

**GREATER LONDON  
VOLUNTEERING**

Hub for London

Chief Executive

Candidate Information Pack



## Contents

|                                       |    |
|---------------------------------------|----|
| Welcome letter from the Chair.....    | 3  |
| Background Information.....           | 4  |
| Organisational Structure / Chart..... | 5  |
| Governance.....                       | 5  |
| Background reading.....               | 6  |
| The Chief Executive Role.....         | 7  |
| Core Purpose.....                     | 8  |
| Person Specification.....             | 11 |
| How to apply.....                     | 13 |
| Recruitment Timetable.....            | 13 |

## Welcome letter from the Chair

On behalf of the board of trustees, thank you for your interest in joining the hub for London under the remit of Greater London Volunteering (GLV). These are incredibly exciting times for London as we progress with the establishment of an infrastructure hub for London's diverse communities and networks that make up civil society in the capital.

This CEO role comes at a pivotal time in our journey and plan. We've worked hard over recent years to build strong, trusted and fruitful relationships across the capital. Our agile and responsive approach to addressing voluntary, statutory and business sector opportunities has always had collaboration at its foundation; the hub will have a broad remit, so wherever you come from, the important thing is you understand the support that London's civil society needs, we welcome cross-sector applications.

We have strong, trusted and productive links with London's voluntary and community sector, charitable funders, the GLA, London Councils and specialist infrastructure groups. In this role, you'll be responsible for growing these strategic relationships, as well as recruiting a new team to bring benefit to London.

Why join us? In short, this is your opportunity to help set up, develop and lead something special for the Capital. If you're networked, strategic in your thinking but collaborative and pragmatic in your approach, then we'd love to hear from you.

Our ideal is someone who can work with us to practically deliver our strategy, recognise and nurture relationships, work and respond creatively, whilst keeping an eye on the horizon. We've built the strong foundations for you; our CEO opportunity is your chance to add something special and help us realise our vision...



**Cameron Fitzwilliam-Grey**

Chair Greater London Volunteering

## Background Information

Greater London Volunteering has been awarded funding to set up a new infrastructure support organisation for London’s civil society – currently referred to as the new hub for London (interim title). The new organisation will offer a range of support for civil society, including both charities, social action groups, community organisations among others. The Hub for London is a joining up of functions across London Voluntary Sector Service Council [LVSC](#) (now in administration) and Greater London Volunteering ([GLV](#)). It will operate under the revised charitable objectives for GLV which have been agreed by the Charity Commission and accepted by GLV’s membership at an EGM. A considerable amount of work has been underway to create a new organisation that will fully meet the needs of civil society for the region moving forward. The hub aims to offer three key functions:

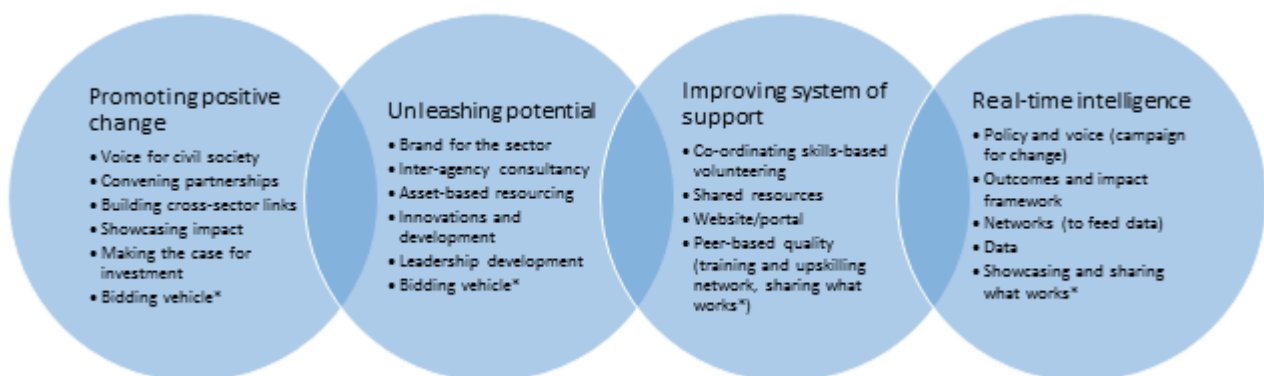
1. Information – data and intelligence on civil society across London
2. Networking – supporting civil society engagement and collaboration
3. Voice and Influence – increasing the influence and representation of civil society in policy and regional planning

