

Job title: Community Investment Manager (maternity cover)

Line manager: Head of Community Investment

Grade (if applicable): 2

Direct reports: Community Investment Leads (x 3),
Communities Assistant (x 1)



Role purpose:

Responsible for the regional coordination of our community investment activity in North West London, you will work strategically with colleagues across Peabody to ensure our local area strategies and resulting community programmes respond to the needs and aspirations of our residents, communities, and the wider business.

Managing a team of Community Investment Leads, you will provide leadership to ensure high-impact community programmes deliver lasting benefit to people living in our neighbourhoods. You will identify and build strategic relationships with partners, develop high-quality proposals, secure funding, source opportunities for co-commissioning and act as an ambassador for Peabody Community Foundation (PCF) across your region.

You will have budget management responsibility for up to £1M.

Key results:

- Create and maintain a culture of high performance and continuous improvement by effectively managing, leading and inspiring your team's individual and collective contribution
- Oversee high-quality community investment plans that use data, knowledge and insight, adopt a strengths-based approach and respond to identified challenges and opportunities
- Identify risks, issues, actions and dependencies associated with operational delivery by applying a strategic approach and proactively taking action to resolve issues
- Build and maintain robust relationships within boroughs and across your region taking a systemic approach to tackling issues experienced by communities. This includes working with local authorities, police, public health, schools and other housing associations
- Pursue partnership opportunities that channel investment, skills and resources into Peabody neighbourhoods and prepare bids/briefs to secure funding and support for new community programmes and services
- Work collaboratively with Development colleagues to help shape bids for new homes and lead the implementation of PCF work on approved schemes through adopting agile, place-based approaches that deliver a high level of social impact
- Prepare, control and gain approval for budgets, ensuring appropriate monitoring of expenditure and compliance with Peabody policies and procedures
- Prepare and produce written reports and contribute content for newsletters, briefings, digital channels that raise the profile of Peabody's community work with internal customers and external stakeholders
- Use impact measurement tools to evidence the lasting change brought about to customers and communities through the programmes and services delivered across your region
- Contribute to the delivery of a learning culture which is open, honest and learns from mistakes, complaints and other feedback
- Ensure that PCF effectively complies with all governance, risk, and regulation requirements
- Ensure data is collected, managed, and protected to the highest standards, meeting all legal and regulatory requirements
- Ensure adherence to core policies including to codes of conduct, equality and diversity, customer care, people management and health and safety
- Abide by and promote a positive health and safety culture, ensuring activities are carried out in accordance with Peabody Health and Safety policies and procedures
- Participate in relevant networks and speak at events to raise Peabody and PCF's profile

Version Date:

Signed off by:

Success metrics:

- A high-performing and capable team motivated to work for Peabody with a culture of continuous learning and development
- Visibility of PCF's community work amongst colleagues and external stakeholders
- Approved community investment plans implementing community programmes and delivering social impact
- Positive working relationships with colleagues across the business
- Measurable benefit to Peabody customers and the wider community
- Positive feedback from partners about working with Peabody
- Effective management of your budget being on or under budget at year end
- Demonstrable commitment to Peabody values

About you:

You will be:

- Passionate about working in communities, with an interest in the socio-economic themes affecting Peabody customers.
- Highly organised; able to prioritise, plan and manage short, medium, and long-term activities with high attention to detail.
- Ambitious for your projects, team, and self; you are an autonomous, resilient, self-starter that enjoys making decisions and being responsible and accountable for project and their results.
- An effective people manager: you create a culture of trust, respect, and openness. You proactively motivate direct reports and utilise and develop their abilities.
- Able to work collaboratively with all parts of the business, knowing when to support, and when to push back and hold the line.
- Experienced at building partnerships, networks, and alliances inside and outside the business to meet strategic objectives.
- Financially astute with experience managing budgets and risk for your service area.

You will have:

- Strong interpersonal skills: able to communicate with a range of stakeholders, interpreting questions and comments and knowing how best to respond, as well as being comfortable presenting in the spotlight.
- Strong facilitation and group working skills: you can bring people together to share observations, generate insights and make decisions.
- Excellent levels of literacy and numeracy with a track record of writing reports and presentations that are accurate, logical and provide clear recommendations justified by sound insight.
- Experience of successfully leading the design and delivery of asset-based community development projects and services in the context of regeneration at both an operational and strategic level.
- Team management and leadership skills: able to inspire and motivate dispersed teams and creating a high-performance culture.
- Knowledge of pursuing funding opportunities and track a record of securing revenue and capital funding for community projects.
- A strong understanding of the external environment in which PCF operates, including the priorities of local authorities, voluntary, public, and private sector stakeholders and the perspectives and priorities of Peabody residents.
- Experience of programme design and delivery to address a wide range of social issue and community priorities in both traditional social housing and mixed tenure neighbourhoods.
- A strong commitment to the principles of equality, diversity, and inclusion.