

JOB DESCRIPTION

REGENERATION INNOVATION COORDINATOR

Job Purpose and Summary:

The role of Regeneration Innovation Co-ordinator is to coordinate Make CIC's regeneration initiatives, support the organisation's involvement in partnerships, and help deliver regeneration programmes that Make CIC is leading on, or is a partner within.

Co-ordination will include: organising meetings, liaising with stakeholders, drawing up project plans, monitoring outcomes/outputs, supporting design processes, delivering engagement activities, collecting and managing data, and many more place-based regeneration activities.

Make CIC is a place-based community interest company that is involved in innovative and exciting programmes of regeneration; with people, culture, and creativity at the heart of that work.

Make CIC is working with national partners and funders, such as Power to Change, and local partners and funders, such as the Leftback Collective, the Local and Combined Authorities. Make is leading the way on innovative place-based regeneration work - and this role is to lead on coordinating that work.

This role will focus on three specific work streams. The role will also contribute to the general operational running of Make CIC and its hubs, as all employees do.

Workstream:

1. A new community-led high street project based in Birkenhead.
2. An emerging Enabling Spaces Pilot Programme.
3. Make CIC's strategic regeneration projects.
 - a. Common Ground Housing Project (Birkenhead).
 - b. Make North Docks / Ten Streets (Liverpool).
 - c. Make Huyton Village / Arts Council Priority Place (Knowsley).

Job Title	Regeneration Innovation Coordinator
Salary	£27,500 pro rata
Contract	Fixed-Term for 18 months <i>Extension dependent on funding progress.</i>
Hours	Either a) Part-time 30 hours per week (4 days) b) Full-time 37.5 hours per week <i>Options to be discussed at the interview.</i>
Location	Make CIC is based across the Liverpool City Region: Duties will mostly take place: (1) Birkenhead, Wirral (2) Vauxhall, Liverpool (3) Huyton Village, Knowsley. (4) St. Helens
Responsible to	Chief Executive Officer
Benefits	30 days holiday pro-rata. Flexibility around duties for hours and locations.
Working days	Monday - Saturday are normal working days and are managed through an in-advance rota around duties and responsibilities.

Key Responsibilities for: Community Highstreet Project (Birkenhead)

Make CIC is the lead partner on a programme launching this year which is seeking to learn from innovative approaches, and the use of policy and action, to enable community businesses and organisations to occupy spaces in the Argyle Independent Quarter. There is a focus on supporting access to property, and working with the local authority to explore the use of new and existing legislation to help. Details on this programme will be announced in May.

Duties include...

- Coordinate the Leftbank Collective's work on this programme
- Support the core partners of the Leftbank Collective to deliver the vision of the Argyle Independent Quarter
- Organise and attend meetings, taking minutes, circulating notes, keeping a track of actions.
- Support and run engagement activities and events for the programme.
- Write reports for the funder.
- Participate and host discussions, research and visits.
- Collect data and insight from the area and partners.

Key Responsibilities for: Make Spaces Pilot Programme

Make CIC is a partner in a pilot programme which is seeking to make it easier for socially trading organisations across the Liverpool City Region to gain access to spaces, learn via mentoring how to run them safely and easily.

- Coordinate Make CIC's work with its partners and funders.
- Organise and attend meetings, taking minutes, circulating notes, keeping a track of actions.
- Maintain back of house information, data and insight.
- Coordinate any action oriented work.
- Support and facilitate programme activities.

Key Responsibilities for: Make CIC's Strategic Development Projects

- **Common Ground Housing Project (Birkenhead):** Help shape an innovative housing solution that is focused on creative solutions for the community and sustainable living.
- **Liverpool's Cultural Workshop:** Support the planning and regeneration of our cultural hub and maker space in Ten Streets.
- **The Ranch Reimagined:** Support the planning and regeneration of a community hub in Huyton Village.

Make CIC has a number of projects in development that have significant long-term ambitions. In 2019 Make Hamilton One opened as a meanwhile "living viability study" in partnership with Wirral Council. By 2024 Make Hamilton 2 had replaced the meanwhile project with a building owned by Make CIC. This created a permanent home for artists and makers ensuring creative space will remain affordable and accessible in Birkenhead, forever.

The organisation has working ambitions to repeat this success with its two other hubs in Liverpool and Huyton. The role of Regeneration Innovation Co-ordinator will support the Chief Executive to move these projects forward.

- Coordinate Make CIC's work with designers and stakeholders.
- Support and facilitate regeneration work activities, meetings and events.
- Contribute to planning and development documents.
- Liaise with architects and project managers.

Responsibilities as an employee of Make CIC

As an employee, all members of the Make CIC team contribute to operational running. We call this **The Make Way** and it ensures that we can deliver our mission to support the Make community.

- Actively pursuing, building and managing relationships with partners, neighbours

and organisations in the Liverpool city region.

- Completing regular reports that monitor progress, KPIs, goals and objectives
- Supporting the running of the organisation with any operational or strategic needs, as and when required.
- Share in general operations duties of running buildings. This includes doing some “opens” and “closes” as part of the rota; dealing with general enquiries; doing training to ensure good health and safety, fire training, and first aid.
- Managing and reporting on any budgets or spending in relation to your work.
- Undertaking additional duties as required to support the team, working to achieve individual and team outcomes, supporting other members of the team with their projects when necessary.
- Acting as an ambassador for the organisation, contributing to the effectiveness of meetings with members of the team, and members of neighbouring organisations, the sharing of knowledge and experience and the development of Make Liverpool and its profile.
- Working on Saturday's, with advance notice.