It is important to note that this is only a working title for the organisation and we are currently developing a communications narrative and branding/website for the new organisation.

There is currently a cross-sector advisory group in place for the hub and this group have been meeting monthly to review the structure and functions of the organisation, develop a communications narrative and explore the interface with regional, specialist and local civil society groups and networks.

This [paper](#) gives an overview of how the hub will operate and also its key functions. The hub for London will be under the governance structures of GLV and new draft charitable objectives have been submitted to the charities commission for adoption by GLV in the future.

The hub functions have been identified as the following:



More details on the hub and the advisory group can be viewed [here](#).

## Principles

The work of the hub will take forward the recommendations by the Equalities sub group and this role will need to ensure that:

1. The hub will co-produce its work with stakeholders including actively supporting the involvement of excluded / discriminated communities and organisations ‘Nothing about us, without us’
2. The hub commits to ensure all involvement and representation in its work reflects London's diverse communities including excluded / discriminated against communities
3. The work of the hub is accessible and inclusive and enables excluded / discriminated against communities and organisations to actively take part effectively
4. The hub and its work is needs led, reflecting the priorities of diverse communities and championing the value that those communities bring to London.

## Organisational Structure / Chart

The hub will have a small team in place and recruitment is planned to take place in February 2018 for the Chief Executive and March/April for the rest of the team. We aim to ensure that the new Chief Executive can take part in the second stage of the recruitment process to help shape and influence the selection of the new team. The structure for the hub is as follows:

|                          |                                 |                           |
|--------------------------|---------------------------------|---------------------------|
| <b>Chief Executive</b>   |                                 |                           |
| <b>Programme Manager</b> |                                 |                           |
| <b>Networks Partner</b>  | <b>Intelligence Coordinator</b> | <b>Operations Officer</b> |

## Governance

This work is currently supported under the remit of GLV, who have adopted a revised set of charitable objectives. GLV are undertaking a review of their existing governance arrangements and this will include the recruitment of new trustees and revised membership arrangements.

## Background reading

For further information about the work underway on both the hub for London and the wider work on the Way Ahead please visit these links:

- a. The Way Ahead – the hub is part of the wider work in place across London to look at developing effective systems to support civil society. This programme is called the Way Ahead and further details can be obtained via the [website](#) and by downloading the full [report](#)
- b. The Way Ahead and Establishing a London Hub – a [report](#) commissioned by LVSC and partners on the focus for the hub
- c. City Bridge Trust – the hub has received funding from City Bridge Trust for the press announcement on this funding, please click [here](#)
- d. The hub overview – this [paper](#) gives an outline of the proposed structure and form for the new organisation
- e. Background Information on Infrastructure - the Rocket Science report on the funding of infrastructure gives an overview of the current picture across London, and the impact of austerity on infrastructure. Please click this [here](#)
- f. Local Infrastructure - A [report](#) by the CVS Directors on the Way Ahead and the interface with local infrastructure and the hub
- g. Equalities principles and the Way Ahead – click [here](#) for a set of equalities principles to be embedded in the implementation of the Way Ahead

## The Chief Executive Role

This is an exciting and high-profile role that builds on a wider programme of work in place across London looking at Civil Society called The Way Ahead. The role will have close ties with London Councils, the GLA, London Funders and others and it aims to champion the role of civil society as part of the vital infrastructure for the region.

