

Job Description & Person Specification

Position: Community Innovation Lead

Reports To: Head of Children and Family Services

Levelling Framework: 4A

Salary Range: £35,515 - £39,457

Contract: Permanent

Hours Per week: 28 (0.8 FTE)

Our Values and Behaviours

To act in accordance with “Our Values and Behaviours” at all times when delivering your role, ensuring that “Kindness”, “Respect”, “Belonging”, and “Empowerment” are fundamental to your behaviour.

Kindness We create an environment where everyone can thrive. Our behaviours: - Empathy – We understand diverse perspectives and experiences. - Compassion – We are considerate of others and are generous with our time. - Supportive – We build and maintain positive relationships. 	Respect We respect people's human rights and act with integrity. Our behaviours: - Dignity – We value and respect people, recognising their right to choice. - Integrity – We do the right thing even though no one may be watching. - Fairness – We treat others how we would wish to be treated ourselves. 	Belonging We pride ourselves on being a Norwood Family. Our behaviours: - Trust – We build a safe environment for people to flourish. - Inclusivity – We value difference and celebrate diverse voices. - Collaboration – We connect with others to form a positive community. 	Empowerment We enable people to reach their potential. Our behaviours: - Accountability – We make a positive impact and get things done, owning our actions and decisions. - Innovation – We encourage people to be curious. - Ambition – We strive for success in everything we do. 
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Policies and Procedures

In addition to undertaking the accountabilities as outlined below, the post holder will be expected to fully adhere to all Norwood policies and procedures which are referenced in the employment contract and Norwood's intranet.

Role Summary

Norwood has set an ambitious goal: to help create a Jewish community where neurodivergent people, people with learning disabilities and their families can participate and belong across all areas of Jewish life.

Through *Belonging Matters*, Norwood has brought together organisations from across the Jewish community and developed a shared Community Action Plan. The Community Innovation Lead will take this work into its next phase, translating shared commitments into practical and lasting changes across Jewish community life.

The postholder will drive delivery of the Community Action Plan, lead the development of the Community Kitemark and work with partners to strengthen organisational practice, develop and test new approaches, and build the capability for change to be sustained. They will draw on emerging research, innovation and effective practice nationally and internationally, identifying opportunities to adapt and apply this learning within the UK Jewish community.

The role requires both strategic leadership and practical delivery, working across organisations and with people with lived experience to ensure that change is informed by those it is intended to benefit. Success will be reflected in organisations working differently and in greater opportunities for neurodivergent people, people with learning disabilities and their families to participate in Jewish community life.

Key Accountabilities

Driving the Community Action Plan

- Turn the Community Action Plan into a clear and achievable programme of activity, with priorities, ownership, milestones and measures of progress.
- Coordinate delivery across the programme, bringing together the people, organisations and expertise needed to move agreed priorities into action.
- Keep the Action Plan live and responsive, identifying barriers, opportunities and emerging needs and adapting activity as learning develops.
- Establish and support focused delivery groups and collaborative projects where these are needed to progress particular priorities.
- Support partners to lead areas where they have the strongest expertise and capability, building shared ownership rather than relying on Norwood to deliver every element.
- Maintain oversight of the programme as a whole, ensuring individual initiatives contribute to the wider ambition for community change.

Innovation, Learning & New Approaches

- Actively seek out innovative approaches to neurodiversity, learning disability, participation and belonging from across the UK and internationally.
- Build meaningful relationships with organisations and experts doing interesting work elsewhere, understanding not only what they do but what makes it work.
- Bring new thinking back into the programme, considering what can be adapted to the UK Jewish community rather than simply replicating models developed elsewhere.

- Identify opportunities to develop and test new approaches with community partners and people with lived experience, taking ideas through from concept to practical delivery.
- Create a culture of learning across the programme, using evidence and experience to develop, adapt, scale or stop approaches according to what is learned.
- Share learning and effective practice so that innovation in one part of the community can benefit others.
- Keep Norwood and community partners connected to emerging research, thinking and practice in neurodiversity, learning disability and community development.

Community Kitemark & Organisational Development

- Lead the development, piloting and rollout of the Community Kitemark, creating a credible, stretching and practical framework for continuous improvement.
- Work directly with organisations to understand their current practice, strengths and barriers and identify realistic priorities for change.
- Help organisations translate commitments into practical improvements across leadership, policies, workforce practice, communication, environments, activities and participation.
- Develop practical tools, self-assessment resources, implementation guidance, case studies and examples that organisations can use in their own settings.
- Test and refine the Kitemark with participating organisations and people with lived experience before wider rollout.
- Recognise that organisations will start from different places while maintaining meaningful expectations for progress.
- Build organisations' confidence and capability so that change becomes part of everyday practice rather than dependent on individual champions.

Partnership Leadership & Collective Action

- Build and sustain the partnerships needed to deliver the Community Action Plan, recognising that lasting community change will depend on organisations contributing their different expertise, influence, reach and resources.
- Build and embed trusted and credible relationships with leaders and practitioners across synagogues, schools, youth movements, charities and other community organisations.
- Support the Community Partnership Forum and wider programme governance, ensuring collective meetings focus on shared challenges, learning, decisions and action.
- Identify where organisations can achieve more together, including opportunities to address gaps, reduce duplication and develop shared solutions.
- Connect organisations with complementary expertise, reach and resources and support the development of collaborative approaches.
- Draw on expertise from across Norwood and the wider community, ensuring the programme builds on existing knowledge and activity rather than recreating it.
- Navigate different perspectives and organisational priorities while maintaining focus on shared community outcomes.
- Represent Norwood and the programme confidently at community meetings, networks, conferences and external forums.

