners in Midlands Forum.
3. Develop marketing and communications systems across the region to:
  - a. Contribute to advocacy and promote the forum and open spaces
  - b. Develop email networks to respond to and disseminate information
  - c. Develop email newsletters to advise members on national and regional news and funding opportunities
  - d. Identify media contacts for the Midlands region, to which media releases should be disseminated to.
4. Assist in the Implementation of the regional business plan
  - a. Delivery of x4 Midland training workshops over the life of the Resilient Heritage project.
  - b. Fundraising and membership development and retention
  - c. Develop effective partnerships and delivery mechanisms to implement the Forum's key priorities
  - d. Monitor and review the business plan on a regular basis
  - e. Plan and implement the annual AGM and conference
5. Provide a positive contribution to regional stakeholders, including:
  - a. Acting as regional point of contact to assist in addressing stakeholder enquiries
  - b. Coordinating Executive response to regional and national consultations.
6. Provide regular progress and finance reports to the Midlands Executive Board.

7. Assist members in any developmental needs such as the HLF workshops for potential lottery fund bidders or other training needs.
8. Encourage members to provide best practice examples which can then be disseminated across the Midlands region.
9. Contribute to research and data collection for local, regional and national research.
  - a. Contribute to the development of performance indicators
  - b. Contribute to data collection, by capturing baseline data
  - c. Identify and develop opportunities for benchmarking

## **Management**

The Midlands Forum Executive Board will provide overall management support and manage the work programme as the employer of the post holder.

Day to day support will be provided by the consultancy hosting the post.

## **Conditions**

- Salary £35,000 pa pro rata dependant on qualifications and experience
- Temporary 18 month contract
- 22.5 hours per week
- 25 days holiday p/a plus Bank holiday entitlements
- Travel expenses
- Location: consultant's offices, with hot desking in local authorities and home working.

## **Person Specification**

The ideal candidate will be an experienced advocate for public services, capable of inducing widespread support and commitment from others through their own passion and enthusiasm.

A confident and accomplished presenter, the ideal candidate will be a natural public speaker with a keenly developed ability to define and present the right promotional message to a diverse audience.

They will be capable and comfortable with working with a broad cross section of people; from community group representatives to Regional Government Office, politicians and potential corporate sponsors.

They will be highly motivated and organised with the ability to prioritise their own activities and coordinate those of others to ensure that the objectives of the organisation are achieved.

They will possess an enquiring and analytical mind, diplomacy and clarity of purpose, with a genuine commitment to developing effective and sustainable partnership approaches and delivering projects and initiatives through the co-ordinated efforts of multiple organisations.

A thorough understanding of the factors influencing parks and green space today including government policy, funding opportunities and regeneration trends is essential.

### Skills, Knowledge, and Experience

In addition, the ideal candidate will have knowledge, experience, skills and a proven track record in the following key areas:

Attributes	Essential	Desirable
<b>Relevant Experience</b>	At least 3 years' experience in green space management working for a public sector or charitable organisation, or an ability to demonstrate equivalent practical knowledge and understanding of green space management.	Experience of campaign work
		Experience of green space planning
		Experience of managing networks
<b>Education and Training</b>	Qualified to degree level or equivalent.	
<b>Special Knowledge and Skills</b>	An understanding of the issues concerning parks and green space, their management and good practice.	An understanding of the issues concerned with delivering public services.
	Ability to network widely with a range of individuals from the Green Spaces Sector, making contributors to the Forum feel valued.	
	Good IT knowledge, with an ability to use conventional software packages.	An understanding of the potential of the internet as an information tool.
	Ability to secure and maintaining funding packages, in particular within the voluntary sector.	Strong political awareness

	Experience of implementing business plans	
	Ability to work within teams and contributing to multi-disciplinary meetings.	
	Sound financial management skills.	
	Ability to initiate and manage research and other green space development projects	Experience of undertaking research projects
	Ability to deliver successful organisational development working at a regional scale.	
	Excellent communication skills, with an ability to communicate clearly and effectively, both orally and in writing on a range of issues at all levels inside and outside the organisation.	
	Ability to motivate and manage diverse third party relationships.	
<b>Any Additional Factors</b>	Full Driving Licence	
	Use of a car	
	Flexible approach to work and ability to work on own initiative	