



Backing  
community  
business

## Job description for the role of

# Associate Director, Practice and Innovation

- Location:** We have offices in London, Bristol and Sheffield or you may choose to work from home. It will involve some travel for in-person meetings, events and project delivery and on occasion may require overnight stay (the frequency will depend on your role and will be in discussion with your line manager).
- Hours:** 35 hours per week. We have flexible working practices and would be happy to discuss these with you.
- Contract:** Permanent
- Salary:** The starting salary for this role will be £65,819 (£69,319 where the role holder resides within the M25).

Power to Change is the think-do tank that backs community business. We turn bold ideas into action so communities have the power to change what matters to them. We know community business works to build stronger communities and better places to live. We've seen people create resilient and prosperous local economies when power is in community hands. We also know the barriers that stand in the way of their success. We're using our experience to bring partners together to do, test and learn what works. We're shaping the conditions for community business to thrive.

As Associate Director, you will play a pivotal role in the development and implementation of our practice work and delivery partnerships as part of our think-do approach. You will do this by working collaboratively with community businesses, governments, organisations, and networks at national, regional and local levels. This may involve convening partners to build a shared understanding of the challenges facing communities, codesigning and testing place- or service-based innovations involving community businesses and other partners and sharing what we learn to bring about broader changes to policy and practice. The role requires an ability to both identify opportunities and execute those opportunities. You will lead a team of six as well as work with passionate professionals across our organisation to amplify the efforts of community businesses and put them at the heart of a fairer economy.

For further information about us and our current priorities to build community power, finance the future economy, and take back the high street please see [Power to Change - We back community business from the ground up.](#)

**Deadline for applications:** 9:00am Tuesday 18<sup>th</sup> February 2025

**How to apply:** [Apply via Applied](#)



We are an **equal opportunities employer** and welcome applications from all candidates irrespective of race, age, disability, gender, gender identity, sexual orientation, religion or belief, or marital or civil partnership status. We will assess all applications against the requirements for this post as detailed in the job description and person specification and ask for names and education history to be removed from applications.

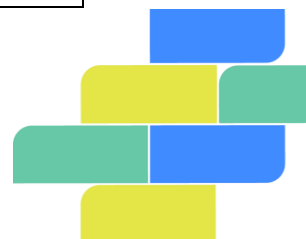
We are **Disability Confident Committed**, we welcome and respond positively to applications from disabled people. We will meet individual needs throughout the recruitment process, including making any appropriate reasonable adjustments during the interview stage and to our workplace if selected into post to support colleagues with any form of disability. If you meet the minimum requirements for the role and would like a guaranteed interview, please email [recruitment@powertochange.org.uk](mailto:recruitment@powertochange.org.uk). You do not need to share any details about your disability at this stage.

As a **Mindful Employer** we recognise that in the UK, people experiencing mental ill health continue to report stigma and discrimination. We are committed to creating a supportive and open culture, where colleagues are able to talk about mental health. We are also committed to ensuring that our employees feel safe in disclosing any mental health conditions and confident that they will be properly supported and offered reasonable adjustments when required. If you have any questions about how Power to Change is an equal opportunities employer please contact our Strategy and Culture Manager, James on [recruitment@powertochange.org.uk](mailto:recruitment@powertochange.org.uk).



