



Job Pack for Director Recruitment

Contents:

- Welcome and how to apply
- Job Role including Person Specification
- Background and Context
- Guidance Note for Applicants



To all prospective candidates

Thank you for your interest in this role. We are excited by what's been achieved so far and delighted that we have secured funding so we can continue our activities and further develop our work.

We are looking for a community-focused person, with vision, skills and enthusiasm to become the first Director of our small charity and help to deliver our ambitious plans. You could be someone who's managed a community organisation before or, has experience of managing projects in a community setting and now wants to take on a leadership role. The successful candidate will have proven community development and engagement skills as well as be able to work strategically to lead and support the development of the charity. You will equally enjoy supporting a group of residents with ideas for a new project, hosting a meeting of the Roehampton Network and liaising with local authority or health partners on strategic matters. You will have experience of staff and/or volunteer management and have the organisational skills to ensure Our Roehampton runs as a safe, legally compliant organisation. You'll have a track record of embedding equality, diversity and inclusion understanding into your work.

Given Our Roehampton is a place-based anchor organisation, we are looking for someone willing to work locally most of the time so you can really understand the area and develop strong relationships.

If you have any questions or would like an informal conversation about the role please contact Julie Mallett, Interim Director Julie.mallett@ourroehampton.org, or call on 07858 621678. *Do leave a message if your call is unanswered.*

We are also offering interested candidates the chance to visit Roehampton and meet us. Two times have been arranged:

- Friday 26 April 3pm - 5pm
- Thursday 2 May 10am – 12 noon

Please let Julie know if you would like to come along.

To apply: Send the following via the Charity Job portal.

- your CV, including details of two referees
- a covering letter (no more than 2 pages, outlining how you meet the Person Specification criteria 1-11 that will be assessed at application)

Deadline for applications **10am on Wed 8 May**

Please note that interviews are scheduled for **Wed 15 May**

Best wishes

Angus Robertson, Chair

OUR ROEHAMPTON – CHARITY DIRECTOR

Role Summary

SALARY	Starting Salary £41,500 per annum, plus annual increment
HOURS	35 hours per week (p/t 28 hours per week can be considered); job share proposals considered.
RESPONSIBLE TO	Chair of Trustees
RESPONSIBLE FOR:	One p/t Project Support Worker; at least one more staff member to be appointed within 6 months (depending on funding application success). Volunteers.
PLACE OF WORK:	Primarily in Roehampton; based in offices in Roehampton Family Hub, 166 Roehampton Lane, SW154HR

BENEFITS:

- 7% employer pension contribution after completion of probationary period
- Flexible working hours by negotiation
- 33 days annual leave including 8 bank holidays
- Access to work coach/supervision

CONTEXT OF THE ROLE

Our Roehampton is seeking an energetic and resourceful community-focused leader who has the skills, vision and tenacity to implement the new Strategic Plan and work towards the long-term sustainability of Our Roehampton. The work will be varied and sometimes fast-paced. The successful candidate will have proven community development and engagement skills as well as be able to work strategically to lead and support the development of the charity. You will equally enjoy supporting a group of residents with ideas for a new project, hosting a meeting of the Roehampton Network and liaising with local authority or health partners on strategic matters.

Our Roehampton is a registered charitable company that is embarking on an exciting period of development to establish itself as a community-led anchor organisation for Roehampton in the London Borough of Wandsworth. Our plans have been developed through the merger of two local initiatives – the Roehampton Trust and the Roehampton Community Capacity Project. Members of the Advisory Group of the Roehampton Community Capacity Project (RCCP) have joined existing members of the Roehampton Trust Board as Trustees.

Fuller information about Our Roehampton's story and the context for the role is in the **Background and Context** of this pack.

JOB TITLE – DIRECTOR

ROLE PURPOSE

Good governance: 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.

Strategy development and delivery: Working in collaboration with the Board of Trustees to ensure that Our Roehampton has an up-to-date strategic plan, and develop and monitor work plans.

Partnership Building: Build and maintain relationships and partnerships with residents, community activists, community groups and voluntary & statutory partners. Inspire support from volunteers, donors, the local community, businesses, local authority partners and funders.

Team leadership: Provide collaborative leadership and management of staff and volunteers and work to develop the team.

Funding sustainability: Identify sources of funding and ensure that Our Roehampton has the resources to ensure sustainability and sustained impact in the community.

