



COMMUNITY
LEADERSHIP
ACADEMY

Community Leadership Academy

Information Pack 2020/21

WELCOME AND INTRODUCTION

The Community Leadership Academy is currently open for expressions of interest and nominations!

The programme, which was set up in 2020 and will run up until the end of 2022, provides support for the people making Big Local (a resident-led funding programme to create lasting change in 150 areas in England) happen, helping them to develop and share skills and knowledge that can benefit the whole community.

In this document, you'll find all you need to decide whether you'd like to take part in the Community Leadership Academy programme, or whether you'd like to nominate someone else to take part.

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If there is anything you want to know that's not covered in this document, we are running two online taster sessions in January, making members of the team available for phone calls over the next two months, and are available to answer emails. For more details, see p. 12.

WHAT IS THE COMMUNITY LEADERSHIP ACADEMY?

The Community Leadership Academy provides support for the people making Big Local happen, helping them to develop and share skills and knowledge that can benefit the whole community. Running until the end of 2022, it is designed to help people shaping the future of their communities.

Across Big Local, people are working together to create lasting change. If you have experienced challenges but overcome them, brought people together and helped build community spirit, then you are already playing a leadership role. The Community Leadership Academy is designed to help your Big Local area achieve even more.

Created by [Local Trust](#) in partnership with [Koreo](#), the [Young Foundation](#) and [Northern Soul](#), the Community Leadership Academy provides structured support for community-led change as part of the Big Local programme and aims to increase our understanding of community leadership. Participants take part in a range of individual work and group sessions (including personal coaching) to work on their own strengths and leadership style, develop leadership in others and set strategy.

The Community Leadership Academy is open to any volunteers actively involved in delivering Big Local projects, including Big Local partnership members. It is looking for people who want to explore their own potential and the change they can bring to their neighbourhoods by working effectively with others.

Read more about the Community Leadership Academy, including a blog by Local Trust chief executive Matt Leach introducing the project, on the [Local Trust website](#).

HOW DOES IT WORK?

July to December 2020

The Community Leadership Academy is an 18-month programme that requires you commit at least five hours per month to a mixture of individual and group work. It starts in May 2021 and finishes in October 2022. You can take part as an individual, or as a group from the same Big Local partnership.

What you'll do

Participants take part in the Community Leadership Academy in two main ways. The first is the work you'll do as an individual with a coach, and the second is the work you'll do as part of a group of fellow Big Local leaders.

Individual Coaching

Coaching is a form of one-to-one support and will be at the heart of your academy experience.

In a series of confidential conversations between you and a leadership coach, you will define personal goals and agree steps you can take to achieve them – all at your own pace. The important thing about coaching is that it is directed by you, meaning you choose what to focus on, and your coach works with you to think it through in your own way. You may use the coaching to help you think through particular situations as they arise, or you might use multiple sessions to think about something bigger, like building your confidence or dealing with a specific project.

Participants will have nine sessions with a coach over the course of the programme. Many participants will decide to have one session every two months, but you can decide the frequency as well as the focus when you speak to your coach at the beginning of the programme. If you join the Community Leadership Academy, we will introduce you to your coach in May 2021 via email, so that you can organise your first session at a time that's convenient for you.

Group Sessions

Group sessions are your opportunity to meet each other, explore common issues, and work together on shared priorities. There will be a chance to learn from the group, listen to speakers and share your own knowledge. The content of these sessions will be developed with you, and will include understanding your own leadership style, how you work with others, and how to work effectively within your local community.

The sessions will be split into three sections, and each will have a different focus.

1. The first section will focus on you; your motivations, interests, skills, experiences, development areas, and what they might mean for your work in your community. This section will cover topics like wellbeing and self-reflection and provide an introduction to leadership styles.
2. The second section will focus on how you are working with other people, and cover issues like communication, dealing with conflict, how to facilitate groups and developing leadership in others.
3. The third section will look at the wider picture, covering issues like recruiting new people into your partnership, working with people outside your partnership, how you can work with local authorities and looking at inspiring community-led change across the country.

There will be different kinds of group session over the course of the programme. The key ones are:

1. **Core workshops:** in these sessions you will work with a group of around 25 people to explore some of the key issues and questions around community leadership. Led by the programme partnership team, these sessions will be run over Zoom and last three hours (with plenty of breaks!).
2. **Masterclasses:** these short sessions will be open to everyone on the Community Leadership Academy and are focused on hearing from people with a particularly important perspective on a topic. They will be recorded so that you can catch up on them if you can't attend at the time.
3. **Connection sessions:** we will provide regular spaces for you to connect with, share with, and learn from, each other as Big Local leaders. These spaces will last a couple of hours, will take place over Zoom.

