Job Description & Person Specification

Position: Community Partnerships and Innovation Lead

Reports To: Head of Children and Family Services

Levelling Framework: 4A

Salary Range: £35,515 - £43,403 (pro rata to £28,412 – £34,722.40)

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.



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 is working towards a Jewish community where neurodivergent people, people with learning disabilities and their families have greater opportunities to participate, contribute and feel they belong.

Through **Belonging Matters**, we have brought together community organisations, established a shared vision and developed a Community Action Plan. The Community Partnerships and Innovation Lead will play a central role in turning these shared commitments into practical, meaningful and lasting change.

This is a new, hands-on role for a proactive, resourceful self-starter who enjoys bringing people together, building relationships and making things happen. We are looking for someone who combines creativity and curiosity with the ability to influence others, challenge established thinking and turn new ideas into practical change. Working across synagogues, schools, youth movements, charities and other community organisations, you will connect people and ideas, develop collaborative projects and create momentum around shared priorities.

You will drive delivery of the Community Action Plan, lead the development of the Community Kitemark and work alongside partners to identify opportunities, explore innovative approaches from within and beyond the community, and strengthen inclusive practice.

Combining strategic thinking with practical delivery, you will take ownership, bring fresh perspectives, overcome challenges and help turn ideas into action. Your success will be reflected in stronger community partnerships, meaningful improvements in organisational practice and greater opportunities for people and families to participate fully in Jewish community life.

Key Accountabilities

Building Community Partnerships and Collaboration

1. Build trusted relationships across synagogues, schools, youth movements, charities and other community organisations, identifying gaps and opportunities for partners to achieve more together.
2. Lead and coordinate the Community Partnership Forum and wider programme governance, shaping agendas, facilitating discussions and ensuring decisions, actions and partner commitments are followed through.
3. Connect expertise, knowledge and resources across the community, influencing independent partners to develop shared solutions, avoid duplication and take collective ownership of delivery.

Leading Innovation and Practical Change

1. Actively seek out innovative approaches nationally and internationally, building relationships with organisations and experts to understand what works and explore what could be adapted within the UK Jewish community.
2. Work with community partners and people with lived experience to develop, test and implement new approaches, taking ideas from concept through to practical delivery and adapting them through learning.
3. Use research, evidence and experience to challenge assumptions, encourage creative thinking and decide what should be developed, adapted, scaled or stopped.

Driving the Community Action Plan

1. Take ownership of translating the Community Action Plan into practical projects and activities, establishing clear priorities, responsibilities and milestones.
2. Proactively bring together people, organisations and resources to progress shared commitments and maintain momentum.

3. Identify opportunities, overcome challenges and adapt approaches to ensure initiatives deliver meaningful and sustainable outcomes.

Building Community Partnerships and Collaboration

4. Build strong, trusted relationships with synagogues, schools, youth movements, charities and other community organisations.
5. Proactively connect people, ideas and resources, creating opportunities for collaboration and bringing partners together around shared goals.
6. Engage and influence community leaders and stakeholders, encouraging collective ownership and turning discussions into practical action.

Leading Innovation and Practical Change

4. Identify and explore new ideas, emerging practice and innovative approaches that strengthen accessibility, inclusion and participation.
5. Work alongside community partners to develop, test and implement practical solutions that respond to community needs.
6. Encourage creative thinking and continuous improvement, taking ideas from concept through to delivery and sharing learning across the community.

Developing the Community Kitemark

1. Lead the development, piloting and implementation of the Community Kitemark, establishing a practical framework for organisational improvement.
2. Work directly with community organisations to identify barriers, develop resources and support achievable improvements to inclusive practice.
3. Encourage organisations to embed and sustain improvements across their activities, environments, communication and everyday working practices.

Building Community Capability and Engagement

1. Identify opportunities to strengthen the knowledge, confidence and capability of organisations in supporting neurodivergent people and people with learning disabilities.
2. Take a hands-on approach to planning and delivering workshops, community events, learning opportunities and collaborative initiatives.
3. Bring together community leaders, professionals, families and people with lived experience to share knowledge, develop solutions and strengthen community participation.

Co-production, Impact and Sustainability

1. Ensure neurodivergent people, people with learning disabilities and families actively influence programme priorities, decisions and delivery.
2. Monitor progress, gather feedback and demonstrate the impact of initiatives through meaningful outcomes and shared learning.

3. Work with community partners to embed successful approaches, strengthen collective ownership and create lasting improvements across Jewish community life.

You will be a driving force in turning the ambitions of Belonging Matters into reality. By building trusted relationships, connecting people and projects, and taking ownership of delivery, you will our community partners move from commitment to action. Your impact will be seen in stronger partnerships, more inclusive community practices and greater opportunities for neurodivergent people, people with learning disabilities and their families to participate, contribute and feel they belong.

Person Specification

Criteria	Essential	Desirable
Qualifications	1. Relevant degree, professional qualification OR evidence of professional development.	1. Relevant further training in organisational development, systems change, co-production or neurodiversity/learning disability.
Experience	1. Substantial experience in community development, programme development, disability, education, social care or a related field OR, 2. Lived Experience within the community enabling partnership working	
Innovation & delivery	1. Substantial experience of turning ideas, strategies or programmes into practical delivery. 2. Creative and curious, with the ability to identify and test new approaches, learn from what works and adapt when something does not. 3. Self starter, able to work strategically while remaining hands-on and focused on making things happen.	1. Experience of developing something new where there was no established model, including drawing on national or international practice.
Partnerships & influence	1. Strong track record of building credible relationships across organisations or community partners and/or levels of seniority. 2. Able to influence without direct authority, bring people together around shared objectives, navigate different interests and, 3. turn partnership discussions into action.	1. Experience of leading collaborative programmes involving multiple organisations.

Community & faith context	1. 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.	1. Good knowledge of the UK Jewish community, including its diversity, structures and organisations.
Neurodiversity, learning disability & co-production	1. An understanding of neurodiversity and learning disability and the barriers that can prevent people from participating fully in community life. 2. Understanding of meaningful co-production and experience of people with lived experience being at the centre of developing or improving services, programmes or practice.	1. Specialist experience relating to neurodiversity and/or learning disability, including accessible approaches to participation.
Communication, facilitation & events	1. Excellent written and verbal communication and facilitation skills, with the confidence to work with senior leaders, practitioners, families and community members. 2. Experience of developing and delivering successful events, conferences, workshops or learning opportunities involving multiple stakeholders.	1. Experience of large-scale community events, leadership programmes or peer-learning networks.
Evidence, organisation & personal effectiveness	1. Highly organised and able to manage competing priorities, deadlines and budgets while retaining sight of the bigger picture. 2. Able to use evidence, feedback and outcomes to understand whether change is happening and inform what happens next. 3. Comfortable with ambiguity, persistent when change is difficult, able to challenge constructively and confident working with a high degree of autonomy and judgement.	1. Experience of evaluation, externally funded programmes, grant reporting or funding applications.