Early work on defining a communications narrative for the hub has highlighted the need for it to create a space where civil society is promoted as a confident, ambitious and equal partner. This will be achieved by:

- Actively learning and collaborating together
- Advocating more strongly together
- Designing for systems needed by civil society in the future
- Being reflective and responsive to the needs of civil society
- Meeting the complexity of what's happening across London and articulating this collectively
- Linking and supporting all levels of civil society

The Chief Executive will need to actively promote and advocate the value of civil society and be inclusive of all of London's communities.

|                        |  |
|------------------------|--|
| <b>Purpose:</b>        | To provide the overall leadership and management of hub for London in line with the strategic plan and to promote the profile and the interests of Hub for London and its impact on civil society. |
| <b>Responsible to:</b> | Board of Trustees  |
| <b>Direct reports:</b> | Programme Manager<br>Networks Partner<br>Intelligence Coordinator<br>Organisational Support Officer  |
| <b>Location:</b>       | Based in central London, location to be confirmed. Some travel will be required, as will occasional evening and weekend work   |
| <b>Remuneration:</b>   | c£60,000 per annum, 2-year fixed term contract   |

## Core Purpose

### Principal Responsibilities and Accountabilities

#### Sector Leadership

1. To work strategically to horizon scan around trends and issues affecting London's civil society
2. To be able to spot emerging issues and create calls to actions with other partners on key areas, bringing together relevant leads to create collaborations
3. To work in partnership with key stakeholders to develop sector led thought leadership
4. To assess the impact of the work taking place across London and the role of the hub as a catalyst for action

#### Voice and Influence

5. To build relationships with key regional and local organisations and ensure that the voices of civil society are represented across their structures and strategy
6. To proactively gather the voices and opinions from across the sector and feed this into regional and national policy
7. To influence regional and national policy around civil society and profile the role it plays in supporting outcomes for communities
8. Promote the work of infrastructure support for civil society and showcase best practice to make the case for investment

#### Strategy and Planning

9. To develop and promote the organisation amongst stakeholders and members of the community, including identifying the needs of members and promoting events and opportunities
10. To expand and promote the work of hub for London with external stakeholders, including identifying and maximising new opportunities and promoting hub for London through networking and forging strong links within the private, public and third sectors.
11. To assist the Board with achieving the strategic aims of the organisation by horizon scanning and developing the organisation's strategic and operational plans.
12. To be accountable to the Trustee Board for the effective delivery of the strategic plan through leadership of the staff and partnership working



#### Governance and Trustee Board

13. To diligently service the Trustee Board, ensuring timely reporting of progress against the strategic and operational plans, changes / developments in the wider volunteer environment, and management of governance and risk.
14. To maintain the Risk Register
15. To ensure timely compliance with all legal and regulatory requirements

#### Finance

16. To ensure that effective financial controls and reporting processes are developed and maintained, alerting the Trustees to any issues that may require remedial action
17. To ensure the prudent setting and management of budgets for Board approval
18. Where appropriate to take the lead in negotiations over funding and oversee the management and the appropriate use of that funding

#### Staff Management, Training and Development

19. To have responsibility for the recruitment, performance and wellbeing of all staff members, and hub for London volunteers
20. To provide leadership to the team, ensuring the strategic and operational plans are promoted and communicated to team members, and that staff members are at all times focused towards achievement of the organisation's key priorities
21. To actively promote equality and diversity in all activities
22. To work effectively with professional advisers to ensure managers and Trustees can make decisions on a timely basis with adequate and relevant information

#### Management and Development of Services

23. To develop effective relationships with key external stakeholders through networking and partnership working
24. To seek, campaign for (including the preparation and delivery of successful tendering) and secure grant funding
25. To actively promote equality and diversity in all activities

### General duties and responsibilities as an employee

26. To work as part of a team and contribute to the overall aims and objectives of the organisation
27. To be an advocate for the organisation
28. Attend staff meetings and training as required
29. All staff are required to operate in accordance with the organisation's values, policies and procedures, including but not limited to, Health and Safety, and Data Protection

### Principal working relationships

- The Board of Trustees
- Hub for London staff team
- Funders
- External stakeholders including national and regional networks; partnership organisations; and others

The above list of duties and responsibilities is not exhaustive, and you may be required to undertake other responsibilities and training as requested and as appropriate to your role level.