KEY RESPONSIBILITIES

Strategic Direction and Leadership

- Work with the Board of Trustees, the wider Advisory Group, community stakeholders, and staff to lead the development and delivery of the Strategic Plan.
- Provide inspiring, collaborative, and positive leadership to staff, volunteers and community partners.
- Develop and maintain a detailed understanding of Roehampton and its communities through both engagement and reference to data sources.
- Engage with statutory and voluntary sector commissioners and service providers regarding opportunities for intervention and community input to develop and tailor provision to meet local needs.

Relationships and Partnerships

- Facilitate networking between local groups, and between local groups and other stakeholders at the borough and regional level, including knowledge sharing, skills and experience exchange.
- Support the development and delivery of local projects and activities by training, coaching and mentoring community groups and residents
- Seek out partnerships and identify opportunities to build collaborations and deliver positive outcomes for Roehampton and its communities.

- 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.
- Ensure full and accurate reporting to the Charity Commission and Companies House including the preparation of an annual report and financial returns.
- 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 staff, volunteers and Trustees.
- Take appropriate steps to manage risks that could impact significantly on the Charity.
- Manage any 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 Delivery and Management

- Work hands-on with colleagues and volunteers to deliver the day-to-day operations (e.g. Roehampton Network, Roehampton Voice, Roehampton Community Weeks etc).
- Plan and carry out work that contributes to the three Delivery Themes of the Strategic Plan.
- Oversee the implementation and delivery of projects, developing monitoring and mechanisms for evaluating impact for funders and internal use.
- Develop internal policies and procedures that support effective delivery, and Identify areas for improvement in operational performance and delivery.

Staff and Volunteer Management

- Provide regular supervision and support for staff members, ensuring they have work plans and that training needs are identified; carry out annual appraisals.
- Support the development of new job descriptions and person specifications; facilitate recruitment processes and prepare induction plans for new staff members.
- Facilitate regular team meetings to plan and foster a culture of reflection and learning.
- Ensure volunteers have clear role descriptions, are inducted and supported according to Volunteering good practice.
- Identify and develop volunteering opportunities.

Other Responsibilities

- Be a visible, active, positive and engaging presence within the community at local events, activities and meetings.
- Be open to developments and trends in IT, digital applications and social media that can support delivery and development.
- Contribute and create regular communications content.
- Champion the role of local giving, contribution and civil society in Roehampton and Wandsworth.
- Undertake training and development as required.

These are the main responsibilities of the role. Our Roehampton is a small charity, so flexibility is required, and a willingness to carry out other duties within the scope of the post.

DIRECTOR - PERSON SPECIFICATION

ESSENTIAL	Assessed at application	Assessed at interview
Experience:		
1. Management of a community-based organisation or service or of community-based projects	*	*
2. Managing and inspiring staff and/or volunteers	*	*
3. Successful partnership working with a range of stakeholders (e.g. community and voluntary sector groups, local authority, health providers etc.)	*	*
4. Preparing funding proposals and securing funding	*	*
Knowledge:		
5. An understanding of community development - how communities work and can be strengthened	*	*
6. Knowledge of charity management, governance and risk management appropriate for a small charity	*	*
Skills:		
7. Ability to understand financial information, prepare and manage budgets	*	*
8. Excellent communication skills both verbally and in writing	*	*
9. Ability to develop trusting relationships with individuals and groups in the local community including inspiring and encouraging them to achieve aims and helping them to grow or develop	*	*
10. Ability to oversee a project and produce data and reports for project progress reports	*	*

11. Confident user of IT (ideally Microsoft 365 suite or other-cloud-based system) and ability to use/deploy social media and digital technology to deliver Our Roehampton's ambitions.	*	*
12. Proven ability to acquire and implement knowledge and commitment to reflective performance and continuing professional development		*
Personal Qualities:		
13. Strong strategic and creative thinking		*
14. A strong understanding and demonstrable commitment to equality, diversity and inclusion		*
15. Ability to work independently, prioritise own work, meet deadlines and manage a varied workload		*
16. Ability to work in the evenings and weekends as required, to work flexibly and travel within the local area		*
DESIRABLE		*
17. Lived experience or working knowledge of Roehampton, or similar urban communities		*
18. Experience of developing and implementing new projects including project plans, budgets, operational procedures and impact measurement and evaluation		*
19. Experience of developing non-grant revenue streams		*

