

A night-time photograph of the Central London skyline. The Shard is the central focus, its glass facade reflecting city lights. To its left is a tall, dark building with a grid of lit windows. To its right is another tall building with a grid of lit windows. The background shows other city buildings and a clear night sky. The image is framed by a white diagonal shape in the top right corner and a teal diagonal shape in the bottom left corner.

Central London Forward



Director



Starfish

Role Description

Job Title	Director of Central London Forward
Department	Innovation and Growth, Town Clerk's Department
Grade	£100,000 (F9 ungraded post due to external funding) Politically restricted post
Location	Guildhall, London EC2
Responsible to	CLF Board (Dotted line to Assistant Director of Economic Development of the City of London)
Responsible for	Up to 6 staff (3 direct)

Main Purpose

Reporting to a Board of senior political stakeholders, to develop further and lead CLF as a borough-led, cross-party and cross-sector alliance which promotes and makes the case for Central London and provides strategic and administrative leadership to CLF.

Tasks and Responsibilities

1. To deliver CLF and the Board's strategic objectives as set out in the Central London Forward business plan.
2. To represent the interests of CLF and the Board with external partners including engagement with Government Departments, the Mayor of London/GLA, London Councils, other London boroughs, think tanks and other research bodies, business groups and civil society.
3. To support the Board with its lobbying activities, representing CLF with credibility and ensuring its collective voice is heard by key influencers and Government.
4. Develop and implement a rolling programme of work to support the Board's aspirations on devolution and collaboration including on the economic recovery and mitigating the impacts of Covid-19.
5. Provide strategic and administrative leadership to Central London Forward including CLF finances and budget, recruitment, team management and business planning.

Role Description

Planning, Monitoring and Reporting

1. Lead the regular reviews of the business plan for the Chair and the Board in line with the strategic interests of Board Members, Chief Executives and Senior borough officers.
2. Lead the development of implementation and work plans for the CLF team and other resources to deliver the business plan, with delivery accountable to the Board.
3. Ensure effective secretariat support to the Board, Chief Executive Officer Group and other CLF working groups, including oversight and production of briefing and policy papers as appropriate.

Management

1. To lead and manage the CLF team, ensuring a culture of high performance, inclusion and responsiveness to members' needs are embedded in the work of the team.
2. To manage relationships with and input from a variety of partner local authorities, political stakeholders, other agencies and potential partners (including the private sector) who will lead areas of work, provide expertise and technical support, host meetings etc on relevant subject areas.
3. To be responsible for building and managing a high performing "staff" team and also by managing a wider network of partners and consultants contributing to programme delivery; ensuring effective implementation of any changes in focus or working methods.

Funding

1. To ensure value for money and effective management of CLF's finances and effective reporting of expenditure to the CLF Board.
2. To identify and secure sources of external funding from the public, private and not-for-profit sectors to support the delivery of the business plan as / if needed, in accordance with the wishes of the Board and Chief Executive Officers.
3. To ensure that all funding agreements are adhere to and financial risks to CLF members are minimised and mitigated.

General

1. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
2. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

About Us

The core purpose of Central London Forward (CLF) is to provide a collective voice for Central London Forward's member boroughs and their citizens.

To do so, the work we do for our membership involves:

- Economic and social research
- Lobbying key influencers and Government Departments
- Strategic policy advice and development

At present, CLF's membership have agreed that the core collective policy and lobbying concerns of the Central London boroughs centre around:

- Helping Central London residents move back into work
- Improving the skill set of Central London Residents
- Improving the supply of new homes in Central London

As well as providing strategic policy advice and playing a central lobbying role, Central London Forward is responsible for commissioning and managing programmes to support the residents of central London improve their skills and support them find to work CLF delivers a number of programmes, including an initiative to support Central Londoner's back into work (Central London Works), and a newly launched Job Entry Targeted Support programme.

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Board



Elizabeth Campbell (Chair)

Elizabeth Campbell is the Chair of Central London Forward and was elected Leader of the Royal Borough of Kensington and Chelsea in July 2017, having been elected to the Redcliffe ward in 2006 and Royal Hospital ward in 2010. Since her election as leader, Elizabeth has made it her priority to ensure RBKC acts in accordance with its new core values: putting communities first, respecting others, acting with integrity and working together.

Elizabeth previously held the cabinet post for Families and Children's services since 2012 where she was praised by Ofsted for excellent leadership. Before this, she held the cabinet post for education services and libraries. She also served as the Chair of Governors at Chelsea Academy from 2013 - 2017.



