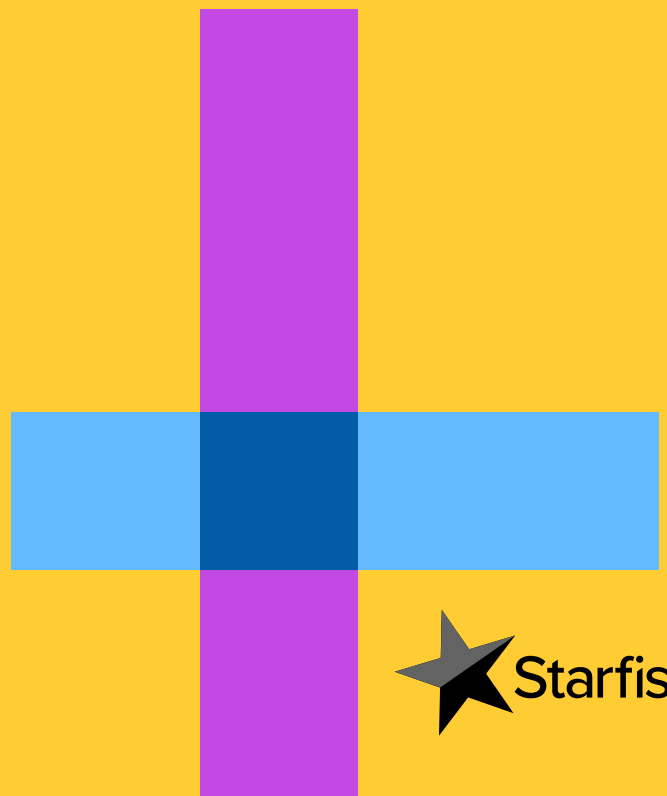




london plus

Candidate Pack for Chief Executive



 Starfish

Welcome

Thank you for your interest in this role.

London Plus is a unique organisation. We support and champion London's charities and community groups to make London thriving, cohesive, and resilient.

Londoners are facing significant challenges, including the ongoing cost-of-living crisis, and statutory services are often unable to meet the needs of the most disadvantaged groups. This has put huge pressures on charities and community groups - London Plus helps to ensure that they are supported and recognised, and are able to meet the opportunities and challenges of the future. Ultimately, London Plus helps the voluntary and community sector in London do more, and do better; using networks, connections, data and communications.

London Plus aims to be the "go-to" partner in connecting London's charities, communities, policymakers, funders, and businesses. We work in partnership with organisations in all the London boroughs as well as London-wide stakeholders including the Greater London Authority (GLA) and London Councils.

We are looking for a new Chief Executive to lead the organisation during the next stage of its development. This role provides an unparalleled opportunity to work across London, to build networks and partnerships, and to ensure that London's voluntary and community sector can thrive.

We are looking for an energetic and empathetic leader who can navigate the complex and changing landscape of institutions and policies that shape the voluntary and community sector in London; identify opportunities for action; and lead our small and agile team to deliver a programme which helps charities and community organisations to increase their impact.

This is your opportunity to play a key strategic role in London's future. We welcome applications from all sectors: the important thing is that you are passionate and ambitious about what the voluntary and community sector can do for Londoners. If you are a leader with that passion and ambition we would love to hear from you.



Sarah Mulley
Chair, London Plus

About us

Set up in its current form in 2019, [London Plus](#) is a small but influential charity that has successfully established itself as a key part of London's voluntary and community sector infrastructure. We help organisations across the sector do more, and do better.

London Plus is a trusted partner of organisations across all London's 32 boroughs, as well as key London-level organisations including the Greater London Authority and London Councils. We make connections, run networks, collect and disseminate data, and improve communications between partners and stakeholders.

London Plus played an integral role during the Covid-19 pandemic, enabling and coordinating the impressive efforts of London's charities and community groups to support Londoners. From this, the [London Communities Emergencies Partnership](#) was created, which brings together the whole voluntary and community sector in London to change and improve how London responds to emergencies.

There are four key building blocks to our work:

Networks enable us to connect, provide support to, and gather information from charities and community groups across London. Some of our networks are for specific organisations, such as for [local charity infrastructure](#) groups in each London borough. Others address a particular issue – such as [social prescribing](#), [volunteering](#), or [emergency resilience and response](#). Our networks give credibility to our voice and influence when we talk to policy makers and funders across London.

Our **communications** help charities and community groups to share information and learn from each, and to collaborate more effectively. We invest time and resources in communications that work for a large and diverse sector. This includes social media, [newsletters](#), and [our website](#), as well as communications through our networks. We also work with others to [tell the stories](#) of the ordinary Londoners doing extraordinary things that keep our city going.

