

CANDIDATE PACK – St Raphael’s Neighbourhood Board, Independent Chair**Pride in Place Fund****Role overview:**

Job Title: Independent Chair – St Raphael’s Neighbourhood Board

Location: St Raphael’s - there may be a requirement to attend meetings at other locations on an ad-hoc basis (e.g. Brent Civic Centre)

Hours (per month): Part-time, flexible hours. Approximately 8-12 hours per month

Term: Fixed term to 2030

Start date: To be confirmed

Salary: This is an unpaid, voluntary position. Reasonable expenses will be reimbursed.

Background

Pride in Place is a long-term Government programme that is designed to give communities across the UK greater control over how their neighbourhoods grow and improve. Selected neighbourhoods will receive £20m over a 10-year period to support stronger communities, create thriving places and give residents a meaningful voice in their area’s future.

A local Neighbourhood Board will be established to develop a local regeneration plan alongside residents and to oversee management and delivery of the £20m investment fund.

Board Composition

The Neighbourhood Board will be made up of at least 8 members. Board members will be appointed by the Chair and should reflect the diversity of the local community, ensuring that a wide range of voices are heard. The majority of board members should live or work within the neighbourhood boundary. At least 1 Ward Councillor and the Local MP will also have a seat on the Neighbourhood Board.

Role Purpose

The St Raphael’s Neighbourhood Board Independent Chair will provide independent leadership for the Pride in Place Programme in St Raphael’s. They will directly oversee and manage the £20m investment fund and lead in developing the local regeneration plan. The Independent Chair will act as a champion for St Raphael’s and its residents, ensuring that decision-making is community-led and that the Pride in Place Programme delivers lasting social, economic and environmental benefits.

The Chair will work closely with Brent Council leadership, the MP for Brent East and wider community partners. The role will involve:

- Building a neighbourhood board that is representative of the local area and welcomes a range of voices and perspectives
- Facilitating conversations and navigating differences of opinion
- Champion the local area and uphold the community-led spirit of the Pride in Place Programme
- Ensuring that decisions and the local regeneration plan reflect the priorities, vision and aspirations of those living and working in the area
- Being calm under pressure managing conflict and challenges well.
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Person Specification

Essential Criteria

The St Raphael's Neighbourhood Board Independent Chair must be someone who:

- is from, lives or works in St Raphael's; and / or holds a prominent role in the community; and / or has a strong connection to and passion for the area
- is enthusiastic about the Pride in Place Programme and what it can deliver for St Raphael's and how the work and learning can benefit the wider borough of Brent
- is fair, balanced and inclusive, ensuring that all voices from right across the local community are heard and that widespread participation is actively encouraged
- is good at facilitating conversations, particularly when differences of opinion emerge
- is open to learning, feedback and development and is interested in mentoring and upskilling others
- is calm under pressure and manages conflicts well
- has time to prioritise the role

Desirable Criteria

- Experience in governance
- Experience in community leadership and addressing inequality or barriers to leadership
- Understanding of public funding, programme oversight and strategic planning
- Experience in community development or neighbourhood-based initiatives

Why Apply

This is a rare opportunity to play a leading role within your local community. You will help local people to take genuine ownership of a £20 million investment fund, strengthen community pride and cohesion and create lasting improvements to the

places and opportunities that matter most to residents. You will work with passionate community members, Council Leadership, local authority staff and the local MP to deliver a meaningful and lasting legacy.

TERMS OF APPOINTMENT

Tenure:

The term of appointment will be until December 2030

Remuneration:

The Chair role is unremunerated however reasonable expenses incurred will be reimbursed through the Council expenses policy.

Eligibility Criteria

Candidates must agree to:

- Complete a Conflicts of Interest form and declare any political activity or affiliations, especially at a local level, which may affect public perceptions of independence.
- Participate in an annual review to assess progress and delivery of the fund.
- Uphold the principles of independence, objectivity, and impartiality in all Pride in Place activity.
- Ensure availability to chair and attend meetings. The expectation will be evenings and weekends, at the discretion of the Chair and Board members.
- Dedicate sufficient time to effectively fulfil their responsibilities and actively contribute to the Neighbourhood Board.
- Engage with external stakeholders from time to time to support the work of the Neighbourhood Board.
- Beyond formal Neighbourhood Board meetings and preparation, the Chair may be invited to attend occasional extra meetings with council officers to discuss specific topics

Application Process

To apply, please submit your CV as well as a supporting statement which should demonstrate how you meet the criteria set out in the Person Specification criteria. Please ensure that supporting statements are no more than 3 sides in length.

Please follow the application process here: ***LINK TO ORACLE RECRUITMENT***

Timetable

Closing Date:

Applications will be open **Thursday 2nd July (midnight)**.

Interview date:

Successful candidates will be invited to an Interview. The interview panel will include representatives from the Council's Leadership, Council Officers and the local MP. Interviews will be held in person, with a venue to be confirmed. Scheduled for the week commencing **Monday 13 July and Monday 20 July**.

For enquiries about the role, requests for further information or to inform us of any reasonable adjustments you may require, please contact prideinplace@brent.gov.uk.

For an informal conversation about this role, please contact Daniel Shurlock, Head of Place Leadership via email at daniel.shurlock@brent.gov.uk

We would also appreciate it if you could complete the Equality and Diversity monitoring form via the online application process. This form is for monitoring purposes only and will not form part of your application.

As a disability confident employer Brent welcomes applications from people with all disabilities, including hidden disabilities and mental health conditions. We will interview any disabled applicant who meets the essential criteria. If you require reasonable adjustments to be made to any part of the recruitment process due to your disability, please contact us at prideinplace@brent.gov.uk