Jack Hopkins (Deputy Chair)

Cllr Jack Hopkins was confirmed as Leader of Lambeth Council on the 13th February 2019.

The Leader of the Council is responsible for setting the overall political and strategic direction for the council; acts as the lead spokesperson and manages external relations including with Government, the GLA and local and regional bodies; as well as managing the council's relations with key stakeholders, partners and investors and holding the council's Chief Executive to account.

The Leader also oversees communications and public awareness campaigns.

Cllr Hopkins first worked at Lambeth as an officer in the Strategic Partnership and Chief Executive's office in 2005.



Richard Watts

Councillor Richard Watts is Leader of Islington Council and has represented the Tollington Ward in the north of Islington since 2006.

Previously, Richard served as Executive Member for Children and Families from May 2010 and Executive Member for Finance and Performance from May 2013 until becoming Council Leader in October 2013.

Prior to being a full-time member of the Council Executive Richard ran the Children's Food Campaign, a national campaign to improve children's diets.



Ravi Govindia

Councillor Ravi Govindia is the Leader of Wandsworth Council. Ravi has served the authority as a Conservative councillor since 1982. During his local government career Ravi has specialised in the fields of planning, housing, economic development and regeneration.

Ravi's achievements include the redevelopment of Wandsworth's industrial riverside and the transformation of Nine Elms on the South Bank. This regeneration programme is underpinned with a £1bn Government guarantee for the Northern Line Extension and includes sites earmarked for the new US and Dutch Embassies.



Kieron Williams

Councillor Kieron Williams was elected Leader of Southwark Council on 16th September 2020.

Cllr Williams was elected as a Labour councillor in Camberwell Green ward in 2014. He has spent his career fighting for a better future, as a Labour activist, public health director and advisor to councils across Britain. He joined Southwark's Cabinet in 2018, taking on the jobs, skills and innovation portfolio, and has served as Cabinet Member for Housing and Modernisation since 2019.



Rachael Robathan

Councillor Rachael Robathan was appointed Leader of City of Westminster Council in January 2020.

In 2010, Cllr Robathan was elected to Westminster City Council to represent the Knightsbridge and Belgravia Ward. Before becoming Leader she has previously held the Cabinet Member portfolios for Finance, Property and Regeneration; Housing and Adults and Public Health and was Deputy Cabinet Member for both the Adult Services and Customer Services portfolios. Cllr Robathan has also sat on the Finance and Children's Policy and Scrutiny Committees and Planning Committees.



Georgia Gould

Georgia was appointed Leader of Camden Council in May 2017 and has served as a Councillor for Kentish Town Ward since 2010.

Georgia studied Politics and History at Oxford, and then graduated with a master's degree in global politics from the London School of Economics.

Georgia has a particular interest in youth politics and published a book called Wasted: How Misunderstanding Young Britain Threatens Our Future. Georgia also helped found Camden's STEAM (Science, Technology, Engineering, Arts, and Mathematics) Commission, designed to understand the future skills market and link them strongly with schools and Further Education, guaranteeing opportunities for young people.



Catherine McGuinness

Catherine McGuinness is the Chairman of the Policy and Resources Committee at the City of London Corporation, and a member of the CLF Employment and Skills Board.

Catherine is a specialist in financial law, and was for several years a partner in a City law firm advising a number of international financial institutions, headed the London legal department of a major European bank, and as a consultant in the financial sector.

On the City of London Corporation she has particular interest in arts and culture, education, open spaces. Catherine is a member of the governing body for The City Academy, Hackney, which is co-sponsored by the City and by KPMG, as well as the board of the Barbican Centre.





Damien Egan

Damien was elected as a councillor for Lewisham Central ward in 2010 and became Lewisham's Cabinet Member for Housing in 2014.

Before becoming Mayor, Damien worked for the Ethical Trading Initiative (ETI). The ETI is an NGO that protects workers in sweatshops around the world and fights modern slavery.

Damien was elected as Mayor in May 2018. He is passionate about improving the lives of Lewisham's residents. As Mayor of Lewisham he has committed to build a further 1,000 council homes, make Lewisham a borough of sanctuary for refugees and double the number of Living Wage employers in the borough.



Philip Glanville

Philip Glanville was elected Mayor of Hackney in September 2016 and re-elected in May 2018.

Philip was previously a councillor in Hoxton for ten years, and spent three years as Cabinet Member for Housing before becoming Deputy Mayor in 2016.

