

## **Recruitment Pack – Networks Partner (maternity cover)**

Thank you for your interest in this role, which is one-year fixed term contract maternity leave post. It's been a busy year setting up the new organisation. We've built excellent collaborative relationships with our partners across the capital, including partners from the voluntary, statutory and business sectors who are helping us to develop our portfolio of work.

London Plus arrived at an interesting time for civil society, with a new thinking on how the state, voluntary, private and public sectors can support civil society and how many of today's social needs and challenges demand not just partnership working, but cross-sector solutions. This has helped us to strengthen existing partnerships with London's voluntary and community sector, charitable funders, the GLA, London Councils and specialist infrastructure groups, but also to create new ones.

London Plus is still evolving, so this role is an ideal opportunity for someone to develop and embed this new way of working and respond to a rapidly changing context. We need someone who can help us to practically deliver our strategy, recognise and nurture relationships, adapt and respond creatively, whilst keeping an eye on the horizon. We've laid strong foundations for London Plus and this role is your chance to add value to our work and help us to realise our vision.

If you're networked, strategic in your thinking but collaborative and pragmatic in your approach, we'd like to hear from you.

A handwritten signature in black ink that reads "Margaret Cooney".

**Margaret Cooney**

CEO, London Plus



## 1. Background Information

London Plus is new a pan-London civil society organisation, set up in 2018 with a small team that that focuses on the following work areas:

- Data & intelligence
- Networks/partnerships
- Advocacy and voice
- Communications/digital content and operations
- Employment and skills policy and project work

We emerged out of a shared consensus that although social action by volunteers and the wider civil society sector has made a significant difference to Londoners, a more unified approach was needed to help the public, politicians and business better understand the range, complexity and importance of the work that civil society does.

With an estimated 120,000 civil society organisations in the capital, a Deputy Mayor with an explicit brief on volunteering, social action, social integration and community engagement, and a move to make London the foremost global city for philanthropy, there was an opportunity to support civil society in a different way, by creating a centralised knowledge and information 'hub'. Greater London Volunteering, our legacy body, took on the role of implementing this new 'hub' and London Plus launched in 2018 with support from City Bridge Trust, with a new look and a new remit.

We have achieved a great deal over the last year, working with our networks to define the main areas where they want support and need new input. We have developed a portfolio of priority projects that we will work on in the coming 12-18 months. This programme will evolve and grow as we continue to work with the sector and understand their needs more deeply. Below is a snapshot of projects we have started delivering in the last eight months:

- Defining an equality monitoring data standard for deaf and disabled people/organisations;
- Co-ordinating a programme of support for voluntary sector consortia in London – in partnership with Pilotlight and DAC Beachcroft



- Employment & skills policy – Good Work Commission which will produce a series of case studies and a final report on what ‘good work’ looks like for all Londoners
- The development of a dynamic content strategy for the London Plus website that promotes and advocates the work of CSOs through case studies, examples of good practice and downloadable resources.

## 2. London Plus roles

Our small team of five includes:

- Chief Executive – Margaret Cooney
- Data & intelligence coordinator – Dr Natasha Codiroli McMaster
- Networks partner – (maternity cover role)
- Employment and skills policy & project officer – Rayhan Haque
- London Plus coordinator – Emily Coatham

London Plus has a remit to support civil society organisations (CSOs) in London to harness the power of data to generate better insights, to convene CSO networks and organisations across London to build collaborative partnerships in order to maximise impact and value, and to increase the voice and influence of CSOs by amplifying issues of common concern and shining a light on best practice.

To find out more about our work and what we do [please visit our website.](#)

## 3. The Networks Partner role

This is an exciting role that supports and champions the work of CSOs in London, particularly local infrastructure bodies, and has a focus on networking and collaboration.

Civil society is large, varied and diverse. As one small organisation we cannot hope to reach the whole sector so take a targeted approach, focusing on specific issues and communities of interest where we know we can add value to help to bring about long-term change and sustainable impact. Working through infrastructure bodies helps us to maximise our reach.



In order to facilitate this and to ensure maximum reach, we try to work with networks of civil society organisations that want to make new connections and try new approaches to working. Our focus is always on activating networks, creating supportive and proactive partnerships with the goal of delivering positive outcomes and impact for Londoners

Through these networks we share learning, intelligence and evidence-based practice to help tackle the problems which CSOs and their beneficiaries across London face. Sometimes we encourage partnerships in a specific geographic location, and for other projects we take a pan-London thematic approach. In all of our work we aim to leverage existing and new resources to tackle local issues, or issues of common concern to drive sustainable change. We will always capture learning to build evidence-based practice and ensure this is shared across London.

The role has close ties with London Councils, the GLA, London Funders, local CVSs, Volunteer Centres and others.

#### 4. Recruitment Timetable

Closing date for applications:	Thursday 4 <sup>th</sup> July 2019 – 12.00pm
Shortlisting Decisions:	w/c 8 <sup>th</sup> July 2019
Interviews:	w/c 15 <sup>th</sup> July 2019

#### 5. Governance

This work is currently supported under the remit of Greater London Volunteering, who adopted a revised set of charitable objectives and trade as London Plus. We will continue to review governance arrangements, and this will include the recruitment of new trustees and revised membership arrangements.