Time Commitment

Our expectation is that everyone taking part in the Community Leadership Academy will be able to commit at least five hours per month across coaching and group sessions.

We know how busy people involved in Big Local are, so we have tried to balance having enough time for the programme to be valuable to every participant with not overloading people. In order to do that, we have designed the programme to have both required and optional parts. We will be really clear where something is optional (which usually means something will be recorded and therefore be available to watch back later), and where something is required (meaning you'll need to take part if you want to benefit from the full programme experience).

People who complete the required programme will be offered a certificate that confirms and celebrates that they have fully taken part in the Community Leadership Academy. In order to complete the programme you will need to complete nine coaching sessions and take part in all required elements between May 2021 and October 2022.

What you'll need to take part

We want to make participating in this programme as easy as possible. We know that some people may feel less confident taking part in something like this, but we are on hand to support everybody.

Here is what you'll need to take part in the programme:

- **Access to the internet:** given the uncertainty with COVID-19, we are planning to work with video and video-calling for much of the programme, so you will need to be able to get online.
- **Technology:** you'll need a computer, laptop, tablet or smartphone with a microphone and built-in camera or webcam. We'd recommend you try to join with a computer, laptop or tablet if possible, as the bigger screen will make group calls easier.
- **Zoom:** we'll be using the video-calling platform Zoom, which is free to download, for all our group sessions. You may also want to use Zoom for your sessions with your coach. Instructions on [how to use Zoom](#) are available as part of Local Trust's wider guidance on staying connected at the moment.

If you don't currently have any or all of the above (or are worried about it) please do not let it stop you from putting yourself forward for the Community Leadership Academy. Just let us know – we are here to make sure support is available to all those interested in taking part.

WHO WOULD I BE WORKING WITH?

The Community Leadership Academy has been created by Local Trust in partnership with Koreo, the Young Foundation and Northern Soul. You would work with several people from that partnership over the course of the programme, some of whom you've already met or spoken to. Here are some of the key people!



Rachel is the Founder and CEO of Koreo. She has spent 30 years working in community development and civil society, starting as a volunteer, and specialised in developing community initiatives in the field of mental health before setting up Koreo.



Helen is the CEO of the Young Foundation. She has spent the past two decades supporting charities, communities, the private sector and the government to embrace social innovation and is a strong advocate for the power of technology to build stronger, more connected communities



Ruth leads Northern Soul and is a celebrated social entrepreneur and activist based in West Yorkshire. She is a passionate voice for young people and a 'professional northerner' – always pushing for greater recognition for the talents and leadership that exist outside London.



Ned is a Director at Koreo, where he leads the team delivering the Community Leadership Academy. He grew up and works in London, and has spent the last 10 years working in and with civil society around the UK, almost always focused on working with people to figure out their contribution to building a better world.



Isabel is from the Young Foundation and heads up their work on community-led change. She's from Oxfordshire and has been working and volunteering in the charity sector at home and abroad for 10 years. In her spare time, she is a campaigner in her local community in Tottenham, London.



Craig works at Koreo. He's from and is based in North Tyneside near Newcastle. Over the last five years, Craig has campaigned through his work to support talented people from all backgrounds to access opportunities to create change in their communities and develop their potential.



Gabriel (Gabs) works at Local Trust. He's from Brighton and has been working with Big Local areas for the last three years, witnessing first-hand how important community leaders are to each Big Local plan, community kitchen, litter-picking drive and gardening club.



Jess is part of the team at Koreo, where she helps coordinate the Community Leadership Academy. Jess started out working on youth programmes, and remains passionate about youth empowerment and community engagement.

Your coach

At the beginning of the programme you will be introduced to a qualified coach, who will work with you throughout your time on the Community Leadership Academy. All the coaches working on this programme are experienced in and passionate about what they do. Many of them will have already been involved in coaching academy participants. The coaches are based all around the country, diverse in identity and experience, and really committed to making this experience valuable for participants.

At the beginning of the programme you will have an introductory call with the coach we've matched with you. There will be opportunity for participants to change coach if necessary, though that hasn't happened yet!

Other Big Local leaders

One of the most important parts of this experience will be the work you do with other Big Local leaders. Our expectation is that you will be in a group of around 25 people from around the country working in all sorts of different communities. These are the people you'll be working with in group sessions, and we've found that these relationships and connections often extend beyond the programme. You may already know some people from other partnerships, but if not we will be running some taster sessions in early 2021 so you can meet other people who are interested in taking part, and see what it would be like to work with them before committing.