As Mayor, Philip has committed the Council to doubling the number of council homes built from 2018, and for Hackney to become the first borough in London to build 500 Living Rent homes - where no-one pays more than a third of their income in rent.

Employment, skills and education are also a key priority for the Mayor.



Joseph Ejiofor

Cllr Joseph Ejiofor has been the Leader of Haringey Council since May 2018.

Cllr Ejiofor was previously the Deputy Leader, and held two different Cabinet portfolios. In addition to serving 8 years as an elected representative for Haringey, he has also been elected three times as a Councillor in Newham.

Over the past 18 years, Cllr Ejiofor has worked as a manager in the public, private and the voluntary sectors; specialising in 'risk and performance management' and 'diversity and change management'. Over the past couple of years, he has worked in a number of freelance consultancy roles specialising in iBusiness development.

Cllr Ejiofor is also a member of the London Capital Credit Union, Unite and the Co-op Party.



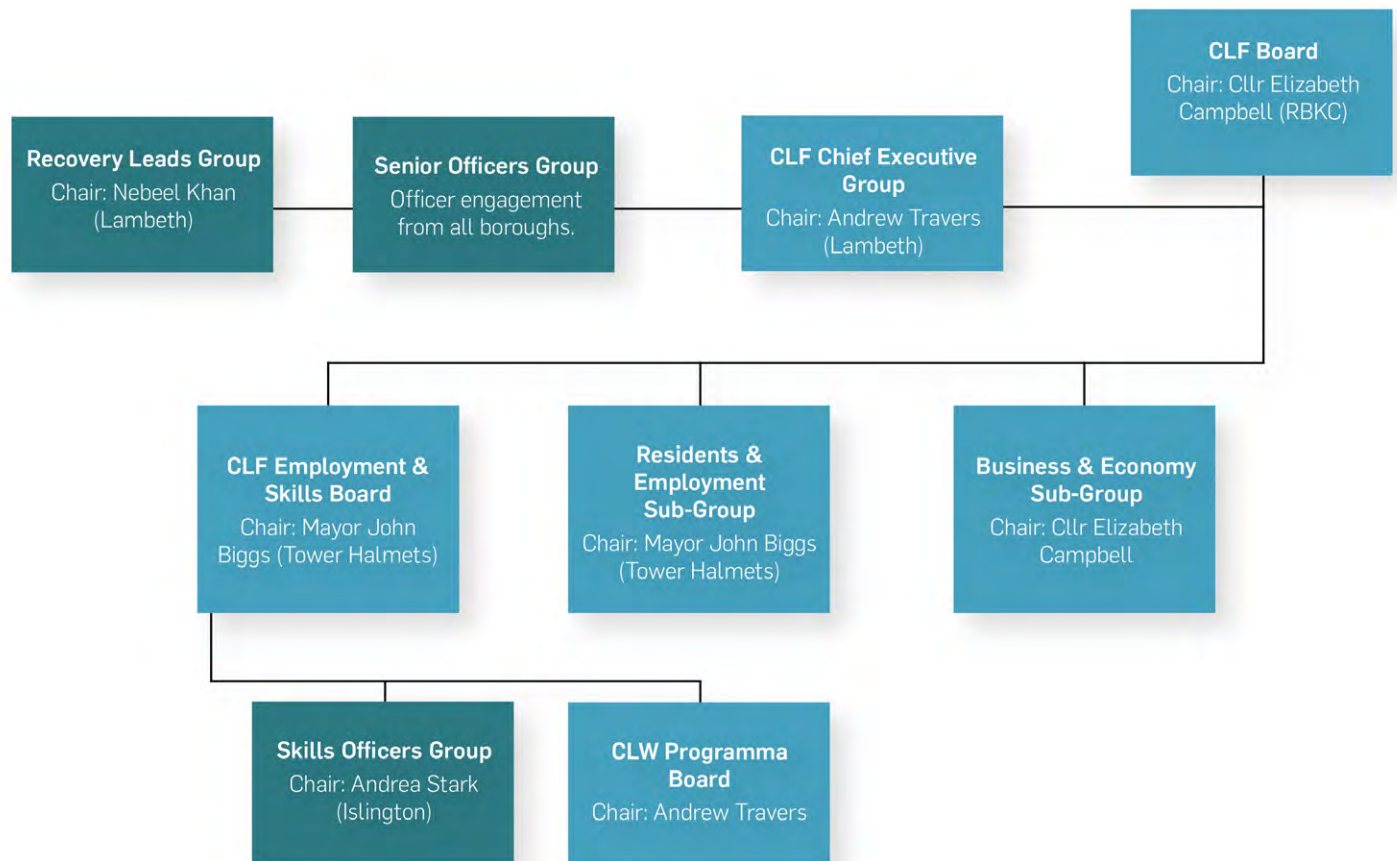
John Biggs

John Biggs was elected as the Executive Mayor of Tower Hamlets in June 2015, and re-elected in May 2018.

