



Thriving Communities Network & Events Lead – May 2022

Background

The National Academy for Social Prescribing (NASP) is a newly registered charity and company limited by guarantee. Our goals are to promote social prescribing and to bring about a social revolution in wellbeing as set out in the NASP [Strategic Plan](#).

NASP operate a hybrid model of working, with most work taking place remotely using Microsoft Teams for meetings and planning. We have an office space at London's Southbank Centre which staff can use to work. Travel to this (and other sites) will be required from time to time for meetings, site visits, events, and away days.

Recruitment

At NASP, we are passionate about creating an inclusive workplace that promotes and values diversity. We know that different ideas, perspectives and backgrounds create a stronger and more creative work environment which means that we welcome applications irrespective of people's age, disability, sex, gender identity and gender expression, race or ethnicity, religion or belief, sexual orientation, or other personal circumstances. We also welcome applications from neurodiverse candidates.

We seek to support candidates with relevant lived experience recognising that first-hand experience of what NASP seeks to achieve around Social Prescribing is just as valuable as employment history.

We have processes and policies in place to ensure that all applications are treated fairly throughout the recruitment process and that we make reasonable adjustments for those who require it. Applications are welcomed from applicants who wish to apply for a position on the basis of a flexible working arrangement. Should a candidate be successful after interview stage, this request will be accommodated within the needs of the role.

NASP seeks to be a truly 21st Century employer and organisation, and supporting our staff's wellbeing is central to that. For us, our staff are one of our greatest assets.

And therefore, we look forward to hearing from you about the role of Thriving Communities Network & Events Lead.

Role Details & Staff Benefits

Salary: £32,500 - £35,000, depending on experience

Duration: Until 31st March 2023

Hours: Full-time

Location: Remote – However, NASP have a permanent office space at London's Southbank Centre, and occasional travel to this site will be required from time to time.

NASP offer a range of core benefits for staff on payroll, including:

- 30 days paid annual leave per annum, plus Bank Holidays
- An additional day of paid leave per year on your birthday
- Opportunities for Volunteering & CPD days each year
- Opportunity to request flexible working arrangements, including compressed hours
- Contribution to annual eye test, eyeglass purchase, and flu vaccination

Purpose of this role:

Thriving Communities is a new national support programme for voluntary, community, faith and social enterprise (VCFSE) groups, supporting communities impacted by COVID-19 in England, working alongside social prescribing link workers, aiming to champion, support, and share the work of thriving community groups.

A core part of this programme, the Thriving Communities Network brings together local VCFSE groups to amplify the impact of their work and share innovation. The Network is designed for groups to collaborate, discuss, share learning and gain new ideas.

The Thriving Communities Network & Events Lead forms a key part of the Thriving Communities team, managing and developing the Network, as well as our Ideas Hub to share case studies, and planning and delivering the programme's Webinar series and other events.

Person Specification:

Experience & Knowledge

- Planning and delivering in-person events (e.g. conferences, meetings, workshops)
- Planning and running virtual events (e.g. webinars)
- Experience using a range of software (particularly Microsoft Office, Microsoft Teams, Zoom, and WordPress)
- Experience of engaging with a range of partners and stakeholders
- Knowledge of the Voluntary, Community, Faith, and Social Enterprise sector
- Interest/experience of at least one of NASP's core pillars (e.g. Arts & Culture, Heritage, Physical Activity, Natural Environment)

Skills & Attributes

- Ability to prioritise workload and manage time effectively
- Strong networking, interpersonal and relationship building skills
- Efficiency, accuracy, and attention to detail
- Excellent written and verbal communication skills
- Excellent administrative skills
- The ability to work collaboratively and compassionately whilst being driven and goal-orientated
- Affinity with the vision, mission, and values of NASP

Responsibilities:

Webinars:

- Long term planning of series – stakeholder engagement with network members, survey mailing list, Regional Leads, NASP staff, national leads, partner orgs etc.
- Leading on events management for the programme requiring excellent administration skills
- Working with other programmes on joint webinars, as well as closely with NHSE/I equivalent
- Planning each webinar – developing content and messaging, finding speakers, writing marketing copy, setting up Eventbrite, working with the Communications team to promote, organising BSL, running rehearsals and speaker meetings, etc.
- Delivering webinars – dealing with tech issues, managing waiting room and chat box, managing speakers, breakout rooms, theming questions for Q&A
- Management of mailing list registrants (*Nb. Mailing list is currently c.5000 people*)
- Promoting events with regular mailouts
- Managing and updating web pages and copy for webinar series; uploading event recordings to YouTube/website
- Event evaluation and audience feedback or reporting
- Regular updating of internal tracking documents

Ideas Hub:

- Sourcing ideas hub pieces via web submissions, TCF projects, national leads, RLs etc.
- Editing for clarity and proofreading
- Gathering and managing consent from contributors
- Management of Ideas Hub web area
- General administration of content (e.g. consent forms, etc.)
- Working closely with Communications team to share new content

Network:

- Managing registered accounts and activating new registrants
- Dealing with queries and resolving technical issues
- Regular updating of content to drive discussion and encouraging participation

Thriving Communities Inbox:

- Management of the Thriving Communities inbox, acting as first point of contact for queries and responding or delegating where appropriate

Microsites:

- Working with Regional Leads and their teams to develop and maintain regional microsites, tailored to individual needs

Other:

- Collating and sending weekly updates to Regional Leads and other external stakeholders

Reporting to: Head of Thriving Communities

How to apply

Please send the following to recruitment@nasp.info by **12:00 (midday) on Monday 16th May**. NASP have the right to bring the application deadline forward as they deem fit.

- Covering letter outlining how you meet the requirements in this brief, details of notice period/possible start date, and where you saw the job advertised
- Your CV
- Names and contact details of 2 referees, including from latest employer or contracting organisation

Interviews will be held on Friday 20th May so please keep this date free. For more information and an informal conversation, please email any questions to the above email address.

Please note that any personal data you share will be treated confidentially and will only be used for recruitment purposes.

All appointments are subject to proof of right to work in the UK, references and a three-month probationary period.