We use **connections** to support the sector across London, and in particular to enable them to collaborate and engage with policymakers. We have strong links with the [GLA](#) and [London Councils](#), as well as funders including through our strong relationships with [London Funders](#) and our core funder [City Bridge Foundation](#)). Strong connections help us build understanding and partnerships, and develop collaborative and innovative solutions.

Data is the final building block of our work. There is less analysis of the voluntary and community sector than other parts of the economy and society, which can limit understanding of the sector's challenges and impact. We help fill this gap by gathering data from our networks and beyond. With this, we can better understand and serve the needs of the sector.

In all our work:

- **We are open.** We welcome ideas, connections and potential collaborations. This helps us gather more useful information to help the sector, as well as to connect the right people and organisations to maximise the value of our work.
- **We are humble.** The impact and value of our work comes through the work of others – charities and community groups on the front-line. We aim to highlight, reinforce and support their work.
- **We learn and we adapt continuously.** We adapt our views and intelligence as we gather more information, and are open to guidance, to corrections, and to any comments as well as criticisms that help us improve.
- **We are ambitious** for the voluntary and community sector in London. Charities and community groups in London play a vital role. We want to help them do more, helping to tackle disadvantage and inequalities in the city.

To succeed London Plus must be a visible, trusted, and influential voice within and for the voluntary and community sector. We must also be a reliable and effective partner for regional and local government, as well as London's community of funders.

We are a small but dynamic team. This allows us to be agile, flexible, and responsive. We can adapt quickly to the needs of the voluntary and community sector in London, or in response to requests for information and insights from policymakers. The team is collegiate and collaborative, and the organisation's culture is open, welcoming, and supportive.



Job description

Job title: Chief Executive

Reports to: Board of Trustees

Role purpose:

To provide vision and collaborative system leadership that motivates staff, partners and stakeholders to work together to forward London Plus' purpose, in line with our values. To be responsible for the achievement of the organisation's strategic objectives, including by building and maintaining strong networks and relationships with key stakeholders, and identifying and leveraging opportunities. To manage and lead the organisation, including securing funding, supporting and developing the staff team, and ensuring that the organisation meets high standards of governance, management and workplace culture.

Principal Responsibilities and Accountabilities:

System Leadership

- Build a strong personal and organisational understanding of the trends and issues affecting London's charities and community groups.
- Develop and maintain strong personal and organisational networks and relationships across the voluntary and community sector, as well as with the private and public sector.
- Support and enable sector leaders to develop their analysis, thinking and strategies; and ensure that the voices of underrepresented communities are included and reflected in the work of London Plus.
- Identify emerging issues and work creatively and collaboratively with partners and stakeholders to develop and deliver appropriate strategies in response.
- Monitor and assess the impact of the sector across London and the role of London Plus as a catalyst for action.
- In the case of an emergency, provide strategic support and leadership to the London Communities Emergencies Partnership (LCEP) team and partners.
- Be an exemplar for collaborative and participatory sector leadership.

Voice and Influence

- Build and maintain relationships with key regional and local organisations and ensure that the voices of London's charities and community groups are represented across their structures and strategy.
- Work through our networks to amplify voices and collate data from across the sector and feed this into regional and national policy discussions, recognising in particular the need to address inequalities of voice and power.
- Influence local, regional and national policy which affects London's charities and community groups, and advocate for change to improve outcomes for communities.
- Promote the value and impact of infrastructure support for the sector and showcase best practice to make the case for long-term investment in it.

Strategy and Planning

- Develop, implement and review London Plus' strategic plan, ensuring that resources are used effectively to deliver the organisation's purpose.
- Identify and leverage new and emerging opportunities for action, and expand/redirect resources as appropriate to respond.
- Assess and communicate London Plus' impact, and the outcomes of its work.
- Promote the work of London Plus through networks and connections, ensuring that the strategic plan meets the needs of key partners and stakeholders.
- Work with partners (including through the LCEP Advisory Group) to continue to develop the strategy and operations of LCEP.

Governance

- Support the Trustee Board, including timely reporting of progress against the strategic and operational plans, clear information to support Board oversight and input to fundraising and financial management, and monitoring/mitigation of strategic and organisational risk.
- Develop and implement organisational and operating policies to ensure regulatory compliance and best practice.
- Maintain an up-to-date Risk Register and escalate issues to the Board as required.
- Ensure timely compliance with all legal and regulatory requirements.

Funding and Finance

- Ensure that effective financial controls and reporting processes are developed and maintained, alerting the Board to any issues that may require action.
- Ensure the prudent setting and management of budgets for Board approval.
- Develop and implement income generation strategies to maintain, enhance and diversify funding for London Plus, including identifying new sources of funding as necessary.
- Take the lead in bidding for funding, and oversee the management and appropriate use of that funding, including any required reporting to funders.
- Provide appropriate financial oversight and management of project or grant funds provided to partners by London Plus.