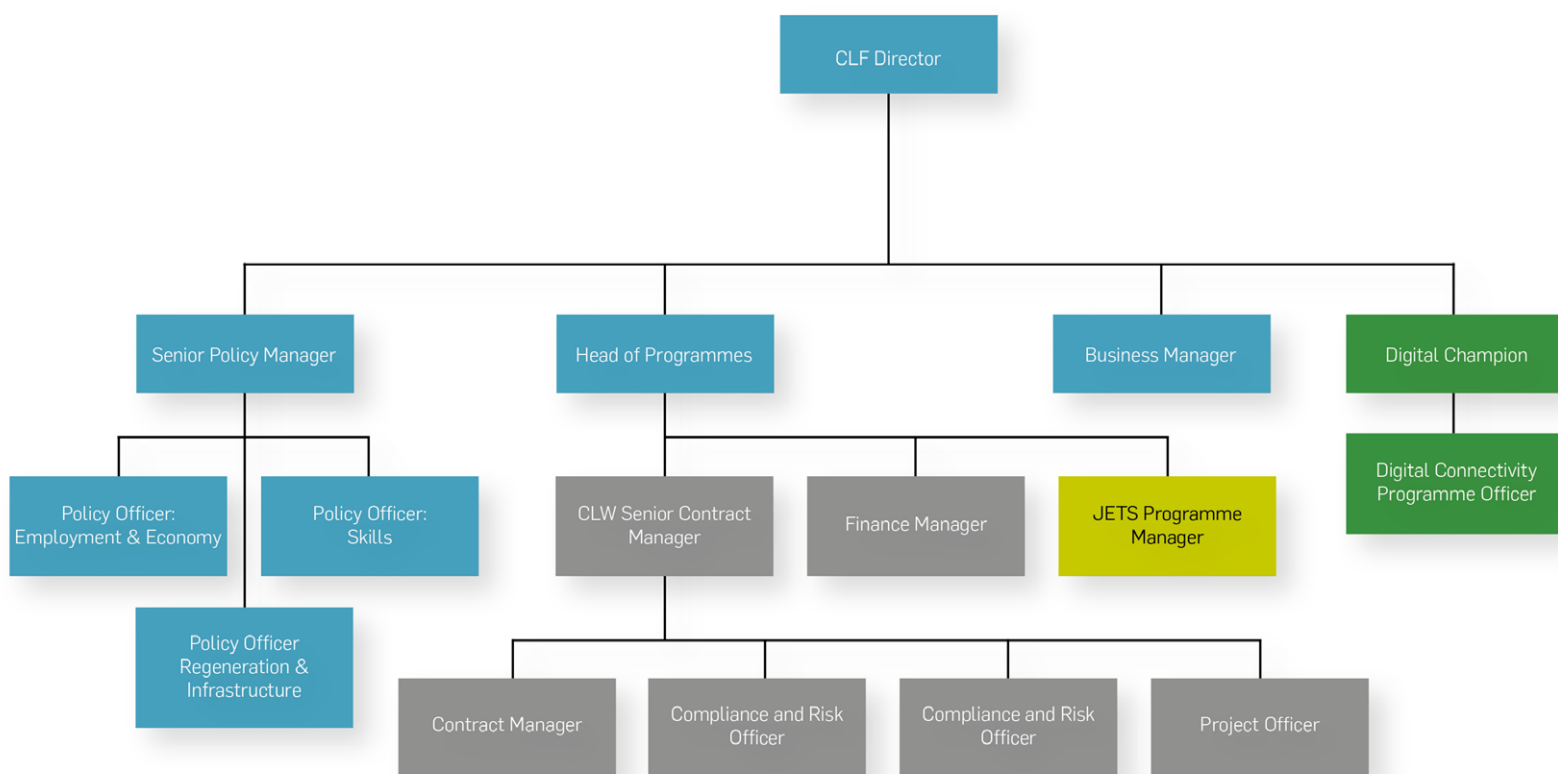
John was first elected to Tower Hamlets Council in 1988 and became Leader in 1994. In 2000 he was elected as the first Greater London Authority Assembly Member for City and East London, chairing the Assembly Budget and Performance Committee, but stood down in 2016 to concentrate on Tower Hamlets.

