Chief Executive Officer (CEO) - Lewisham Local Recruitment Pack

Message from the Chair, Roy Witter



Dear Candidate,

Thank you for expressing your interest in joining Lewisham Local as our next Chief Executive. I am proud to be Chair of a charity that is at the heart of our vibrant community.

At Lewisham Local we are passionate about what we do and the difference we make! Our ethos is all about connecting people in Lewisham and creating a community that gives, shares and works together for local people to build happier, healthier lives. We have built a very strong, talent and dedicated staff team and a committed Board that works together to deliver the greatest possible benefit for Lewisham residents. We pride ourselves on being flexible and responding to needs and opportunities, making the most of what we have. We have long been an innovative and dynamic local charity and are looking for a Chief Executive who has the passion, skills and commitment to build on our track-record and continue connecting our diverse community.

If you are passionate about Lewisham and you think you have the right blend of skills to lead our charity, we'd love to hear from you.

Best regards,

Roy Witter, Chair of Trustees

About Lewisham Local

Lewisham Local is a charity that has worked in Lewisham for over 20 years. The charity started as a social prescribing project in 1998 under the name Rushey Green Time Bank, connecting people referred by GPs at Rushey Green Group Practice to give and share their time and skills to improve physical and mental health wellbeing. The charity has diversified over the years, acting as a community development agency to co-produce new projects to address community needs. It has developed local projects mainly in the Catford area such as Rushey Green Time Bank, Wild Cat Wilderness, FoodCycle Lewisham and borough-wide projects like Lewisham Local Card, Community Toilets, Lewisham Community Lottery and fundraising campaigns such as Lewisham Warmer Together.

In 2019, Lewisham Local became Lewisham's voluntary sector infrastructure partner, using a giving and sharing ethos to support and strengthen community organisations. We have since attracted increased funding and are developing an new and existing projects to further the organisation's impact, particularly across local giving, volunteering, infrastructure support and increasing individual's health and wellbeing and reducing social isolation.

In 2021 the charity adopted the working name of Lewisham Local, which was formerly a project of the organisation but this brand has increasingly become the name which the

organisation is known by, particularly during its work on the Covid Response Hub. The charity formally changed its legal name in March 2022 to Lewisham Local, from Rushey Green Time Bank.

Lewisham Local currently has 6 Trustees that are majority BAME and female and from the local area. The charity has been recently successful in attracting funding in a particularly challenging environment amidst local authority cuts. It has built a good local reputation, particularly through the recent Lewisham Covid Response Hub work, and is moving from fewer large grants including a core grant with the local authority to 18 smaller project income streams, the majority from Lewisham Council but some from trusts and foundations.

Context of the role

Our long serving Chief Executive of 15 years retired in November 2021 and since then an internal Interim CEO has been in the role whilst we have secured existing and new funding streams.

Our Vision

A connected Lewisham community that gives, shares and works together to build happier, healthier communities.

Our Mission

- **Connect and Collaborate** with individuals, community groups, businesses and statutory organisations
- **Encourage** all to **give and share** what they can; time, skills, expertise, knowledge, resources and money
- **Respond** to needs and opportunities through events, projects and communications
- **Raise awareness** of existing and emerging community needs
- **Promote** and **strengthen** Lewisham's voluntary and community groups
- Promote **asset-based community development,** making the most of what we already have in Lewisham
- Increase the **impact and sustainability** of Lewisham Local

Our Values

- Everyone in the community is an asset and able to contribute, give and share
- We are inclusive, welcoming and open to all
- We are collaborative and committed to working together with a positive attitude
- We are dynamic and responsive to Lewisham's communities' needs and willing to innovate

- We value the diversity of Lewisham's communities and are committed to proactively representing Lewisham's diversity in our Staff, Trustees and projects

How to apply

For a conversation about the role, please email Roy Witter, Chair of Trustees - chair@lewishamlocal.com.

To apply please send your CV (no more than 2 sides of A4) and a supporting statement (no more than 2 sides of A4) that demonstrates how your experience, skills and abilities meet the criteria set out in the Person Specification.

Recruitment Timetable

- Closing Date - 9am 26th May 2022
- Interviews - 7th June

Interviews will be held in person at Lewisham Local's offices - Unit C, PLACE/Ladywell, 261 Lewisham High Street, SE13 6AY.

Organisation Structure Chart - April 2022 (17 roles, 14.3 FTE)

CEO

Volunteering Programme Manager (1.0)	Local Giving Programme Manager (1.0)	Voluntary Sector Programme Manager (1.0)	Wild Cat Wilderness Coordinator (0.6)	Finance & Admin Coordinator (0.6)
Communications & Volunteering Coordinator (1.0)	Food Network Coordinator (0.8)	Community Directory Coordinator		
Time Bank Coordinator (0.8)	Local Business Coordinator (1.0)	Community Fundraiser (To recruit)		
Bank of Things Coordinator (0.4)	Catford Food Projects Coordinator (To recruit)	Digital Access Project Manager (To recruit)		
Changing Minds Coordinator (To recruit)		Rushey Green Community Development Worker (To recruit)		

Lewisham Local
Chief Executive Job Description

Role Purpose

Ensure good governance of the organisation: Working in collaboration with the Board of Trustees to ensure the organisation meets its legal obligations, operates within its charitable objects and has good management of its financial and staffing resources.

