



September 2023

Job Description: E16 CLT Housing Organiser

CLT overview

We are Newham's first Community Land Trust (CLT)! This is an opportunity to working alongside the E16 CLT Board to support the development of E16 Community Land Trust as a strong, progressive and independent community organisation that delivers genuinely affordable housing and community assets in the E16 area.

A CLT is an independent, democratic and community led organisation with the goal of developing and managing homes and other assets by and for the communities it serves. This means getting local people in charge of the change happening in their area, ensuring housing and facilities remain genuinely affordable and accessible to those who need it.

The CLT are entering an exciting phase, with work starting on planning their first housing development project at Blake Road in Canning Town and emerging plans for a new community facility in the Custom House area.

We are looking for an enthusiastic and experienced community organiser to ensure that the communities of E16 are at the forefront of this exciting change.

The essentials

Commitment: Part time 2 days per week (flexible as to which days but regular commitment required)

Contract: Freelance, 18 months.

Fee: £16.90 per hour (£15p/h plus 12.07% holiday pay allowance).

Key objectives of the role

E16 Community Land Trust will be creating our first housing development in the next two years. The successful applicant will take the lead in supporting local residents and businesses to lead this project and growing our network of members and partners in the local area. The objectives below outline the immediate priorities the role will address.

The Organiser will:

- Recruit and coordinate a resident steering group for the Blake Road housing development.
- Support the building of stakeholder and membership networks within the E16 area.
- Coordinate public and member events to support CLT activities at Blake Road (and other CLT projects if capacity allows)
- Support engagement between the resident steering groups and the CLT Board.

Person Description

E16 CLT is seeking someone who is passionate about supporting communities in the E16 area to take control of the things that matter most to them. This person will be comfortable working on the ground in the E16 area to help build relationships between residents, businesses and other organisations and enabling them to lead this exciting development project.

You will be an advocate for the values of E16 CLT and will help to grow our membership and support for our work through excellent communication, facilitation and implementation of appropriate systems and processes. The suitable candidate will be able to balance care and compassion for individuals with diverse life experiences with the pragmatism needed to get things done to progress the two projects and serve the communities in E16.

You will be willing and able to join in effectively with a small organisation and a volunteer board. Given the potential for this role to grow, we are looking for someone who wants to learn with us as a team and be part of making our vision of permanently affordable and good quality homes and spaces a reality.

Responsibilities of the role

Recruit and coordinate a resident steering group for the Blake Road housing development.

- Develop an engagement strategy in collaboration with the CLT Board.
- Recruit a steering to help lead the Blake Road housing project from residents, groups and organisation local to the site.
- Facilitate regular steering group meetings in collaboration with CLT Board and partners, providing a space for members to realise their collective needs, interests and aspirations.
- Support the group’s participation in the planning and design process in collaboration with relevant partners and consultants, ensuring opportunities for them to shape the decisions that affect them.
- Identifying additional training and support needs for the group to support their participation in the project.
- Act as point of contact for steering group members on the project.

Coordinate public and member events to support CLT activities at Blake Road (and other CLT projects when capacity allows)

- Plan and facilitate public/membership outreach events at key moments in the Blake Road project, to raise awareness of the project and ensure opportunities to respond to local needs, interests and aspirations are not missed.
- Support the Board in planning and facilitating outreach events for other CLT activities and projects, when capacity allows.

Support the building of stakeholder and membership networks within the E16 area.

- Engage key stakeholders in the wider E16 area to raise awareness of the CLTs activities and build support for the Blake Road project.
- Support the building of a stakeholder network for the future community space project in collaboration with local partners.
- Build the CLT’s membership base through the role’s core activities.
- Keep track of member interests in and feedback on CLT activities to feed back to the CLT Board.
- Support the Board in maintaining a public presence in E16 through social and digital media.

Support engagement between the resident steering groups and the CLT Board.

- Act as point of contact between the Blake Road steering group and the CLT Board, attending Board meetings as appropriate and reporting back to the Board, partners and consultants as required.

Experience

A strong candidate will demonstrate experience in the following areas

	Essential	Desirable

Experience of community organising (formal or informal)	✓	
Facilitating group workshops and public events	✓	
Communicating information, advice and guidance to a range of audiences	✓	
Coordinating volunteers and/or membership organisations		✓
Production of promotional and communications material		✓
A personal connection to Custom House or Newham		✓

Skills and aptitudes

	Essential	Desirable
Working empathically with people from a wide variety of backgrounds and life experiences	✓	
Writing and literacy – the ability to communicate clearly and concisely to diverse audiences	✓	
Finance and numeracy – literate and willing to learn more if required. Reporting on membership stats, etc.		✓
IT – competent user of technology including social media, Google suite and MS Office. Ability to use and create spreadsheets is a significant plus.	✓	
Collaborative worker who is confident in taking initiative and progressing work independently	✓	
Good graphic design and visual communications skills		✓

Support and Supervision

The role will be supervised by two CLT Board members, with additional support provided by Community Led Housing London and our other partners where appropriate.

Training opportunities will be explored with the candidate and made available where needed.

How to apply

To apply please send your CV with a covering letter of max. 2 pages explaining why you are interested and what you bring to the role to info@e16clt.co.uk.

Application closing date: Tuesday 3rd October

Interviews for shortlisted candidates will be held week beginning 9th October

If you would like to talk about the role or the work of the CLT generally, please get in touch via the details below.

Paul Regan, Chair of the Board

pauleregan@hotmail.com