**Citizenship and Integration Initiative**

**ACTIVE CITIZENS SECONDMENT**

**Invitation to apply for funding**

**February 2019**

**Summary**

The [Citizenship and Integration Initiative](https://www.trustforlondon.org.uk/issues/society/citizenship-integration-initiative/) (CII) brings together funding from independent foundations to work with the Mayor of London to advance shared goals on social integration. The CII partners believe that the best way to achieve meaningful change towards these goals is for civil society organisations and the public sector to collaborate, drawing on the strengths and resources of all.

The model of change being pursued by CII is two-fold: firstly, to fund secondments from civil society organisations into the [Mayor’s Social Integration Team](https://www.london.gov.uk/what-we-do/communities/mayors-new-citizenship-initiative); and secondly, to support community-based activities that will connect to and build on the GLA’s social integration programmes.

**Invitation to apply for funding: Supporting Londoners to be active citizens**

We are seeking applications from suitable organisations willing to second a member of staff into the GLA’s Integration Team for one year. This post will take forward findings from the Citizenship Ceremony pilot projects and other GLA research on active citizenship. This may include identifying other key intervention points to increase active citizenship. This post will also focus on how we can embed learning from both the citizenship ceremony and voter registration drive into new and existing GLA programmes to increase civic participation.

This document provides:

* a briefing on the Citizenship and Integration Initiative and what has been achieved
* a summary of the focus and priorities for 2019-20 under each of the shared goals
* how the secondment works, and a role specification for the seconded role
* details on how to apply and what happens next

To apply, please **complete the application form and attach a CV** for the staff member you are proposing to second, together with a supporting statement.

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| **Key Dates**  5pm on Wednesday 13th March 2019: Deadline for submission of bids  20th – 27th March 2019: Assessment meetings with shortlisted organisations  w/c 8th April 2019: Trust for London makes funding decisions  May 2019: Secondment into Mayor’s Social Integration team commences |

1. **Context**

London is a diverse city with a rapidly growing and changing population and significant population turnover. This presents both tremendous opportunities in terms of delivering citizenship and integration in London. These issues are a priority for a range of independent funders and also for the Mayor of London. The Mayor has set out his ambitions in his social integration strategy, All of Us. This states:

*“Social integration is about how we all live together. It is about shaping a city in which people have more opportunities to connect with each other positively and meaningfully. It means supporting Londoners to play an active part in their communities and the decisions that affect them. It involves reducing barriers and inequalities, so that Londoners can relate to each other as equals”.*

To find out more, please see the [Mayor’s Social Integration Strategy](https://www.london.gov.uk/what-we-do/communities/all-us-mayors-strategy-social-integration).

1. **ABOUT the CITIZENSHIP AND INTEGRATION initiative**

**Shared Goals**

The Citizenship and Integration Initiative (CII) brings together funding from independent foundations to work closely with the Mayor of London to advance shared goals on social integration. These shared goals reflect those set out in the Mayor’s Strategy for Social Integration and are:

1. Supporting Londoners to be active citizens
2. Tackling barriers and inequalities
3. Promoting shared experiences

The CII partners believe that the best way to achieve meaningful change towards these goals is for civil society organisations and the public sector to collaborate, drawing on the strengths and resources of all.

**GLA Social Integration**

The Mayor of London has created a new post, Deputy Mayor for Social Integration, Social Mobility and Community Engagement, and invested significant resources into a new Social Integration Team (part of the Communities and Social Policy Directorate).

**The pooled fund**

Independent Trusts and Foundations have developed a pooled fund, which aims to raise and distribute £1m during this Mayoral term. These are the Trust for London, Unbound Philanthropy, the Paul Hamlyn Foundation, Pears Foundation and the City Bridge Trust. The fund is independent of the Mayor of London and the Greater London Authority but complements the Mayor’s work on social integration and with shared goals and objectives. The CII fund is housed within Trust for London, and governance and regulatory oversight lies with the Trust.

**Collaborative approach**

* the pooled independent fund supports secondments from civil society organisations into the GLA’s Social Integration team
* the GLA draws on the expertise and experience of the secondees to develop its strategy and practical work on social integration
* the pooled fund and GLA commit resources to projects that go beyond what one partner would be able to achieve alone.