BACKGROUND AND CONTEXT

Our Roehampton is embarking on an exciting period of development. We are building a strong community-led anchor organisation that connects people, groups and organisations and helps everyone work together to make Roehampton a more thriving, caring and resilient community. Two local initiatives have joined forces: the Roehampton Trust and the Roehampton Community Capacity Project (RCCP). A new Strategic Plan brings together the best elements of each the two initiatives:



The Roehampton Trust has operated since 2010. Running solely through the efforts of residents through volunteer activity, its primary focus has been the production and distribution of quarterly editions of the [Roehampton Voice](#) – an independent source of news and information distributed free to over 6000 households. From time-to-time, funding was secured so Trustees could support local community groups and projects through small grants.

The Roehampton Community Capacity Project (RCCP) began in January 2020 following the publication of the 2018 [Roehampton Community Capacity Report](#). Wandsworth Public Health provided seed funding for three years. Citizens Advice Wandsworth (CAW) hosted the project and appointed a full-time Project Lead, based at CAW's site in Roehampton. The purpose of the project was to:

- a. build organisational capacity,
- b. advocate for the community,
- c. nurture projects, and
- d. work towards a long-term programme that builds on the pilot and leads to a self-sustaining organisation.

The Project made a big impact and achieved a high profile in a short period of time. The first Project Lead worked directly with people, community groups and local bodies to facilitate the growth of communication and collaborations and confidence in local abilities to address issues impacting people's daily lives.

An early initiative was the setting-up of the 'Covid-19 Roehampton Response Network' – where 100s of local organisations and residents came together during the pandemic to help their

communities. Practical help was provided to people in need including food distribution and two paper information bulletins distributed through many doors. The **Roehampton Network** continues to meet monthly – sharing information and building collaborations.

Through direct community engagement, local people who wanted to run activities were supported to do so through practical help and mentoring. Examples of the outcomes achieved:

- Working with Rackets Cubed and Heathmere School to initiate **The Roehampton Community Box**, a social supermarket for families experiencing food insecurity;
- Supporting the set-up of the **SW15 Women's Network** which runs a weekly coffee morning, runs an annual White Ribbon event against domestic violence and organises events/activities to promote women's health & well-being;
- Regular mentoring and coaching to a social entrepreneur to initiate and develop **Estate Arts**, which now runs a funded-health champion project to tackle health inequalities;
- Support to a woman keen to run free out-of-school **Messy Play** sessions for children under 5 including those with SEN. Good for the children but also for the parents to learn from and support each other.
- Support to a woman wanting to run regular **dance and yoga sessions** for both women and children at affordable prices.

Roehampton Community Week is an initiative launched in the summer of 2021. The idea was to have activities and events that brought people into contact with each other again after the isolation required during the pandemic. Co-ordinated through a Steering Group of local groups and residents, Roehampton Community Weeks has become an annual activity. In Summer 2023 more than 1,000 participants attended 90 free events and activities for all ages.



The project was successful at attracting funding from trusts and local institutions to support Roehampton Community Weeks. Part of the funding set up the **Roehampton Community Fund**, a participatory grants scheme that awards £500 - £1000 to residents, community groups and small organisations to run events and activities during both during Community Weeks and during the year. More than 60 grants have been awarded with several projects going on to establish ongoing activities and secure funding from other sources.

Advocating for Roehampton has been a work area for the RCCP since the beginning. During the pandemic, the Project Lead lobbied and secured resources and support for the area, and during

2023 the Cost-of-Living Commission sought the project's help to ensure the experiences of people living in Roehampton were heard.

More information about the achievements of both projects can be accessed on the Roehampton Voice legacy website. <https://www.roehamptonvoice.org/roehampton-trust> All the back issues of Roehampton Voice are here too. (Developing a new Our Roehampton website is being planned).

Developing the Organisation

A second Project Lead started work in November 2022 with a brief to prioritise supporting the development of a sustainable organisation and secure funding beyond the end of the funding Public Health funding.

The Advisory Group of the RCCP and existing Trustees of the Roehampton Trust began talking about their shared values and objectives and worked on a new Strategic Plan. In July 2023, some members of the Advisory Group became Trustees, the new Strategic Plan was adopted and Our Roehampton became the new working name of the Roehampton Trust. Most of the Trustees are people living within the Roehampton ward and work or volunteer with local community initiatives including the Over 60s Café, the Foodbank, the Safer Neighbourhoods Panel, Regenerate (Youth Project), Roehampton Library, Alton Action, the Community Shed, Citizens Advice Wandsworth, Alton School etc.