IS THIS FOR ME?

The Community Leadership Academy is for anyone involved in their Big Local area who wants to increase their ability to make a positive difference in their community.

Eligibility

The Community Leadership Academy celebrates and supports a wide range of community leaders. There are no particular criteria for people to be eligible to join the programme, other than actively volunteering in a Big Local community. You do not need to have a formal leadership role (like chair) in your partnership, be a particular age, or have to have a minimum level of education. The most important thing is that you're willing to learn and ready to commit to the experience!

Am I a leader?

When we hear the word 'leader' we often think of people with big personalities who have a lot of formal power. As a result, many people who are active in their communities either don't see what they do as leadership, or feel uncomfortable being described as a leader. From our perspective, if you are involved in your Big Local area and want to use your time and talent to make a positive change in your community, then you are showing leadership. Many of the people currently participating in the Leadership Academy did not see themselves as leaders at the beginning of the programme, but are increasingly recognising that they are demonstrating leadership through their work. So regardless of whether you think of yourself as a leader right now, if you think you would get something out of this programme – and if you think your community might benefit from you taking part – we would encourage you to express interest.

Applying as a group

You can take part in the Community Leadership Academy either as an individual or as a group of people from the same partnership. If you are interested in participating as a group, you will need to find a minimum of two and a maximum of four other people from your Big Local partnership who want to do the programme with you. The programme itself will be the same whichever way you choose to participate. However, given the importance of the partnership in the Big Local programme, we think it would be valuable for people to take part in the programme with other people from their partnership wherever possible. If you want to talk further about participating as a group, please let us know and we'd be happy to speak to you!

HOW DO I FIND OUT MORE?

Taster sessions

We know that taking part in the Community Leadership Academy will be a step into the unknown for many people. So we wanted to give you an opportunity to find out more about the programme, meet some of the people who will be working on it, meet some of the other people who are interested in taking part, and see what it would be like to participate in a session. We will be running two taster sessions for this purpose in January 2021.

- **Friday 29 January:** 11am - 12.30pm ([register online](#))
- **Saturday 30 January:** 9:30am - 11am ([register online](#))

These sessions are open to anyone interested in the Community Leadership Academy. They will be a great chance to get a sense of the programme, so please feel free to join if you are interested in taking part but would like to find out more before committing. We will also be recording these sessions so please get in touch even if you can't make these times.

One-to-one conversations

We know it can sometimes be useful to chat with someone directly so you can ask specific questions that you might not want to ask in a group. We are going to offer slots at the beginning of 2021 in which you will be able to chat with the programme team – they will be able to answer any questions you might have and help you decide if this is for you. We will publish these dates on the Local Trust website following the taster sessions in January.

Ask a question

Finally, we are available to answer questions over email. If you have a question let us know on leadershipacademy@koreo.co and we'll get back to you as soon as we can!

HOW DO I APPLY OR NOMINATE?

The Community Leadership Academy is currently open for expressions of interest to join the programme in May 2021. There are two routes for expressing interest in taking part; for yourself, or to nominate someone else.

Express interest for yourself

If you know that you want to take part in the Community Leadership Academy or are part of a group from a partnership that wants to take part together, then you can express your interest straight away. Initially, that just means filling in your details in [an online survey](#) so that we can contact you for more information. You'll be asked for your contact details, to confirm you've read this document and understand the nature of the programme, and we'll ask you a question about why you're interested in taking part. The process is exactly the same if you're expressing interest as an individual or a group. The survey will need to be completed before **1pm on Friday 26 February**.

Nominate someone

We understand that some people who are active in their Big Local area might not think this is for them. Our experience so far is that this is often to do with confidence. We have also found that it can make a huge difference to some people if another person nominates them to take part. Often, the nomination in itself is a big confidence boost. If there is someone in your partnership you think might gain something from this programme, we would strongly encourage you to nominate them.

If you want to nominate someone to the programme you will need to complete [an online survey](#) sharing your details, and the details of the person you'd like to nominate. We'll then be in touch with the person you nominated to see if they would like to take forward an expression of interest.

The process is the same if you're nominating an individual or a group. The survey will need to be completed as soon as you can, but no later than **1pm on Friday 12 February** so that whoever you're nominating has time to decide whether this is for them and to express their interest.

Timeline

The timeline for applications and nominations is as follows:

- **Friday 4 December:** open to nominate someone, or apply
- **1pm on Friday 12 February:** deadline for nominating someone
- **1pm on Friday 26 February:** deadline for applying



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