



PUBLIC PRACTICE

PLACEMENT PROGRAMME MANAGER

SALARY	£25,000 - £45,000 FTE (based on experience)
TERM	Permanent
HOURS	Part-time / full-time (0.6 - 1.0 FTE)
LEAVE	30 days annual leave plus bank holidays
START	1 April 2019 (subject to notice period)
LOCATION	Urban Innovation Centre, 1 Sekforde St, EC1R 0BE

WHY WE ARE HIRING

Public Practice is building a new movement to rediscover the potential of public planning and rethink the role of local government. In just over a year we have supported public authorities across London and the wider South East to plan more proactively and improve the way they work with, and for, communities.

The momentum we have generated means we are now doubling the size of our programme and exploring promising opportunities to expand into other areas. At this exciting time for the organisation we are looking to appoint a new Placement Programme Manager to work alongside a Research & Development Manager either on a full or part-time basis.

THE ROLE

Public Practice's mission is to improve the quality and equality of everyday places. We do this by changing perceptions of public service, building public sector capacity, and enabling proactive public planning. The Placement Programme Manager will lead on our work to build public planning capacity.

You will be leading the management and delivery of our placement programme, based out of our London headquarters. Your role will involve overseeing the end-to-end experience of the programme, from recruitment to the design of placements, and from supporting Associates beyond the end of their placements to helping Authorities to build long-term in house capacity. You will be a leading advocate for proactive planning within in the industry, actively seeking new partnerships with Authorities and supporting cultural and organisational change across local government.

This is an excellent opportunity to join the team as our programme expands, and be part of an ambitious and growing social enterprise. Your key responsibilities will be to:

DEVELOP AUTHORITY RELATIONSHIPS AND PARTNERSHIPS

You'll grow our relationships with forward-thinking and progressive Authorities, and help secure new placement opportunities that will deliver real impact and additionality.

BUILD PUBLIC SECTOR CAPACITY FOR PROACTIVE PLANNING

You will help to design cross-cutting, strategic placements and shape new services within Authorities, as well as recording their impact on the organisations, communities and places they work for.

DELIVER A HIGH-QUALITY EXPERIENCE FOR AUTHORITIES

You'll lead on ensuring Authorities have a good experience of the placement programme, making sure they are supported and engaged through regular check-ins with line managers. This will involve working closely with the Research & Development Manager, who will lead on the Associate experience.

ADVOCATE FOR PROACTIVE PUBLIC PLANNING

You will be an influential advocate for public planning, representing Public Practice at major industry conferences and networks, and sharing practical knowledge and learning across Authorities, disciplines, and the wider industry.

HELP SHAPE OUR GROWTH

You'll work collaboratively with the team to come up with ideas for how we grow, test new processes, and suggest improvements to the way we work.

ABOUT YOU

We are looking for someone who combines experience or interest in public planning with confident programme management skills. You will be passionate about the Public Practice mission and motivated by the prospect of becoming a leading advocate for proactive planning. You will be comfortable joining an agile and fast-moving team, and open to setting up new systems, testing ideas and learning as we grow.

Key skills and attributes:

- Committed to working for the public good
- Strong organisational skills, with a focus on delivering to high standards
- Confident networking skills and the ability to forge new relationships
- Self-starter, resourceful with good initiative
- Strong communication and presentation skills
- A keen interest in transformation and organisational change

Background and experience:

- Experience working in, or with, local authorities
- Professional background as a built environment practitioner
- Understanding of programme design and management

Only applicants who have the right to work in the UK or have a valid visa or work permit at the time of application will be considered for this role.

WORKING AT PUBLIC PRACTICE

Public Practice is a young not-for-profit social enterprise with strong leadership and governance. You will be working with a high profile Board chaired by Jules Pipe, Deputy Mayor of London. We are based in a great office in the Urban Innovation Centre in Clerkenwell, in the heart of London. We provide 30 days holiday per annum (FTE) exclusive of bank holidays. Public Practice aims to be an inclusive employer and are happy to consider flexible working arrangements. We provide a 4% employer's pension contribution, a healthy staff training budget and a supportive team environment with regular social team gatherings and events.

HOW TO APPLY

To apply please send your CV and insert a covering letter of no more than 500 words setting out who you are, why you want this job, what you can bring to Public Practice via practice-public.workable.com. Please note we do not accept applications outside of this system.

The deadline for applications is 10:00am on Monday 18 February 2019. Interviews will be held on the week commencing 25 February. It is hoped the successful candidate will be informed by 28 February and start in post 1 April 2019, subject to notice periods.

Public Practice is committed to being an equal opportunities employer, and we value the diversity of perspectives that people from different backgrounds bring to our work. We positively encourage applications from eligible candidates regardless of age, disability, gender identification, ethnicity, marital status, pregnancy and maternity, race, religion or belief or sexual orientation.

FURTHER DETAILS

Visit our website for more details about who we are and what we do: www.publicpractice.org.uk. For any queries about working for Public Practice please contact work@publicpractice.org.uk.