Building Community Capability

- Identify what organisations need in order to become more confident and effective in supporting neurodivergent people and people with learning disabilities and use this to shape the programme's learning and development activity.
- Develop and deliver engaging community events, conferences, workshops and learning opportunities that bring together families, community leaders, professionals and people with lived experience.
- Lead the planning and coordination of key programme events, working with colleagues and partners on content, contributors, accessibility, logistics and communications support the wider aims of the programme.
- Develop leadership sessions, mentoring, peer learning and other practical support in response to identified needs.
- Work directly alongside organisations where more intensive support is needed to help turn learning into change.
- Create opportunities for organisations to learn from one another, share challenges and develop solutions together.
- Develop resources and approaches that can continue to be used and shared beyond the initial programme.

Co-production & Lived Experience

- Ensure neurodivergent people, people with learning disabilities and families meaningfully influence programme priorities, new approaches, the Community Kitemark and evaluation.
- Develop accessible and varied ways for people to contribute, recognising that one model of participation will not work for everyone.
- Ensure lived experience is part of how the programme develops and makes decisions rather than a separate consultation exercise.
- Create opportunities for people with lived experience to challenge thinking as well as provide feedback.
- Ensure contributors can see how their involvement has influenced decisions and what has changed as a result.
- Work with partners to broaden participation and identify voices and experiences that may otherwise be missing.

Evidence, Impact & Sustainability

- Develop a proportionate approach to understanding whether the programme is creating meaningful change.
- Establish baseline and follow-up measures of organisational confidence, leadership commitment and practice, alongside the experiences of neurodivergent people, people with learning disabilities and families.
- Track tangible change in areas such as accessibility, policies, workforce practice, environments and participation.
- Bring together programme evidence, community mapping, research, partner intelligence and lived experience to understand what is changing, where gaps remain and what should happen next.
- Use evidence throughout the programme to improve delivery, challenge assumptions and inform future community priorities and investment.

- Capture and communicate learning through clear reports, briefings, case studies and recommendations for community partners, Norwood leadership, funders and programme governance.
- Contribute to developing a stronger shared evidence base about neurodiversity and learning disability across the Jewish community and, where appropriate, use learning from the programme to inform wider policy and practice.
- Build sustainability from the outset, identifying what should become embedded within organisations, what benefits from continued collective action and where Norwood should retain a leadership, expertise or convening role.
- Contribute to future funding proposals and, where appropriate, opportunities to seek investment alongside community partners.
- Use the evidence and learning from the programme to help shape the next phase of the Community Action Plan and develop a clear approach for Year 4 and beyond.

Person Specification

Criteria	Essential	Desirable
Qualifications & experience	Relevant degree, professional qualification or equivalent substantial experience in community development, programme development, organisational change, disability, education, social care or a related field.	Relevant further training in organisational development, systems change, co-production or neurodiversity/learning disability.
Innovation & delivery	Significant experience of turning ideas, strategies or programmes into practical delivery. Creative and curious, with the ability to identify and test new approaches, learn from what works and adapt when something does not. Able to work strategically while remaining hands-on and focused on making things happen.	Experience of developing something new where there was no established model, including drawing on national or international practice.
Partnerships & influence	Strong track record of building credible relationships across organisations and levels of seniority. Able to influence without direct authority, bring people together around shared objectives, navigate different interests and turn partnership discussions into action.	Experience of leading collaborative programmes involving multiple organisations.
Community & faith context	Experience of working within the Jewish community, another faith community or a comparable values-led community environment, with an understanding of the relationships, culture and sensitivities that shape how change happens.	Good knowledge of the UK Jewish community, including its diversity, structures and organisations.
Neurodiversity, learning disability & co-production	Good understanding of neurodiversity and learning disability and the barriers that can prevent people from	Specialist experience relating to neurodiversity and/or learning disability,

	participating fully in community life. Understanding of meaningful co-production and experience of people with lived experience being at the centre of developing or improving services, programmes or practice.	including accessible approaches to participation.
Communication, facilitation & events	Excellent written and verbal communication and facilitation skills, with the confidence to work with senior leaders, practitioners, families and community members. Experience of developing and delivering successful events, conferences, workshops or learning opportunities involving multiple stakeholders.	Experience of large-scale community events, leadership programmes or peer-learning networks.
Evidence, organisation & personal effectiveness	Highly organised and able to manage competing priorities, deadlines and budgets while retaining sight of the bigger picture. Able to use evidence, feedback and outcomes to understand whether change is happening and inform what happens next. Comfortable with ambiguity, persistent when change is difficult, able to challenge constructively and confident working with a high degree of autonomy and judgement.	Experience of evaluation, externally funded programmes, grant reporting or funding applications.

All roles require a DBS check and satisfactory clearance under Norwood's safer recruitment policies. We are committed to safeguarding the wellbeing of our people and maintaining a respectful, safe environment.

This job description is not exhaustive and may be updated as accountabilities evolve.