## 6. Background reading

For further information:

1. The Way Ahead – the emergence of London Plus was part of the wider work in place across London to look at developing effective systems to support civil society. This programme is called the Way Ahead and further details can be obtained via the [website](#) and by downloading the full [report](#).
2. London Plus – [achievements to date](#) (PDF).
3. [City Bridge Trust](#) – London Plus, main funder.
4. [London plus website](#)



## Networks partner (maternity cover) – Job Description

<b>Purpose</b>	To enhance the voice and impact of the civil society across London through creating and developing collaborative networks and partnerships
<b>Responsible to</b>	Chief Executive
<b>Salary</b>	£36,000 per annum, 1-year fixed term contract (maternity cover)
<b>Direct reports</b>	None
<b>Location</b>	Based at 20 Victoria Street, London, SW1H 0NF. Some travel will be required, as will occasional evening and weekend work.
<b>Benefits</b>	25 days holiday per annum Flexible working Pension – Employer contribution: 5% Competitive salary

### Main Purpose

To offer support to civil society groups through the development and coordination of networks and forums, both via existing networks and through the development of new alliances. This role will also take a particular focus to support groups to communicate and collaborate and make best use of the London Plus website to share good practice.

### Principal Responsibilities and Accountabilities

#### Networks Support

1. To offer support to civil society groups through the development and coordination of networks and forums, and by supporting existing networks; (i.e. CVS Directors and Volunteer Centre networks, Equalities Infrastructure) with a focus on co-production;



2. To make best use of social media and existing technology to support networks where civil society groups and partners can share knowledge, ideas and can communicate;
3. To support on the development of new alliances where a need is identified;
4. To identify and link various networks to strategic leads across London via signposting and liaison.

#### Partnership Development

5. To develop and expand existing partnerships to increase collaboration and the sharing of resources;
6. To establish new partnerships across London based upon key thematic programmes of work.

#### Skills development and support

7. Provide a range of training and support programmes in line with the needs of the civil society groups and networks;
8. To identify skills and knowledge gaps and develop a strategic programme to support the needs of the civil society within London;
9. Develop key programmes of work to share best practice and profile best practice for civil society organisations (e.g. diversity in volunteering);
10. Contribute to online resources to the London Plus website, whereby materials, research and best practice models can be shared and used to inform future developments.

#### General duties and responsibilities as an employee

11. To work as part of a team and contribute to the overall aims and objectives of the organisation;
12. To be an advocate for the organisation;
13. Attend staff meetings and training as required;
14. All staff are required to operate in accordance with the organisation's values, policies and procedures, including but not limited to, Health and Safety, and Data Protection.

#### Principal working relationships



- The London Plus staff team
- Community and voluntary groups
- External stakeholders including national and regional networks and partnership organisations.

The above list of duties and responsibilities is not exhaustive, and you may be required to undertake other responsibilities and training as requested and as appropriate to your role level.

**CHANGES:**

This is a description of the job as it is presently 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 would be conducted in consultation with you.





## Person specification

Requirements	Essential	Desirable
<b>Educational attainment</b>	<ul style="list-style-type: none"> <li>• Degree level or equivalent</li> </ul>	
<b>Knowledge required</b>	<ul style="list-style-type: none"> <li>• Understanding of charity regulation and governance</li> <li>• Understanding of the work of the civil society and its contribution to improving outcomes for communities</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of content management for websites</li> </ul>
<b>Experience required</b>	<ul style="list-style-type: none"> <li>• Experience of influencing strategic outcomes within multi-agency partnership working groups</li> <li>• Demonstrable track record in a comparable environment</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of having facilitated regional, sub regional or local networks</li> <li>• Prior experience of working with civil society</li> <li>• At least 3 years' experience working at senior level.</li> </ul>
<b>Skills and aptitudes required</b>	<ul style="list-style-type: none"> <li>• Demonstrable negotiation skills</li> <li>• Exhibits a commitment to excellent customer care and</li> </ul>	



	<p>maintaining a positive external image of the organisation</p> <ul style="list-style-type: none"> <li>• Excellent written / verbal communication skills</li> <li>• A commitment to addressing inequality and promoting inclusion</li> <li>• Able to confidently deliver presentations to a range of audiences</li> <li>• Effective networking and influencing skills,</li> <li>• The ability to establish and maintain productive working relationships</li> <li>• An ability to work on own initiative, and prioritise a complex range of tasks with minimum of supervision</li> </ul>	
<p><b>Personal qualities required</b></p>	<ul style="list-style-type: none"> <li>• Personal resilience</li> </ul>	



	<ul style="list-style-type: none"><li>• Able to motivate and inspire others</li><li>• Displays a strong empathy with the values and vision of the organisation</li><li>• Displays a commitment to working positively within a framework, which values and celebrates diversity</li></ul>	
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