## Person Specification

| Requirements                  | Essential  | Desirable   |
|-------------------------------|--|---|
| <b>Educational attainment</b> | <ul style="list-style-type: none"> <li>• Degree level or equivalent</li> </ul>   | <ul style="list-style-type: none"> <li>• A formal management qualification</li> </ul>   |
| <b>Knowledge required</b>     | <ul style="list-style-type: none"> <li>• An understanding of and application of strategic management, including the management of business risk</li> <li>• Understanding of equality and diversity in the workplace</li> <li>• Understanding of charity regulation and governance</li> <li>• Understanding of the role of Civil Society and its contribution to improving outcomes for communities</li> </ul>  | <ul style="list-style-type: none"> <li>• Developing and delivering a charitable fundraising strategy</li> <li>• Knowledge of infrastructure in London</li> </ul>  |
| <b>Experience required</b>    | <ul style="list-style-type: none"> <li>• Experience of working as a strategic leader.</li> <li>• Successfully managing change within an organisation</li> <li>• Senior operational management experience.</li> <li>• Track record in achieving business growth and diversification</li> <li>• Experience of financial and budget management</li> <li>• An understanding of employment legislation</li> <li>• A proven track record of developing and delivering a successful fundraising strategy</li> <li>• Experience of effective communication</li> <li>• Experience influencing strategic outcomes within multi-agency partnership working groups.</li> </ul> | <ul style="list-style-type: none"> <li>• Previous experience of being a CEO</li> <li>• Reporting to a board</li> <li>• Experience of effective communication with the radio and press</li> <li>• Managing multiple funding streams</li> </ul> |

|   |  |  |
|---|--|--|
| <p><b>Skills and aptitudes required</b></p> | <ul style="list-style-type: none"> <li>• Innovation and entrepreneurial skills</li> <li>• Demonstrable negotiation skills</li> <li>• Strong management skills</li> <li>• Excellent written / verbal communication skills</li> <li>• A commitment to addressing inequality and promoting inclusion.</li> <li>• Able to confidently deliver presentations to a range of audiences</li> <li>• Excellent numerical / financial management skills</li> <li>• Strong problem-solving abilities</li> <li>• Effective networking and influencing skills, the ability to establish and maintain productive working relationships</li> </ul> |  |
| <p><b>Personal qualities required</b></p>   | <ul style="list-style-type: none"> <li>• Personal resilience</li> <li>• Able to motivate and inspire others</li> </ul>   |  |

## How to apply

For an informal and confidential discussion regarding this role, please contact our retained advisers at TPP.

TPP Recruitment is a specialist, highly respected and well-established UK-wide consultancy. Our areas of expertise enable us to provide dedicated support to organisations across non-profit and public-sector organisations.

Lead consultant: **Rob Hayter** 020 7198 6060 / 07827 239675  
 Supporting consultant: **Brigitte Stundner** 020 7198 6060

To apply, please send your CV and supporting statement in **Word** format to: [apply@tpp.co.uk](mailto:apply@tpp.co.uk) quoting “**Hub for London**” in the subject line.

## Recruitment Timetable

| Activity      | Date                                  |
|---------------|---------------------------------------|
| Closing date  | 5pm Wednesday 4 <sup>th</sup> April   |
| Shortlisting  | Friday 13 <sup>th</sup> April 2018    |
| Interview day | Wednesday 18 <sup>th</sup> April 2018 |

Appointments will be made subject to satisfactory references and a declaration of any interests you hold.

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