**Action to date**

To date, secondees from five civil society organisations (Migrants Organise, New Europeans, Citizens UK, Coram Children’s Legal Centre and Just for Kids Law) have worked in the Social Integration Team. The secondees have a crucial role working alongside GLA staff to achieve the shared objectives of the Citizenship and Integration initiative. The secondees have supported the development of the GLA’s Social Integration Strategy alongside developing a range of project ideas, both policy and practical, that progress our shared goals. Achievements have included:

* ***Citizenship Ceremonies***: a pilot into which interventions in citizenship ceremonies work best in terms of increasing civic engagement (voter registration, volunteering and giving blood) has concluded. There was good engagement from both Local Authorities and local civil society organisations in this pilot, and recommendations for good practice will be launched in early 2019 at a high-profile Mayoral Citizenship Ceremony.
* ***Political Literacy:*** political literacy resources for 16-18yr olds have been commissioned and will become part of the London Curriculum. Secondees will embed the resource into school induction packs and are developing voter registration initiatives during 2019.
* ***Young Londoners with insecure status***: an event for the Deputy Mayor and young people with insecure status included a film message from the Mayor, and resources to raise awareness among young people were launched (on the GLA website [here](https://www.london.gov.uk/what-we-do/communities/migrants-and-refugees/guidance-young-londoners-citizenship-residence)). Guidance for professionals working with young people with insecure status is being disseminated through London Councils and the GLA Education Team to hundreds of schools. Research has been commissioned from ICRD at Wolverhampton University on the numbers of young people in London affected, along with message testing from Britain Thinks. Secondees are shaping GLA investment into specialist immigration advice services. You can view an infographic on the impact of this workstream [here](https://www.trustforlondon.org.uk/issues/society/citizenship-integration-initiative/).
* ***EU Londoners*:**  Secondees are working with the team developing the GLA’s hub for European Londoners, which will be launched in March. The Mayor’s London is Open campaign this year focuses on Europeans in London. The 3 Million and Here For Good have been commissioned to undertake mapping, and a micro-grants programme has been established for groups supporting marginalised Europeans.
* ***Welcome and belonging***: research was commissioned on London identity and secondees have been using these findings to inform thinking on how we welcome new comers to London.

**Learning**

The CII has appointed a Learning Partner, Renaisi, who are working alongside the partners to understand the model and the impact of working in this way. This learning is shared with other cities in the UK and beyond. You can read the Year 1 report on learning [here](https://www.trustforlondon.org.uk/issues/society/citizenship-integration-initiative/).

1. **FOCUS FOR 2019-20**

The CII and GLA Social Integration Team have agreed priorities for the coming year as set out below:

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| **SHARED GOALS** | **Focus for 2019/20** | **Priority activities** |
| **Supporting Londoners to be active citizens** | Encouraging active citizenship and increasing voter registration | Work to increase voter registration in Spring, building on the political literacy resources.  Drawing from research commissioned across the GLA and the Citizenship Ceremony pilots, secondees will pull together insights on key intervention points to increase active citizenship across London.  There will be a focus on how the GLA can embed learning from other existing GLA projects, citizenship ceremony research and voter registration drive into new projects and existing GLA programmes to increase civic participation. |
| **Tackling barriers and inequalities** | Securing status – supporting young Londoners and European Londoners to secure their legal rights | Continue work on Young Londoners with insecure status. Focus on ensuring young people access our online resources, informing a wider programme of work to increase access to legal advice, and organising young Londoners with insecure status to inform the work of the Mayor.  Continue work on EU Londoners, maintaining the EU Hub, engaging with European Londoners on EU settlement scheme, increasing access to legal advice and developing a ‘Settled Status ceremony’. |
| **Promoting shared experiences** | Creating a more hospitable environment | Develop thinking on creating a hospitable environment in London, focusing on research and guidance as to how frontline professionals can be welcoming within the confines of the law, with a particular focus on ensuring unnecessary barriers are not in place to exclude Londoners from the services they are entitled to (e.g. primary care).  Building on work mapping welcome organisations and strengthening their work. |

1. **ABOUT THE SECONDMENT**

This call for proposals seeks a secondment from a civil society organisation to join the Mayor’s Social Integration Team from May 2019 to lead on the following area of work:

**Supporting Londoners to be active citizens:** This post will take forward findings from the Citizenship Ceremony pilot projects and other GLA research on active citizenship. This may include identifying other key intervention points to increase active citizenship. This post will also focus on how we can embed learning from both the citizenship ceremony and voter registration drive into new and existing GLA programmes to increase civic participation.

This is an exciting opportunity for the right person from your organisation to contribute to developing and delivering high profile GLA initiatives, whilst developing their own skills, knowledge and networks.

*“The main thing I have gained personally is having varied professional experience and gain an insight into statutory sector which I’ve never worked in before”.*

***Secondee***

There are also benefits for the seconding organisation.

*“We have gained very interesting insights into the different kinds of partnership working, that’s been useful. And clarity as to where there are opportunities for working together for the GLA and where there clearly aren’t”*

***Seconding Organisation***

 The secondee job title is **Citizenship and Integration Project Adviser**.

