



# Applicant Pack

## Project Delivery Officer

**Salary**            **£31,500**

**Starting**           **April 2023**

**Contract**         **Fixed term: 12 months**  
(with option to extend)

**Hours**             **26.25 hours**

## A message from the CEO

Thank you for your interest in the role of Project Delivery Officer at Impact Hub Bradford. We're a small organisation, but with big ambitions for Bradford and its role in the world. The city is at a vital stage in its history, in recovering from COVID-19, but also preparing for new futures with its successful bid to host the 2025 City Of Culture festival. Day by day, our work has given us a unique perspective on how Britain's fourth largest and also its youngest city is stepping up to the challenges and opportunities of our times. I see our role as an organisation to help unlock the potential of the people and organisations of our district who wish to make a positive difference. Our hope is for Bradford to become Britain's natural destination for social innovators.

As such, Impact Hub Bradford is an organisation with many opportunities for career growth and has a team to realise this potential. Our culture is exciting and populated with people who have a can-do attitude and the agility to make the most of the city around us. We look for those who are values and culture-driven, not so much defined by the skills they have but their ability to learn and listen to the city and district we serve.



Our knowledge of and access to Bradford's unique demographics and diversity allows us to offer a vital multicultural and youthful perspective to the wider world. We believe sharing the lived experiences and solutions of our city creates a vital solidarity with other communities around the world and a sense of being part of global social innovation. Being a member of the Impact Hub global network, brings Bradford into a community of 107 cities and 17000 social entrepreneurs, the largest impact network in the world.

We support new start-ups as well as established social enterprises seeking to grow and scale up. Our work is varied, tackling systemic and operational barriers for organisations led by people from underserved communities and includes, but is not limited to packages of workspace, mentoring, masterclasses and access to programmes of entrepreneurial support and funding.

Though we started with a modest grant of £5000, we've grown year on year to a six-figure turnover in 2021 based on direct revenue and grants. We see this growth continuing and welcome those who believe in our vision to be part of that journey. We can offer you a unique and welcoming workspace, a supportive team and fantastic opportunities for career progression and personal development.



We recognise that some groups of people are underserved in our communities and can face barriers to employment in jobs like this one. We would like to encourage people from all backgrounds to apply. We are not looking for particular qualifications and any individual who feels they have the right attitude, skills and capabilities, but not necessarily direct experience, should still apply to us. We would really like to hear from you!

I hope this applicant pack gives you a flavour of our achievements and ambitions - we're at the beginning of an exciting, transformative journey for Bradford in social innovation and enterprise. We're excited to see others join us on this journey and see where their talents can lead us. Do contact me by email if you have questions about the role or applying.

A handwritten signature in black ink that reads 'Kamran'.

**Kamran Rashid**  
**Chief Executive Officer**  
[kamran.rashid@impacthub.net](mailto:kamran.rashid@impacthub.net)

## About the role

<b>Post Title</b>	Project Delivery Officer
<b>Salary</b>	£31,500 (pro rata)
<b>Hours</b>	26.25 hours per week
<b>Annual leave</b>	25 days + 8 Bank Holidays (pro rata)
<b>Contract</b>	Fixed term: 12 months (with option to extend)
<b>Start Date</b>	April 2023
<b>Location</b>	34 Peckover Street, Bradford, BD1 5BD
<b>Reports to</b>	CEO

## Roles & Responsibilities

The purpose of this role is to coordinate and ensure the smooth running of our exciting programme support for social entrepreneurs in the Yorkshire and Humber region.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used;

in which case all the usual associated routines are naturally included in the job description.

Workers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

This is an ideal role for someone who wants to work for an exciting new organisation at the forefront of social innovation and high impact projects in the Bradford District. We are looking for some with a can-do attitude, willing to work as part of a team and flexible to the needs of the organisation.

**Requirements:**

- All Applicants must have valid permits to work in the UK

**Range of Decision Making:**

- Taking responsibility for key decision making around the development and implementation of our programmes

**Responsibility for Assets, Materials etc:**

- Access to confidential and sensitive information
- Responsible for keeping accurate and up to date records

**Contacts:**

- Will have frequent contact with Elected Members, Government Offices, Senior Statutory and Business Leaders, Voluntary Organisations and members of the public.

**Range of Duties:**

- Deliver new and existing programmes of engagement, start-up, leadership and accelerator support for social entrepreneurs and social innovators in the Yorkshire and Humber region
- Promote our programmes and ensure they connect with diverse communities across the region
- Undertake work as necessary to contribute towards the evaluation of our programmes, to include data collection/analysis and reporting to our partners

## General Duties

We are a small organisation and as such are dependent upon team members willing to be flexible and support one another. In addition to the duties outlined above, there are a number of additional responsibilities that we expect all staff to undertake, regardless of role or seniority:

- Assist at events held in our co-working space
- Cover reception duties when required
- Welcome staff and visitors to our space
- Work flexibly to support the whole team
- Maintain databases and manual records of the organisation.
- Keep the office environment safe, clean and tidy
- To support and be willing to participate in any special projects as required by Senior Management.
- To be responsible for day to day management of IHB assets. Conduct routine tasks
- To carry out other duties commensurate with this post that may be required by the organisation
- To communicate with IHB Directors, corporate partners, funders, and staff, in a confidential, sensitive and professional manner
- Maintain databases and manual records of the organisation
- Keep the office environment safe, clean and tidy
- To be part of special projects as required by Senior Management
- To be responsible for day to day management of IHB assets. Conduct routine tasks
- To carry out other duties commensurate with this post that may be required by the organisation
- To undertake occasional evening and weekend duties as required



## About You

### Essential skills and experience

- Demonstrable commitment to working towards addressing inequalities faced by diverse and underserved communities
- Knowledge and understanding of social innovation, creative industries and VCSE sector in Bradford/Yorkshire Humber region
- Experience in delivering 1-1 and group support programmes in enterprise, leadership or employability skills
- Ability to engage diverse audiences
- Good organisation, communication and teamwork skills
- Excellent IT skills across most relevant applications
- Excellent customer service skills
- Ability to work to deadlines under pressure
- Proven strong organisation and problem solving skills

### Desirable skills

- Direct experience of running your own social or private enterprise
- At least 2 years experience in a similar role
- Experience of delivering public sector and corporate contracts



## How To Apply

- Please send a CV and cover letter to [careers.bradford@impacthub.net](mailto:careers.bradford@impacthub.net) by **9am on 20th March 2023**
- Shortlisted applicants will be informed by **22nd March 2023**
- If invited for a formal interview – either on-line or in-person – these will likely take place the week beginning **27th March 2023**
- The ideal start date for this role will be **3rd April 2023**. However, we can be flexible about this in order to meet candidates' pre-existing notice period requirements.

We are unable to provide feedback to candidates not shortlisted for interview due to limited capacity.

We will not discriminate by age, gender, sexual orientation, race, colour, religion, marital status, or disability.

For any queries, please get in touch at [careers.bradford@impacthub.net](mailto:careers.bradford@impacthub.net)