A staff team of at least three - a Director, a Community Development Worker plus a part-time Project Support Worker is needed to achieve the ambitions of the Strategic Plan. We greatly appreciate that two local funders - the Wimbledon Foundation and the Roehampton Parish Trust - have recognised the value of the work to date by each awarding funding for three years. This allows for the appointment of a new Director and some part-time project support hours. Trustees are optimistic about a bid to the Lottery's Reaching Communities Programme for the Community Development Worker; a decision on the second stage of the bid is expected mid-June. This role will pick-up the grass-roots community development and capacity building work that is integral to our ambitions but had to be put on hold whilst establishing the organisation. So far most activity has centred around the Alton Estate; other areas and communities will be prioritised going forward.

As well as fundraising, much work has been undertaken to develop Our Roehampton's organisational strength and capacity:

- Some policies and procedures have been developed (i.e. Financial Management & Control; Conflict of Behaviour Code and Safeguarding Children and Vulnerable Adults) with more scheduled for development in the coming months.
- WorkNest has been contracted to provide HR expertise to the Trustees and to support the development of a Staff Handbook.
- Providers of payroll services, domains and websites, insurance, IT systems etc. have all been sourced.

- Until recently, it was expected that Our Roehampton staff would stay co-located in the Citizens Advice Wandsworth site in Roehampton. Due to unexpected building maintenance issues this site has been closed so the Our Roehampton team is currently hot-desking with a voluntary sector partner in the Family Hub (166 Roehampton Lane, London SW15 4HR) whilst negotiating new long-term accommodation there with Wandsworth Children’s Services. This is a positive development as co-locating with other organisations, both statutory and community, promotes collaboration.

The Strategic Plan

Our Roehampton’s Vision and Values are:

OUR VISION	A flourishing, healthy, inclusive and collaborative society
OUR MISSION	To improve the social, economic, health & well-being outcomes of residents in Roehampton and the surrounding area
OUR VALUES	A recognition of people, their talents and potential
	An appreciation of Roehampton, the place – its green spaces, buildings, and history
	A commitment to working collaboratively across the community, voluntary, statutory and private sectors to achieve positive outcomes for individuals and groups
	A commitment to understanding local needs
	A recognition of structural inequalities and a commitment to working to address them.

The Delivery Areas in the Strategic Plan are:

- 1. Promoting and Celebrating Community Connections**
 - Roehampton Voice – quarterly newsletter, over 6,000 issues delivered and distributed locally, plus being available online.
 - Roehampton Network – information sharing network and monthly networking meetings that builds trust and collaborations
 - Roehampton Community Weeks – a programme of free activities for local people
 - Developing our social media and website so that everyone can find out what’s going in Roehampton
- 2. Community Capacity Building and Support**
 - Supporting local people and organisations who want to run projects to benefit their local community
 - 1:1 and group support around project planning, governance, funding etc.
 - Roehampton Community Fund – small grants of £500 to test out ideas for local projects

3. Speaking Up for Roehampton

- Supporting local people and groups to influence statutory services
- Active participation in relevant Forums e.g. the Roehampton Partnership
- Identifying gaps in activities and service provision
- Influencing and/or initiating solutions

About Roehampton Ward

Roehampton has many community assets – its talented, diverse and generous communities; its physical resources; a rich history and close to both Richmond Park and Wimbledon and Putney Commons.

However, a significant proportion of our 18,500 residents experience multiple challenges. These include higher levels of worklessness and higher number of people dependent on Universal Credit and living on low incomes. There are also significant numbers of people living in temporary and overcrowded housing. Roehampton is an area cut-off from other parts of Wandsworth by busy A-roads and is poorly served by public transport. There is also inadequate access to affordable food.

Alongside the more affluent areas of housing, there are several large social housing estates in the ward, the Alton, the Lennox and Putney Vale, as well as the Ashburton nearby. Tenures in these areas is a mixture of leaseholders, private and council tenants. There has been long-term uncertainty about the regeneration of the Alton Estate (the largest estate in the ward with 5000 households). Proposals for regenerating the estate began in 2004 and have been through several iterations and has for a range of financial reasons have stalled for the last couple of years; it's anticipated that the latest proposals will become public later this year.

