

Local Trust
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Policy Intern, Commission on Neighbourhoods

October 2024



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Dear applicant,

Thank you for your interest in this post.

Local Trust is the delivery agency tasked with delivering the £285m Big Local grant programme. Big Local is a unique neighbourhood-focused initiative, which in 2012 placed £1.1m of funding directly in the hands of residents of each of 150 deprived communities in England, trusting them to make decisions over the next 15 years about how best to use that funding to improve the places in which they live. Over more than a decade, Local Trust has both helped local people realise their potential to transform their neighbourhoods, but also generated significant learning about what makes places thrive, and how to achieve change a hyper-local scale.

With Local Trust scheduled to wind up its activities in 2026-27, trustees have committed £1m of its remaining funds to support the establishment of a Commission on Neighbourhoods to build on that legacy by considering the future of policy in relation to neighbourhoods, with a particular focus on those suffering from multiple levels of disadvantage.

The Commission will be made up of an expert panel of Commissioners with a high profile Chair, supported by a strong Secretariat. Between autumn 2024 and the end of 2025 it will rigorously examine the role of neighbourhoods in people's lives; quantify and qualitatively explore neighbourhood effects; establish 'what works', drawing on both international and domestic evidence; and produce considered policy recommendations for government and others. In doing so, it should have particular regard to the role and relevance of neighbourhoods in achieving the policy priorities and missions of the new government.

The post holder will initially be hosted within Local Trust whilst the Commission is established, as part of a wider policy, research and communications directorate. Depending on Commissioners' decisions, the long-term host of the Commission may in due course transfer to an alternative body, possibly an academic institution or other public body.

On the following pages, you will find details of the role and the selection process to assist you in completing your application.

Best Wishes,

Local Trust

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Matt Leach
CEO, Local Trust

How to apply

To apply, you should submit:

- An up-to-date CV of 2-3 pages, which shows your full career history.
- A supporting statement, of no more than 2 pages, setting out your motivations for taking on the role, and highlighting how you meet the person specifications set out below.
- Please title your email "NEIGHBOURHOOD COMMISSION INTERN RECRUITMENT"

Please note that applications can only be considered if both a CV and supporting statement is submitted. If you are applying on the basis of a secondment, please include a statement from your employer indicating they are content to pursue this as an option.

The deadline for applications is 8 November, with interviews happening soon after.

Please send applications to recruitment@localtrust.org.uk

We are only able to offer feedback to applicants who attend interview stage.

The Commission on Neighbourhoods

The Commission will help to ensure **neighbourhoods find their place in the new government's agenda** and that policy and practice, secures the improvement of the most deprived neighbourhoods and the prospects of their residents.

The proposed Commission will:

- Draw together the evidence as to why neighbourhoods need to be prioritised
- Assemble evidence about what works from experience here and abroad (including from Big Local/Local Trust-initiated research)
- Provide a high profile base from which to continue to advocate for a policy and practice focus on neighbourhoods, including the case for community-led change
- Provide analysis, guidance and tools which support neighbourhood working

The work will have two main stages:

- Commissioning of a rapid evidence review on neighbourhood and community interventions –to be delivered by mid January 2025
- Initial policy report with headline recommendations – April/May 2025
- The second phase of the Commission's work would take place from summer 2025, and would be determined by the spending review outcome – either implementation advice for any new fund or a refocusing back onto medium term policy recommendations ahead of any 2027/8 SR process.

Budget

The Commission will have an initial operating budget of £1.1m, fully funded by Local Trust and available as needed.

This funding will cover the cost of employing and supporting Commissioners, Chair, the Commission Secretariat, together with a small commissioning budget.

In addition to that commissioning budget, the Commission will benefit from the outputs of a range of independent research into neighbourhood policy and practice that is due to report during 2025.

The Commission on Neighbourhoods

Dependent on decisions of Commissioners, the Secretariat may lead engagement with other funders to secure additional funds to support additional research, or activities in support of the Commission's workplan.

Job description

Role title	Policy Intern
Accountable to	Head of Research and Analysis
Basis	6 to 12 month contracts
Salary	LLW/£24,684

Main job role – Launched in September 2024, and chaired by Baroness Armstrong of Hill Top, the Independent Commission on Neighbourhoods will review the current state of neighbourhoods across England, reporting to Ministers in December 2025. In developing its recommendations, it will rigorously examine the role of neighbourhoods in people’s lives, quantifying and qualitatively exploring the case for neighbourhood-focused policy as a contribution to achieving wider social and economic objectives. The Commission will also establish ‘what works’ by drawing on both international and domestic evidence.

The Commission is looking to recruit 1-2 high quality policy analysts and 1-2 policy interns to support its work. Starting as soon as possible, working to the Head of Secretariat and Head of Policy Analysis, they will be expected quickly to:

Job description (key duties)

1. Develop an understanding of the research relevant to the work of the Commission
2. Support the Commission Chair and Commissioners in defining scope and structure of the Commission inquiry process
3. Develop strong relationships with key organisations contributing research, evidence and experience to the Commission, including government departments
4. Provide support to the Research and other Research Advisory Groups
5. Support the commissioning and management of research to address the evidence requirements of the Commission
6. Undertake defined research projects where necessary
7. Prepare briefing notes, papers and accessible research summaries for Commission meetings and meetings of the research advisory group and other advisory groups
8. Provide support on the coordination and context evidence sessions, the briefing of speakers and summaries of oral evidence
9. Summarise written evidence to draw out key inquiry themes
10. Assisting with the drafting of the evidence report and interim and final reports

Person specification

Essential

1. Educated to degree level or equivalent
2. Excellent writing skills

Job description

3. Excellent verbal communication skills
4. Strong analytical skills

Desirable

1. Higher qualification in a relevant subject

Job description

Local Trust terms and conditions

Salary

- Annual salary for the role is depending on skills and experience. Other staff benefits include excellent development opportunities, time off for volunteering (two days per annum), interest-free travel season ticket loan.

Pensions

- There is a salary exchange pension plan, with an employer contribution of 10%.

Hours

- The full-time hours of work for this post are 36 hours based around usual business hours. However, given the work of the organisation and the nature of the post, some flexibility will be necessary, including occasional evenings and weekend work. Some travel within England will be required.

Holidays

- 25 days' annual leave plus public holidays. Three additional days are also given for office closure between Christmas and New Year.

Probation

- This is an 18 months fixed-term post subject to the successful completion of a 2-month probationary period. During this time your performance will be reviewed. At the end of the period, you will either be confirmed in post, the probationary period extended or in the case of unsatisfactory performance your employment will be terminated.

Notice

- During the probationary period, notice is two weeks on either side. After satisfactory completion of the probationary period, this will be extended to 2 months' notice on either side.

Location of post

- This post is, initially, based at Local Trust's offices at Borough, London and we are moving offices to near Bermondsey Street in November 2024.
- We are currently operating a hybrid working policy where office-based staff work from the office at least 2 days per week. Depending on decisions of Commissioners, it is possible an alternative organisational host may be identified as part of the early work of the Commission.