Develop strategy: Working in collaboration with the Board of Trustees ensure that Lewisham Local has an up to date strategic plan.

Lead, manage and develop the team: Provide collaborative leadership to the team, manage direct reports and provide development support to all staff.

Sustain funding: Continue to diversity sources of funding as Local Authority grants reduce and ensure that Lewisham Local has the resources to ensure sustainability and sustained impact in the community.

Build external relationships: Be the public face of Lewisham Local, developing contacts and inspiring support from volunteers, donors, the local community, businesses, local authority partners, and funders. You will establish credibility with current and future stakeholders and ensure the organisation is well represented across a large network of contacts within Lewisham and wider London region.

Safeguarding, Governance and EDI lead for the Charity: Ensuring compliance with legal and safeguarding responsibilities and duties, ensuring high standards of Governance and acting as Company Secretary and implementing an effective EDI policy.

Key Responsibilities

Strategic Direction and Leadership

- Work with the Board of Trustees and management team to lead the development and delivery of the strategic plan.
- Provide inspiring, collaborative and positive leadership to staff, volunteers and project workers.
- Ensure a focus on impact and performance across projects.

Stakeholder relations

- Work with project leads to seek out new partnerships and identify opportunities to diversify income streams.
- Develop grant funding bids for core and project income and where possible and appropriate develop new income streams

- Manage relationships with existing partners, ensuring compliance with current commitments and maximising opportunities for further collaboration.

Governance and Financial Management

- Work closely with the Board of Trustees to ensure that all legal and regulatory responsibilities are carried out and support strong governance of the charity.
- Ensure full and accurate reporting including the preparation of an annual report and financial statements, making returns to Charity Commission and Companies House
- Work with the Freelance Accountant to ensure strong financial management, budgeting, timely reporting and risk management.
- Ensure all policies and procedures comply with legislation and are understood and implemented by the team.
- Take appropriate steps to manage risks that could impact significantly on the Charity.
- Manage buildings, leases, insurance and contracts and ensure delivery of effective banking, payroll, HR and pensions arrangements.
- Service the Board of Trustees, including organising meetings, producing papers, briefing them on internal and external developments that may impact on the charity's work, and supporting them to fulfil their duties.

Operational Management

- Ensuring that the organisation has the right management systems and structures in place to carry out its work effectively and safely
- Oversee the implementation and delivery of projects and monitoring requirements
- Identify areas for improvement in operational performance and delivery
- Ensure the day to day operations of the organisation run to plan and meet legal and project requirements
- Ensure internal policies are developed and implemented

These are the main responsibilities of the role. Flexibility is required, and a willingness to carry out other duties.

Lewisham Local Team Responsibilities

- Build and share knowledge and intelligence:
    a. within the team to increase the effectiveness of the organisation
    b. with local partners via networks, communication and website to enable civil society in Lewisham to develop and grow
- Establish new connections between organisations and individuals to access resources and contribute
- Build strong and effective local relationships across sectors
- Be a visible, active, positive and engaging presence within the community and at local events, activities and meetings. Attend stakeholders events and relevant local assemblies to represent the organisation
- Contribute and create regular communications content for our network

- Champion the role of local giving, contribution and civil society in Lewisham across our network
- Develop cross-sector training and events programme for our network using local knowledge
- Collect and process data, carry out monitoring and evaluation of our impact
- Help other team members at times of increased workload and/or specific events in collaboration through discussion with the Local Giving Programme Manager
- Contribute to office organisation and administration responsibilities to ensure the effective running of the organisation and staff presence at the office premises
- Manage volunteers and admin support in the organisation to achieve the portfolio and charity's aims and objectives
- Attend regular team meetings and supervision sessions as required
- Undertake training and development as required
- Contribute to writing grant applications for future projects and core work.

This is not an exhaustive list of tasks and you may be asked to undertake any other reasonable duties in connection with the role. Job descriptions are reviewed regularly and may be amended at any time in accordance with the needs of the organisation.

Person Specification

Relevant Experience	**Essential**	**Desirable**	**Tested at Application (A) or Interview (I)**
Leading and managing within a community based charity	x		A, I
Managing successful partnerships	x		A, I
Managing organisational budgets	x		A, I
Management of Staff	x		A, I
Grant fundraising and other forms of income generation	x		A, I
Influencing and inspiring internal and external stakeholders	x		A, I
Knowledge and understanding			

Charity management and governance within the local voluntary sector environment	x		A, I
Risk management	x		A, I
Lewisham's communities needs and strengths		x	A, I
Skills and abilities			
Excellent interpersonal skills, communicating with a diverse range of stakeholders	x		A, I
Continuous improvement	x		A, I
Work flexibly, strategically and able to cope under pressure and manage ambiguity.	x		A, I
Negotiate effectively			A, I
Strategic and financial acumen; financial planning and budget management and an ability to analyse statistical budgetary and financial information.	x		A, I
Work collaboratively and build successful partnerships			A, I
Information Technology	x		A
Education / Qualifications			
Educated to Degree level of equivalent experience	x		A
Personal qualities	**Essential**	**Desirable**	
Strong strategic leader with vision, creativity,	x		I
Working Requirements	**Essential**	**Desirable**	

Working on occasional evenings and weekends as required	x		I
Work flexibly and travel within Lewisham	x		I