In his role as Mayor of Tower Hamlets John is working to improve the openness and transparency of the Council, to increase the availability of affordable housing for residents, to improve access to employment and training opportunities for local people, and to improve the physical environment of the borough.

Governance Structure



Organisation Chart



Funding source

Blue – Borough subscriptions

Green – GLA Connected London funding

Grey – Central London Works (ESF)

Yellow – DWP JETS funding

Terms of Appointment

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Two months by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff is given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.

Politically Restricted Posts

This post is politically restricted in accordance with the Local Government Officers (Political Restrictions) Regulations, 1990. The regulations impose restrictions on the public political activities of those employed in posts which are politically restricted under the Local Government and Housing Act 1989.

Equal Opportunities in Employment Policy

Introduction

The City of London Corporation values the rich diversity and creative potential people with different backgrounds, skills and abilities bring to the workplace. Our equal opportunities policy aims to treat all current and prospective employees fairly and with dignity and respect.

The City of London Corporation will not tolerate unfair treatment on the grounds of: age, disability, employment status, ethnic origin, gender, marital status, nationality, religious belief or non-belief, responsibility for dependants, sexual orientation, social background, trade union or political activity or any other reasons which cannot be shown to be justified.

In applying this policy, the City of London Corporation recognises its obligations under relevant employment and equality law and Codes of Practice. However, our policy is not just about legal compliance but goes wider. We will be proactive in promoting our commitment to equality and diversity and to being a good employer.

Implementing the policy

Promoting equal opportunities is one of our Core Values and we want our policy to be implemented.

We will

- communicate the policy to all employees
- provide appropriate training
- allocate clear responsibilities

Responsibility

The Town Clerk has overall responsibility for ensuring the implementation of the City of London Corporation's Equal Opportunities Policy. Each Chief Officer has responsibility for ensuring successful implementation of the policy within their own department. We all have a responsibility to contribute to its success by ensuring our behaviour supports the principles laid out in the policy.

The City of London Corporation will not tolerate acts breaching our policy. Any breaches will be fully investigated and may be subject to the City of London Corporation's disciplinary procedure.

Recruitment and Selection

Equal opportunity starts here.

We will

- consider candidates solely on merit, against carefully considered, justifiable job requirements
- ensure people involved in recruitment are trained appropriately
- make advertisements welcoming to all types of applicant
- avoid stereotypes that only certain groups of people are suitable for particular jobs

Career Development and Training:

Central to our equal opportunities in employment policy is that we get the best from our employees throughout their careers.

We will

- provide the support necessary to help employees realise their employment potential
- encourage employees to apply for jobs which suit their experience and skills

Terms and Conditions of Employment

Fairness in how people are rewarded is fundamental.

We will

- ensure terms and conditions, including pay, are fair and equitable, taking account of responsibility, performance and contribution
- ensure that the benefits, facilities and services available to all our employees will be clearly defined so that people are aware of them

Flexible Working

Our policy recognises that patterns of work are changing as employees have to balance work and domestic commitments.

We will

- consider requests for flexible working made under our policies in a way which fairly balances the needs of the individual and the City of London Corporation

Working Together

The City of London Corporation is opposed to any form of harassment or bullying on any ground. Our aim is to create an environment where all employees are treated with dignity and respect and to provide a supportive working environment.

We will

- ensure that all employees have access to our comprehensive Policy and Procedure on Harassment and Bullying, our Grievance Procedure and our Code of Conduct
- monitor complaints to check that our policy and procedure is working

Monitoring and review

We will regularly check our progress by using workforce monitoring and equality performance indicators.

We will

- statistically monitor our workforce composition, staff in post, applicants for jobs, training and development, grievances, disciplinary procedures, dismissals and other reasons for leaving
- use the data collected to examine the success of this policy and to plan for the future
- consult appropriately on the effectiveness of our equal opportunities in employment policy



How to apply

To make an application, please go to <https://starfishsearch.com/jobs/director-clf/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides)
- A supporting statement that sets out why you think this role is the right move for you and why you are the right person for the role.

Search closes

Friday 20th November 2020

First stage interviews with Starfish Search

w/c 30th November 2020

Stakeholder engagement

w/c 7th December 2020

Final panel interviews

w/c 14th December 2020

