

CHIEF EXECUTIVE RECRUITMENT PACK

LEWISHAM LOCAL©








WE ARE
LEWISHAM
VOLUNTEER


DoyleClayton
The Employment Solicitors




VOLUNTEER
IN LEWISHAM



From the Chair



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, talented 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 in the community. 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 communities in Lewisham and our work and you think you have the right blend of skills to lead our charity, we'd love to hear from you.

Sincerely,

Roy Witter
Chair of Trustees



About Lewisham Local

Lewisham Local charity has worked in Lewisham for over 20 years. The charity started as a social prescribing project in 1998 connecting people to give and share their time and skills to improve physical and mental health wellbeing.

The charity has diversified over the years, co-producing new projects with local people to address community needs. In 2019, Lewisham Local expanded its mission and objects to work across the whole borough and to support and strengthen other local community groups and businesses as well as individuals. Using the ethos of giving and sharing our time, skills and resources, the charity now connects individuals and organisations across different sectors to help make Lewisham's communities a happier, healthier place.

The charity has grown in recent years, developing new projects, attracting new funding relationships, growing as a staff team and and developing our impact. Our income in 2022-23 was over £917k and we look set to increase that over this current financial year. We have a committed and engaged Board, recruiting 4 new Trustees with diverse skills and experience in Spring 2023. The charity is financially secure and is ambitious to connect with and inspire more individuals and organisations across different sectors to choose to give and share their time, money and skills, through Lewisham Local, to meet the needs of our local community.

The charity is looking for a new visionary leader to further our impact around our key themes of: promoting local giving; strengthening the voluntary sector; promoting good food; volunteering and increasing people's health and wellbeing.

Context of the Vacancy

The current Chief Executive is relocating out of London, having worked for the charity for over 6 years. He will be available to offer a full-handover to the new starter.

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

HIGHLIGHTS
FROM THE YEAR 2023



18,000
People Visiting Lewisham's Warm Welcomes



4,000+
Volunteer Hours Across our Projects



590
Community Groups Supported



3,221
People Attending our Events



£149.9k
Grants Distributed



101,000+
Unique Visitors to our Website



2,671
Community Meals Served

Organisation Staff Chart

Chief Executive (1.0)				
Food Justice Programme Manager (1.0)	Voluntary Sector Programme Manager (1.0)	Local Giving Programme Manager (1.0)	Volunteering Programme Manager (1.0)	
Food Partnerships Coordinator (0.9)	Community Directory Coordinator (0.6)	Business Engagement Coordinator (1.0)	Volunteering & Coordinator (1.0)	Finance & Office Coordinator (0.8)
Catford Food Projects Coordinator (0.4)	Fundraising Development Manager – Equalities (1.0)	Community Engagement & Grants Coordinator (1.0)	Time Bank Coordinator (0.6)	
Community Development Worker (Toilets & Food) (0.8)	Warm Welcomes Coordinator / Digital Access Project Manager (1.0)	Fundraising & Communications Coordinator (0.8)	Wild Cat Wilderness Coordinator (0.6)	
	Community Development Worker (1.0)		Bank of Things Coordinator (0.5)	