**JOB DESCRIPTION**

<b>Role title</b>	Associate Director, Practice and Innovation
<b>Reports to</b>	Deputy Chief Executive
<b>Role purpose</b>	To lead and develop Power to Change's practice work and delivery partnerships, turning bold ideas into action and shaping the conditions for community business to thrive.
<b>Role responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead our 'doing' work, setting out an ambitious strategy and work programme that contributes to our organisational ambitions.</li> <li>• Lead and manage the team to implement planned activity and to continue to innovate, test and learn.</li> <li>• Shape our delivery approach as part of our think-do model and develop the skills, confidence and experience of team members to support this.</li> <li>• Regularly engage with community businesses across England to understand their experiences and use this to inform and shape what we do.</li> <li>• Establish and maintain relationships with potential co-funding partners, donors, and organisations to shape and deliver collaboration and partnership opportunities.</li> <li>• Develop income earning partnerships and opportunities, helping to generate ideas, shape proposals and devise budgets.</li> <li>• Work with team members to communicate the activities and outcomes of our demonstrator initiatives and practice-based work, helping to influence broader change.</li> <li>• Foster a learning culture and environment that encourages continuous learning, knowledge sharing, and collaboration within the team and across the organisation, including capturing and sharing the learning from our demonstrator work with external and internal audiences.</li> <li>• Lead a team of six and line manage four team members (manager level), offering guidance and coaching to support the implementation and communication of their portfolios and the development of their team members.</li> <li>• Set and manage an annual budget for the team, including managing income / expenditure in line with activities.</li> <li>• Collaborate with colleagues to ensure the processes and systems we use are proportionate for community businesses and align with our think-do approach.</li> <li>• Prepare papers to ensure regular updates and activity reporting to Power to Change's Board of Trustee Directors, including attending quarterly meetings.</li> <li>• Work with the Associate Directors and Executive Team to set the overall strategic direction for the organisation and</li> </ul>



	to create the conditions in which everyone at Power to Change can thrive.
<b>Organisation responsibilities</b>	<ul style="list-style-type: none"> <li>• Represent Power to Change, attending events, monitoring developments, and providing visibility through social media content, blogposts and analysis.</li> <li>• Embed and continue to review diversity, equity, and inclusion into our work.</li> <li>• Be an active and engaged colleague, taking part in support and learning activities.</li> <li>• Provide ad-hoc assistance to other team members as required.</li> </ul>
	This job description is issued as a guideline to assist you in your duties, it is not exhaustive. Because of the evolving nature and changing demands of our work this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description.

**PERSON SPECIFICATION**

<b>Skills and experience</b>	<ul style="list-style-type: none"> <li>• A successful track record and / or readiness to step into a team leadership role, setting a clear direction and working with the team to achieve it.</li> <li>• Great inter-personal and relationship-building skills with internal colleagues, including across different teams.</li> <li>• A successful track record of working collaboratively with external partners, including through networks, coalitions and alliances.</li> <li>• An ability to spot opportunities and develop innovative solutions / respond creatively to them.</li> <li>• Understanding and/or experience of business development and income generation in a comparable setting.</li> <li>• Understanding and/or experience of the social sector (e.g. social enterprise, community business, think tanks).</li> <li>• Understanding of the intersection between policy and practice.</li> <li>• A skilled communicator who is able to influence through written and verbal communications.</li> <li>• An ability to flex and be adaptive, changing activity or ways of working in response to what we learn.</li> <li>• Knowledge of and experience in budget setting and management, ideally at a team/departmental level.</li> <li>• Previous experience of line management, including an ability to work inclusively and support team members' professional development.</li> <li>• Confident in using IT systems including MS Office.</li> </ul>
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## We apply our values to everything we do:

We are **open**: We will seek partners and allies beyond the community business sector to better help the community business model go mainstream, and will be open about our learnings as we test and discover new approaches to community-led resilient places.

We are **bold**: Our plans are ambitious, and we will continue to enter markets where we see community businesses could thrive, and boldly speak to decision makers alongside community businesses.

We are **informed**: We will continue to work closely with community businesses and be informed by their lived experience and needs. We will approach new challenges with fresh eyes and take an evidence-led approach before rolling out solutions.

We are **collaborative**: We will continue to work with existing partners and new ones, drawing on each other's skills to achieve what we couldn't do alone.

We are **authentic**: We will integrate the priorities that we have for community businesses into our own practice. We will aim to advance dignity, justice and belonging in our own organisation, become climate positive, actively embrace digital transformation, and continuously build our own capacities in many areas.

