

Advocacy in Greenwich

A VOICE FOR
PEOPLE WITH A LEARNING DISABILITY

Position:	Chief Executive Officer
Responsible to:	Board of Trustees
Salary Scale:	£45,135 - £48,087 (pro-rata)
Hours of work:	7 hours (One day a week)

Job Purpose

To champion the vision and mission of Advocacy In Greenwich (AiG) by building strong partnerships with community organisations and local authorities, and by developing and delivering impactful initiatives for people with learning disabilities and autism. The role creates opportunities for meaningful engagement, ensures services are inclusive and accessible, and upholds the highest standards of Equality, Diversity, and Inclusion in line with national best practice.

Strategic Oversight

- Lead the development and delivery of Advocacy In Greenwich's strategy in collaboration with the Board of Trustees, staff, consultants (including those with lived experience), beneficiaries, and stakeholders.
- Implement the Charity Excellence Framework to drive continuous improvement.
- Foster a supportive and innovative working environment where all employees are encouraged to contribute ideas for AiG's growth.
- Build and maintain strong networks with local authorities, healthcare professionals, funders, and partner organisations (including neighbouring CEOs and leadership teams) to share best practice, coordinate initiatives, and advance opportunities for people with learning disabilities and autism.

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www.advocacyingreenwich.org.uk

- Ensure strategic partnerships enhance AiG's reputation, maximise opportunities for service users, and maintain consistent standards of advocacy across the borough.
- Stay informed about relevant policy developments to position AiG for new opportunities.
- Lead on financial strategy, income generation, and annual budgeting.
- Represent AiG professionally as its public face, building trust and credibility.
- Write compelling funding bids and narratives for innovative, needs-led initiatives.
- Liaise with major funders and donors to secure and deliver impactful projects.

Operational Responsibilities

- Regularly update and maintain organisational policies and procedures, developing new ones as needed to meet project requirements.
- Create and update resources to support both new and existing projects.
- Maintain a professional presence and reputation both internally and externally.
- Manage and support all staff and volunteers, ensuring effective team performance.
- Translate strategic objectives into clear, achievable operational plans, ensuring all team members understand their roles and deliverables to meet funding requirements.
- Oversee robust monitoring and evaluation processes, collecting data, testimonials, and stories to demonstrate impact and fulfil contractual obligations.
- Support staff, volunteers, and consultants to understand and meet funder criteria.

- Implement staff appraisal systems and ensure ongoing training and professional development.
- Uphold best practice standards to maintain high-quality service delivery.

Governance

- Ensure the Board of Trustees can fulfil its duties and that Advocacy In Greenwich remains fully compliant with all legislation and reporting requirements.
- Provide timely and accurate reports to the Board on all matters within their remit.
- Work with the Chair to develop and deliver an effective induction programme, ensuring trustees understand their roles and responsibilities.
- Oversee the preparation of the Annual Report and statutory accounts.
- Lead the development, monitoring, and implementation of the charity's Risk Register, ensuring risks to AiG and its beneficiaries are minimised.
- Take lead responsibility for safeguarding across the organisation.
- Ensure all staff, volunteers, consultants, and trustees have access to training and development opportunities to enhance their skills and knowledge.

Personal Development

- Engage in regular supervision to support your own professional growth and reflective practice, ensuring the continued quality and stability of the organisation's services.
- Provide regular supervision and conduct staff appraisals, supporting staff wellbeing, performance, and professional development across the team.
- Foster a culture of continuous learning by identifying and supporting relevant training and development opportunities for staff, volunteers, and consultants, who are people with learning disabilities and autism employed on zero-hour contracts.

Other

Undertake any additional duties appropriate to the scope and level of the post as required by the Board of Trustees.

Experience, Knowledge, and Competencies

Experience and Knowledge	As Demonstrated By
Extensive senior management experience in leading and growing a business or charity, with responsibility for managing, motivating, and developing staff and volunteers.	Application and exercise/test
Experience working with senior leadership teams (SLT) and boards of trustees	Application and exercise/test
Successful fundraising from a wide range of trusts and agencies, including securing high-value sums of over £500,000	Application
Knowledge of working alongside people with learning disabilities in an inclusive and empowering way	Application and interview
Understanding of the charity and voluntary sector	Application and interview
Extensive experience in community-based organisations	Application and interview
Experience supporting boards in their oversight responsibilities	Application and interview
Creative thinker with the ability to build meaningful relationships internally and externally	Application
Considerable experience working with local authorities, funders, councillors, and decision-makers	Application
Excellent bid writing skills, with the ability to craft compelling and creative narratives	Application
Extensive knowledge of identifying and securing funding from trusts, legacies, and other sources	Application

Solid experience managing the full project cycle, from inception to delivery	Application
Confident in presenting to audiences of varying sizes.	

Competencies	As Demonstrated By
Ability to build and implement effective strategies	Application, interview and exercise
Skilled in developing organisations and staff teams	Application and interview
Strong negotiation skills and ability to build networks and effective contacts at all levels	Application and interview
Proficient in preparing and presenting clear, precise, and concise reports and budgets	Application and interview
Excellent communication skills, both written and verbal, with internal and external audiences	Application, interview and exercise
Confident in using digital technology for organisational management and service delivery (e.g., Microsoft Office, CMS, Zoom)	Application and interview

Important Information

- This role is **not home-based** and requires the candidate to work from the office on **Tuesdays**.
- **Closing date:** Midnight, Sunday 22nd March 2026
- **Interviews/Test:** Week commencing Monday 30th March – Wednesday 1st April 2026
- To ensure a fair and consistent recruitment process, we do not accept CVs. Please complete the application form provided.

Please send your completed application to:
Sharon Wond – admin@advocacyingreenwich.org.uk

For further information about the role, you can call: **020 8293 3720**