The secondee will work at the equivalent of the GLA’s Grade 7. A role description and details of the competencies required for this Grade are included at **Appendix A.**

The potential secondee that you put forward will need to demonstrate knowledge of the work and the ability to perform at the level required, based on the person specification set out in the job description and the scope of work planned for the year.

The salary level for a Grade 7 employee at the GLA is £39,501 to £43,602. We recognise that there is a pay differential between the public sector and civil society organisations, so do not expect that the potential secondee will already be paid at this level. The CII will offer a temporary salary enhancement to take the secondee’s salary into the range of a Grade 7 role at the GLA for the duration of the secondment. This enhanced payment recognises the additional responsibility the secondee is taking on within the GLA social integration team.

The secondments are for a period of one year, with possibility to extend for a second year. We are willing to consider both full time and part time secondments, with a minimum of three days per week. We will also ask you during the application process when the secondment can commence.

**Trust for London is actively seeking to build a diverse team of secondees and welcomes applications from under-represented groups particularly those who are migrants and/or Black, Asian or from an ethnic minority background.**

1. **HOW TO APPLY**

**SUBMITTING YOUR PROPOSAL FOR FUNDING**

Organisations submitting a proposal will need to complete the Application Form at **Appendix B** and submit this to [applications@trustforlondon.org.uk](mailto:applications@trustforlondon.org.uk) along with the CV of the staff member you are proposing to second **by 5pm on Friday 13h March 2019**

**BUDGET**

Trust for London will offer a grant to the successful seconding organisation which will cover:

* the secondees current salary plus a temporary salary enhancement for the duration of the secondment;
* £1,000 towards the costs of recruiting cover to backfill the role in the seconding organisation during the secondment;
* A management fee for the organisation of £5000.

**Assessment and decision making**

Proposals will be reviewed by Trust for London and GLA officers, who will make an assessment visit to each shortlisted applicant **in the week commencing 20th – 27th March 2019** at which we will need to meet with a senior staff member and the staff member that you are proposing to second.

Applications will be assessed against the following criteria:

* Track record of the organisation and relevant expertise and understanding of the area of work;
* Skills and experience of identified staff member, and how this individual will add value to the Mayor’s Social Integration Team;
* Ability of organisation to second staff member for required time / capacity to backfill appropriately;
* Approach of organisation to positive collaboration and managing potential conflicts of interest as a result of the secondment.

**The final decision rests with the Trust for London Grants Committee.**

Note that organisations who are successful in securing funding from the CII pooled fund will NOT be disqualified from receiving other funds from any of the contributing independent funders OR from bidding for other work tendered by the Greater London Authority.

**Finalising secondments**

Once funding decisions have been made, a number of things will need to happen before the secondment can begin:

* A funding agreement with the Trust for London will be put in place
* Secondees will undergo normal GLA HR screening processes
* A contract put in place between the seconding organisation and the GLA
* Seconding organisations make practical arrangements to release the secondee
* A face to face meeting between secondee and the relevant line manager at the GLA and/or the Social Integration Manager to agree the role, responsibilities and work programme priorities
* A face to face meeting between the secondee’s originating manager and the relevant line manager at the GLA and/or the Social Integration Manager to agree processes for management.

During their secondment to the GLA, the secondee will be directed by and accountable to the relevant GLA Manager for their work.

Seconded staff will retain the terms and conditions of their originating employer.

The secondment agreement with the GLA will set out how to deal with potential conflicts of interest generated by the secondment, for example, should the originating organisation also be funded by the GLA Social Integration Team.

**Monitoring and reporting**

Funded organisations will be required to complete evaluation reports for the Trust for London as set out in the conditions of grant agreement and reported to the TFL Board/Grants Committee.

Summaries of outcomes and learning will be shared with the Advisory Group and with the GLA Mayoral Team.

All stakeholders in the initiative, including seconding organisations and secondees, have opportunities to contribute their thinking, experiences and learning through one to one interviews and workshops with our Learning Partner which help to shape the initiative as it continues to develop. We will be sharing summaries of learning from this model with other cities across the UK and beyond.

**For more information**

If you have any questions about this call for proposals, please contact:

Geraldine Blake, Citizenship and Integration Co-ordinator for Trust for London, [geraldineblake66@gmail.com](mailto:geraldineblake66@gmail.com)

Sioned Churchill, Director of Grants at Trust for London, [sioned@trustforlondon.org.uk](mailto:sioned@trustforlondon.org.uk)

**APPENDIX A: Greater London Authority Role Description**

**Job title: Citizenship and Integration Project Adviser**

**Grade: 7**

**Directorate: Communities and Intelligence**

**Unit: Communities and Social Policy**

**Job purpose**

1. Support delivery of a portfolio of work to promote social integration with a specific focus on the citizenship and integration programme of work.
2. Support effective joint working between the GLA, civil society, charitable funders, local authorities and other partners, providing project management support to secure delivery of agreed initiatives.
3. Develop and maintain effective approaches to stakeholder engagement and communicating information about the GLA’s citizenship and integration programme and related partnership initiatives to audiences both within and beyond the GLA.

