**Co-ordination Support Role – 10 days per month**

**Background**

Leeds Poverty Truth Commission works to ensure that people with lived first-hand experience of poverty are at the heart of how the city thinks and acts in tackling poverty and inequality. LPTC brings ‘experts through experience’ together with civic and business decision makers to build relationships, share experiences and think how we might respond to poverty more effectively. LPTC has run two 18-month long commissions in the city and is currently working towards a third commission. We are also nurturing and supporting previous commissioners to continue to engage in leadership at a local and national level.

Leeds Poverty Truth Challenge is an independent project, brought together by a number of different partners and hosted by [Together for Peace](http://www.t4p.org.uk/). More can be found out about LPTC by visiting the website [www.leedspovertytruth.org.uk](http://www.leedspovertytruth.org.uk)

This role is to help co-ordinate, support and enable commissioners in their engagement with the poverty truth commission. Primarily it is person-centred in that its main focus is supporting commissioners. The role will also involve communication with all commissioners about dates, meetings, activities etc., giving specific support to testifying commissioners (those with lived experience of poverty) to enable their engagement, and to arrange the logistics of Commission gatherings.

The role is offered for someone who is looking for a self-employed opportunity to run alongside other pieces of work. The Co-ordination Support role will operate within the facilitation team for Leeds Poverty Truth Commission.

The role pays £125 per day and is for 10 days per month. Funding is currently in place till May 2020 for this role.

**Information**

For more information about the role please contact Andrew Grinnell on 0778 3934581 or andrew@andrewgrinnell.com.

**Application Process**

If you are interested in applying for this role, please complete the attached application form.

**Job Roles**

* Supporting testifying commissioners to engage with an attend Poverty Truth Commission meetings and activities including…
	+ Helping to meet, interview and recruit potential testifying commissioners.
	+ Communicating with testifying commissioners to ensure attendance and engagement in Commission meetings and activities through phone, email, text etc.
	+ Giving specific support to testifying commissioners where needed to help them to remain on-board with the poverty truth programme.
	+ Occasional travel to other commissions and activities to support testifying commissioner engagement.
* Communication and liaison with all commissioners including…
	+ Arranging dates with civic and business commissioners and their diary staff.
	+ Ensuring meetings are prioritised by civic and business commissioners.
	+ Arranging the details and support commissioners in external events.
	+ Point of contact for Leeds Poverty Truth Commission.
* Logistics and planning
	+ Arranging venues for meetings
	+ Arranging catering and refreshments for meetings
	+ Setting up and ensuring a comfortable space for meetings
	+ Planning and supporting logistical arrangements for public events.
	+ Ensuring all travel expenses of commissioners are reimbursed.
	+ Processing invoices and keeping financial records.
* Other support
	+ Attending and taking part in planning meetings.
	+ Other occasional activities to support the smooth running and development of the commission.
	+ Liaise with facilitators from other Poverty Truth Commissions.

**Personal profile**

* Personable, friendly, able to build and sustain relationships with wide variety of people.
* Able to be boundaried around role and personal support.
* Able to communicate well through speaking and written word.
* An organised individual and able to sensitively help organise others.
* Self-motivated and able to work without supervision.
* A team player and willing to get involved where needed.
* Commitment to issues of poverty and injustice
* Openness to learn and listen to others.
* Able to communicate with people from a wide variety of backgrounds.
* Familiarity with regular computer software i.e. Word, Excel, Powerpoint etc.