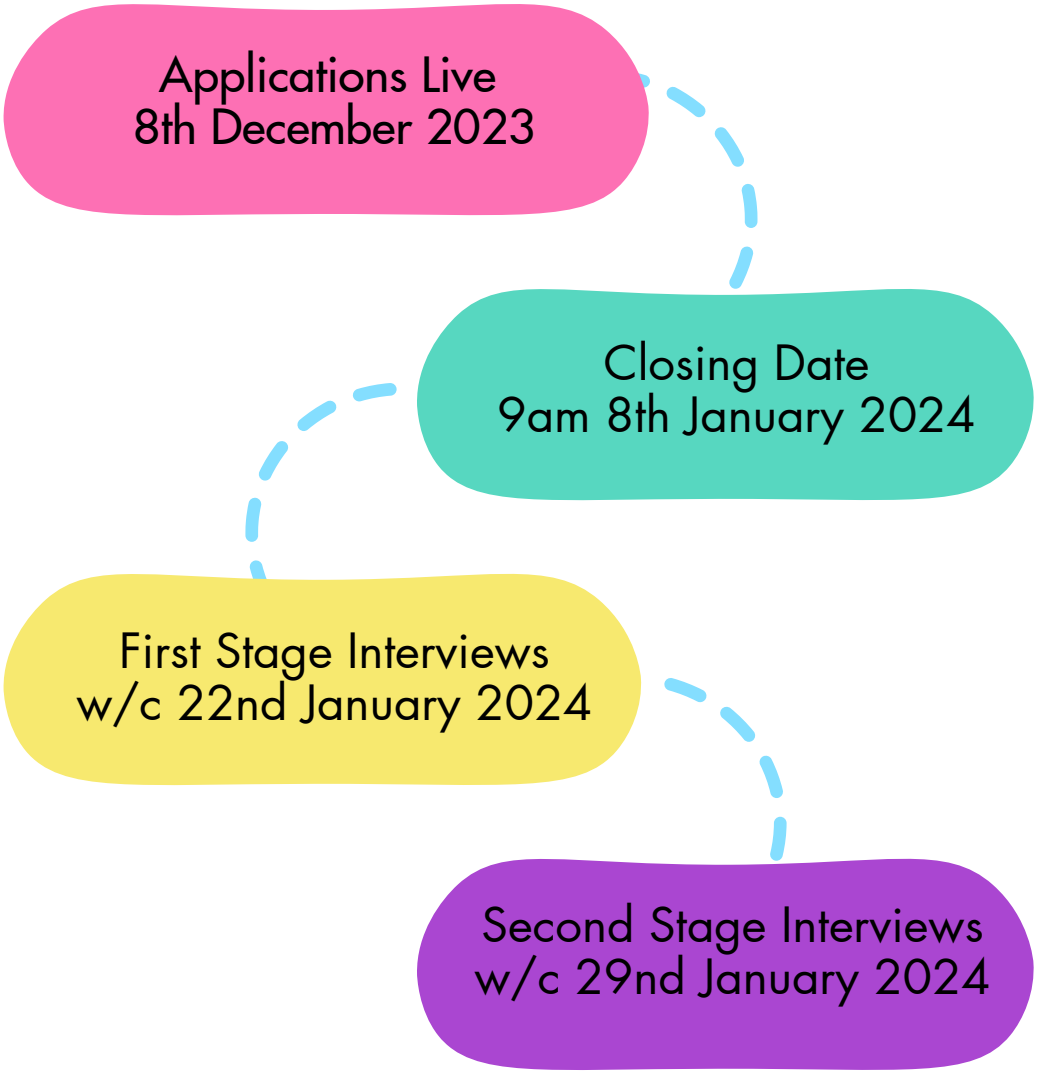


How to Apply

For a conversation about the role, please email Roy Witter, Chair of Trustees - recruitment@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



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

Role Summary

Reports to: Board of Trustees

Managed by: Chair of Trustees on behalf of the Board

Direct Reports: 4 x Programme Managers, 1 x Finance & Office Coordinator

Job Location: Unit C, PLACE/Ladywell, 261 Lewisham High Street, SE13 6AY

Hours: 35 hours per week

Salary: £52,500 (may be variable based on experience)

Benefits:

- 6% employer pension contribution
- Flexible working
- Health and wellbeing employee assistance programme (after probationary period)
- 2 weeks per year remote working
- 33 days annual leave including bank holidays
- 2 days paid volunteering leave
- Access to 'In-Kind Direct' catalogue
- 1-hour per week of wellbeing time



Job Description - Chief Executive

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 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

- Ensure 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.

Team Responsibilities

- Build and share knowledge and intelligence internally
- Build strong and effective local relationships across sectors
- Be a visible, active, positive and engaging presence within the community at local events, activities and meetings.
- Contribute and create regular communications content
- Champion the role of local giving, contribution and civil society in Lewisham
- 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
- Contribute to office organisation and administration responsibilities to ensure the effective running of the organisation and staff presence at the office premises
- Manage volunteers 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

Person Specification

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
Developing successful grant fundraising proposals	x		A, I
Diversifying organisational income		x	A, I

Knowledge

Charity management and governance within the local voluntary sector	x		A, I
Risk management	x		A, I
Lewisham's communities and their needs and strengths		x	A, I

Person Specification - continued

Skills

	Essential	Desirable	Tested at Application (A) or Interview (I)
Excellent interpersonal skills, influencing a diverse ranges of stakeholders	x		A, I
A commitment to continuous improvement	x		A, I
Work flexibly, strategically and able to cope under pressure and manage ambiguity.	x		A, I
Negotiate effectively	x		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	x		A, I
Excellent Information Technology and digital skills		x	A

Person Specification - continued

Education / Qualifications

	Essential	Desirable	Tested at Application (A) or Interview (I)
Educated to Degree level / equivalent experience	x		A

Personal Qualities

	Essential	Desirable	Tested at Application (A) or Interview (I)
Strong strategic leader with vision, creativity, ability to inspire a team.	x		I
A strong and demonstrable commitment to equality, diversity and inclusion	x		I
A demonstrable commitment to Lewisham Local's mission, vision and values	x		I

Working Requirements

	Essential	Desirable	Tested at Application (A) or Interview (I)
Ability to work in the evenings and weekends as required, to work flexibly and travel within the local area.	x		I








ARE
SHAM
EWISHAM










united living
Lewisham Local
one thousand
two hundred Pounds
£ 1,200
Community Contributor Card
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LOCAL




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Lewisham Local
0208 488 9224
hello@lewishamlocal.com
www.lewishamlocal.com
Unit C, PLACE/Ladywell, 261 Lewisham High Street, SE13 6AY
Charity No: 1101616 | Company No: 04681564