**Principal accountabilities**

1. Contribute to the development and delivery of the Social Integration Strategy including project management of agreed areas of work, specifically within the citizenship and integration programme of work.
2. Present work to the Trust for London Citizenship and Integration Advisory Panel and provide support to the Panel as appropriate.
3. Help develop and maintain effective partnerships and networks with external bodies that support the delivery of the Mayor’s social integration and citizenship and integration programmes.
4. Engage with and support stakeholders from the public, voluntary and private sector, setting out the benefits of participating in Mayoral citizenship and integration programmes, ways of doing so and maintaining commitment and interest in each programme’s overall aims.
5. Actively facilitate social integration programme delivery and involvement of stakeholders through a variety of activities
6. Develop and maintain effective procedures for collating and updating information on social integration policies and programmes, including monitoring and reporting progress, and facilitating its use in relevant GLA strategies and programmes.
7. Identify and facilitate opportunities for closer collaboration across GLA programmes and relevant partnership initiatives.
8. Actively support and contribute to provision of timely policy advice and briefings to GLA colleagues, including the Mayor’s Office and responses to correspondence and queries.
9. Actively support the mainstreaming of social integration considerations through the GLA Group’s core business
10. Help to facilitate clear and effective communication of the Mayor’s social integration priorities and programmes, including through liaising with the GLA press/PR team and supporting the GLA’s social media and website activity.

**Key Relationships**

Accountable to: Social Integration Manager or relevant manager in the Social Integration team

Accountable for: Resources allocated to the job

Principal contacts Communities and Social Policy Unit, Mayor’s Office (including Deputy Mayors/Mayoral Advisors) and senior GLA colleagues, London Councils and local authorities, civil society, charitable funders

**Person specification**

**Technical requirements/experience/qualifications**

1. Experience of working within a partnership environment, including public sector agencies, voluntary and community groups and the private sector
2. Understanding of social integration issues affecting Londoners.
3. Project management skills and experience, and ability to ensure initiatives are delivered to agreed targets and timescales
4. Experience of planning and organising a variety of partnership development, engagement and communications activities involving civil society, diverse communities and a wide range of stakeholders at all levels
5. Understanding of, and a commitment to, equality of opportunity and serving London's diverse communities, and the ability to apply this in a health development and communications role.

**Behavioural competencies**

**Building & Managing Relationships**

… is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 2 indicators of effective performance

* Develops new professional relationships
* Understands the needs of others, the constraints they face and the levers to their engagement
* Understands differences, anticipates areas of conflict and takes action
* Fosters an environment where others feel respected
* Identifies opportunities for joint working to minimise duplication and deliver shared goals

**Strategic thinking**

…is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 2 indicators of effective performance

* Works with a view to the future, prioritising own and others’ work in line with GLA objectives
* Briefs and prepares team to accomplish goals and objectives
* Communicates the GLA’s strategic priorities in a compelling and convincing manner, encouraging buy-in
* Balances own team’s needs with wider organisational needs
* Identifies synergies between team priorities and other relevant external agendas

**Planning and organising**

… is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 2 indicators of effective performance

* Prioritises work in line with key team or project deliverables
* Makes contingency plans to account for changing work priorities, deadlines and milestones
* Identifies and consults with sponsors or stakeholders in planning work
* Pays close attention to detail, ensuring team’s work is delivered to a high standard
* Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

**Problem solving**

… is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

Level 2 indicators of effective performance

* Processes and distils a variety of information to understand a problem fully
* Proposes options for solutions to presented problems
* Builds on the ideas of others to encourage creative problem solving
* Thinks laterally about own work, considering different ways to approach problems
* Seeks the opinions and experiences of others to understand different approaches to problem solving

**Research and analysis**

… is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

Level 2 indicators of effective performance

* Proactively seeks new information sources to progress research agendas and address gaps in knowledge
* Grasps limitations of or assumptions behind data sources, disregarding those that lack quality
* Analyses and integrates qualitative and quantitative data to find new insights
* Translates research outcomes into concise, meaningful reports
* Identifies relevant and practical research questions for the future

**Responding to pressure and change**

… is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 2 indicators of effective performance

* Maintains a focus on key priorities and deliverables, staying resilient in the face of pressure
* Anticipates and adapts flexibly to changing requirements
* Uses challenges as an opportunity to learn and improve
* Participates fully and encourages others to engage in change initiatives
* Manages team’s well-being, supporting them to cope with pressure and change