Leading and supporting the staff team

- Provide leadership to the team, ensuring that strategic and operational plans are developed collaboratively and clearly communicated so that all staff members understand their role in delivering the organisation's key priorities.
- Support staff to develop their skills and careers, and ensure that their wellbeing in the workplace is promoted, including by enabling all members of staff to maintain a healthy work-life balance.
- Establish and maintain a culture of high performance and accountability, including individual performance management for direct reports.
- Foster a culture of openness and trust in which staff are empowered and trusted.
- Actively promote equality, diversity and inclusion in the organisation.
- Recruit staff as appropriate to ensure that London Plus has a diverse team with the right mix of skills and experience to deliver its purpose, strategy and programmes.

General duties and responsibilities of all employees

- Work as part of a team and contribute to the overall aims and objectives of the organisation.
- Be an advocate for the organisation.
- Attend meetings and events/training as required.
- At all times operate in accordance with the organisation's values, policies and procedures, including but not limited to, health & safety, safeguarding, and data protection.

Principal working relationships

- The Board of Trustees
- London Plus staff team
- LCEP team, partners and Advisory Group
- Funders, both individually and through London Funders
- Regional and local statutory bodies including the Greater London Authority and London Councils
- Charity and community sector networks, including but not limited to those supported by London Plus
- External stakeholders including national and regional representative bodies

The above list of duties and responsibilities is not exhaustive, and you may be required to undertake other responsibilities as requested and as appropriate. On occasions, including in times of an emergency, you may be required to work flexibly outside normal working hours. This is a description of the job as it is currently constituted. It is the practice of the organisation to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you.



Person specification

Knowledge

- Strong understanding of the role of charities and community groups and their contribution to improving outcomes for communities, including by tackling inequality and disadvantage
- Understanding of the value and impact of infrastructure organisations and networks
- Understanding of charity regulation and governance

Desirable

- Knowledge of issues, key stakeholders and voluntary sector in London
- Understanding of community resilience
- Understanding of volunteering and volunteer management

Experience

- Strategic planning, including achieving goals through system leadership, networks, partnership and collaboration
- Senior management, including leadership of a team
- A proven track record of developing and delivering a successful and strategic fundraising strategy
- Experience of financial management, including managing and reporting on multiple budgets/ funding streams
- Successfully managing change within an organisation

Desirable

- Leadership experience in a small organisation
- Experience of working with/reporting to a Board
- Emergency response experience at local, regional or national level
- Evaluation and impact reporting

Skills and abilities

- System leadership, and delivering change in complex systems
- Excellent people management skills, including a real commitment to staff wellbeing and a positive workplace culture
- Ability to confidently deliver presentations to a range of audiences and effectively represent the organisation in a range of forums
- Strong financial management skills
- Pragmatism and problem-solving, including the ability to identify new opportunities and deliver innovative solutions
- Effective networking and influencing skills, the ability to establish and maintain productive and effective working relationships across sectors

Desirable

- Digital communications skills
- Public communications including writing for a wide range of audiences

Personal style and qualities

- Passionate about the work, vision, mission and values of London Plus, including the value for Londoners of a strong voluntary and community sector
- Commitment to tackling inequality and disadvantage.
- Confidence and the ability to lead with humility and empathy
- Resilience and the ability to work in a fast-paced and changing environment
- Personal integrity and commitment to upholding high standards



Terms of appointment

Salary

The salary for this role is circa £70,000 on a full-time permanent basis, there may be some flexibility for an exceptional candidate.

Location

Flexible working arrangements with an expectation for staff to generally be available between core hours of 10.00 and 16.00. Currently home-based with the option to work from a shared office as appropriate - this position may be reviewed in the future. The Chief Executive needs to be able to attend regular meetings and events across London.

Pension

5% employer pension contribution (3% or more for employee contributions)

Annual leave

25 days holiday per annum in addition to a Christmas closure period, from the end of 24th December to 2nd January. Staff are not expected to work or use their annual leave during this period.

Birthday leave - staff have an additional day's leave for birthdays. This must be taken either on the date of the birthday or within a week of the birthday.

Additional benefits

- Training and development opportunities
- Eyecare vouchers / expenses for eye tests

London Plus is currently trialling a 4 day week working pattern. This trial concludes on 30th September 2024 and if the trial is successful, and subject to board agreement, this post will be permanently over 4 days (32 hours) per week.

How to apply

We hope you will consider making an application for our Chief Executive role. To make an application, please go to <http://starfishsearch.com/jobs/londonplus-ce/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date: Friday 5th July 2024

Preliminary interviews: Throughout July and August 2024

Final Panel interviews: w/c Monday 2nd or Monday 9th September 2024 (tbc)