The Next Six Months

To give prospective candidates a flavour of their work, the next 6 months is likely to include the following:

- Ensuring the Roehampton Community Weeks 2024 programme is well-promoted and an evaluation is carried out afterwards.
- Consulting about the organisation's membership structure and ongoing liaison with the Advisory Group so that Our Roehampton continues to be community-led.
- Recruiting the Community Development Worker and working with them to develop the new role; ensuring funding for the role is secured if the Lottery bid is unsuccessful.
- With the Project Support Worker (and Community Development Worker), organise and facilitate the Roehampton Network meetings, both online and in-person.
- Consulting with the Roehampton Network members, the Advisory Group and residents about the how the Roehampton Network operates and implementing any changes.

- Developing, with all stakeholders, a clear communication strategy, to include social media, Roehampton Voice and the website.
- One of the findings of Wandsworth Council's recently published Cost of Living Commission was that the cost-of-living crisis and associated issues have affected Roehampton more than any other ward. Work on a joined-up Action Plan to address the issues raised is being developed and Our Roehampton will participate in this.
- With Trustees develop necessary policies and procedures including Volunteering Policy and Employment, Diversity and Inclusion Policy.

A Final Note

The second Project Lead (now the Interim Director) has always been clear she would stay short-term to support the set-up of Our Roehampton and will then move on. Both she and Trustees are excited at the prospect of appointing a dynamic, skilful leader who will work with residents, groups, stakeholders and Trustees to realise the potential of Our Roehampton. There will be opportunities for a full handover to the successful candidate.

April 2024



Guidance notes for job applicants

Applying to work for us.

We will invite for interview candidates who score highest in demonstrating that they meet the criteria in the person specification that we have asked you to address.

Therefore, it is important that you address each of these points in your covering letter. You should explain how you meet the criteria and where possible give examples of relevant training, experience or achievement.

If you don't address one or more of the criteria, we can't score it and it's less likely that we'll shortlist you. If we ask about knowledge or experience that you don't have, you can explain how your experience and skills would help you take on that part of the role and what approach you would take to developing in that area. If you feel like this is a role you'd really like but don't meet all of the criteria we still want to hear from you – tell us why you want to do the job and what transferable skills you have.

Reasonable adjustments

Let us know if you require any adjustments to our application process or would like to provide any additional information want us to take into account when considering your application.

If we invite you to an interview, we'll also ask you if you have any access needs or reasonable adjustments to the interview and any associated task or assessment.

We welcome requests for adjustments to our recruitment process because we want it to be accessible and equitable.

Entitlement to work in the UK

Our job offers are subject to confirmation that you're allowed to work in the UK under the provisions of the Asylum and Immigration Act 1996. We'll ask you to provide evidence of your entitlement to work in the UK if you're successful and we offer you a role.

We do not hold a sponsor licence and therefore can't issue certificates of sponsorship under the points-based system.

Diversity monitoring

We're passionate about promoting equity, valuing diversity and working inclusively. Monitoring recruitment and selection will help us ensure that we're treating candidates fairly and doing our best to employ a diverse team. To do this we need to know about the diversity profile of people who apply for posts with us. This information is held confidentially for monitoring purposes only and isn't seen

by anyone making decisions about who we recruit. If you'd prefer not to answer any of the questions on the diversity monitoring form you can select 'prefer not to say'. Once you have applied for a role you will be sent an anonymous online form to complete.

References

Our job offers are subject to receiving satisfactory references. One reference should be from your current or most recent employer, or your course tutor if you've just left education. The other should be someone who knows you in a work, voluntary or academic capacity. Both referees should be able to comment on your suitability for the role.

We only ask for references if we interview you and offer you a role.

Criminal convictions

We'll ask you if you have any unspent criminal convictions during the recruitment process. Having a criminal record doesn't necessarily stop you from working for us, whether it does depends on the type of role you're applying for and the background and circumstances of the offence. We can't employ anyone with a conviction for a sexual offence against a child or vulnerable adult, regardless of when the offence took place, and we consider all other convictions on an individual basis.

We only ask for a Disclosure and Barring Service (DBS) check when this is proportionate and relevant to the role you're applying for. If the role requires a DBS check, we'll tell you this in the application pack.