

london plus



Recruitment Pack – Business Development and Relationships Lead

On behalf of the board of trustees, thank you for your interest in joining London Plus (under the remit of Greater London Volunteering, "GLV"). These are incredibly exciting times for civil society in London and for London Plus.

London Plus is a big, brave idea to champion London's civil society through insight, influence and powerful connections. To make London's voluntary action more effective it will benefit from reliable information, great networks and an influential voice. Civil society organisations are invited to become our members. We facilitate networks to enable conversations to bring about change. With our members and partners, we aim to be the go-to place to bring about positive change for Londoners and the diverse communities and networks that make up civil society in this great capital.

This role comes at a pivotal time in our journey and plan. We are a small agile team, with Trustees working closely with the staff team. Some of our staff team have moved on to new exciting opportunities and we are refreshing our governance with the recruitment of new Trustees. We have completed the establishment of London Plus and have been delivering projects and services. You will be joining us as we move into developing and delivering new projects, extending our relationships and building on the established work.

We've worked hard over recent years to build strong, trusted and fruitful relationships across the capital. Our agile and responsive approach to addressing voluntary, statutory and business sector opportunities has always had collaboration at its foundation; we have built a broad remit, so wherever you come from, the important thing is you understand the support that London's civil society needs, we welcome cross-sector applications.

We have strong, trusted and productive links with London's voluntary and community sector, charitable funders, the GLA, London Councils and specialist infrastructure groups. In this role, you'll be responsible for growing these services as part of a new team to bring benefit to London.

Why join us? In short, this is your opportunity to help develop and lead something special for the Capital. If you're skilled in your work area, networked, strategic in your thinking but collaborative and pragmatic in your approach, then we'd love to hear from you.

We are looking for people who can work with us to practically deliver our strategy, recognise and nurture relationships, work and respond creatively, whilst keeping an eye on the horizon. We've built the strong foundations for you; and this role is your chance to add something special and help us realise our vision.



Cameron Fitzwilliam-Grey
Chair Greater London Volunteering

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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:

- Social research and data
- 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. The successful applicant will be expected to feed into the planning of this programme of work and make changes where appropriate. 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.
- 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.
- Co-ordinating a programme of support for voluntary sector consortia in London – in partnership with Pilotlight and DAC Beachcroft.



London Plus

Our **Vision**: A city where all Londoners can thrive

Our **Mission**: Championing London's civil society through insight, influence and powerful connections

Our **Values** are London's values:

- We promote equality and champion diversity
- We actively collaborate
- We are always learning
- We act with integrity
- We are bold
- We look for the bigger picture

Our **Brand**:

- Keep it simple
- Be smart
- Think big

London Plus roles

Our small team of five includes:

- Chief Executive Officer – Elizabeth Balgobin (Interim)
- Social Research and Data Lead
- Networks and Partnerships Manager – Navinder Kaur
- Employment and skills Policy Lead – Rayhan Haque
- London Plus Coordinator – Emily Coatham
- Business Development and Relationships lead - vacant

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](#).

The Business Development and Relationships Lead role

This is an exciting role that builds on a wider programme of work in place across London looking at Civil Society called the Way Ahead. This a new role, working closely with the CEO, the Networks and Partnerships Lead and our members and partners. The role will develop a range of affordable and accessible services for our member, generate income through traditional grants and contracts, business sector sponsorship and partnerships and consortia delivery models. This role will act as a catalyst for co-produced work across London, ensuring civil society is able to respond to new opportunities and develop engaging ideas that create opportunities.

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.

Background reading

For further information:

- 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](#).
- London Plus achievements so far (Page 10).
- [City Bridge Trust](#) – London Plus, main funder.
- [London plus website](#) - Particularly resources, analysis and guides.
- The [London Datastore](#).



Business Development and Relationships Lead – Job Description

Responsible to:	Chief Executive Officer
Salary:	£27,000 (£45,000 FTE) per annum
Hours:	Part time, 21 hours per week with occasional evening and weekend work.
Direct reports:	None
Location:	Central London. Some travel will be required.
Benefits:	25 days holiday per annum (Pro rata) Flexible working Pension – Employer contribution: 5%

Main Purpose:

To take the lead on developing new business opportunities, services and projects for London Plus and its partners. This role will lead on understanding the London funding environment and navigate the routes for civil society organisations to work together, with business and local, regional and national public sector organisations to create new services and ways of working and securing the funding to make it happen.

This is a new role and the post-holder will work with the CEO and partners to refine this job description within the six months.

Principal Responsibilities and Accountabilities:

Income generation and development

1. To create and implement a fundraising and income generation strategy for London Plus in line with the business plan.
2. Prospecting for new funding opportunities for London Plus and partners.
3. To make funding applications to grants and foundations.
4. To make funding and contract applications to public sector bodies.
5. To identify and secure corporate sponsorship and private sector CSR funding.
6. Carry out market analysis of funding trends on identified and speculative services and projects.

Engagement and relationships

7. Establish and maintain effective relationships with London Plus's stakeholders, including funders, donors and partners.
8. Develop new relationships with potential new partners and supporters.
9. Identify members and partners to work with to development new projects and services.



10. Working with the CEO and Networks and Partnerships Lead to create cross-sector delivery partnerships for projects and services (e.g. civil society organisations working with academic organisations and public sector departments).

Monitoring and Evaluation

11. Provide monitoring on outputs, outcomes and expenditure for projects.
12. Ensure reporting deadlines are met and that reporting is of the highest quality.
13. Carry out internal evaluations of funded projects and services and publish results on London Plus platforms and documents.

General duties and responsibilities as an employee

14. To work as part of a team and contribute to the overall aims and objectives of the organisation.
15. To be an advocate for the organisation.
16. Attend staff meetings and training as required.
17. 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

- London Plus staff team
- London Plus Stakeholder Advisory Group
- London CVS Network
- External stakeholders including GLA, London Funders, HEAR Network, Cornerstone Partnership, Centre for London and more.

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
Educational attainment	<ul style="list-style-type: none"> Evidence of continual learning/professional development (sector specific or charity fundraising) 	<ul style="list-style-type: none"> IoF Certificate or Diploma in Fundraising
Knowledge required	<ul style="list-style-type: none"> Fundraising Code of Practice 	
Experience required	<ul style="list-style-type: none"> Experience of developing a fundraising and income generation strategy Experience of successful fundraising from trusts and foundations Experience of successful statutory fundraising Proven track record of successfully facilitating the development of new services 	<ul style="list-style-type: none"> Experience of corporate fundraising Experience of securing corporate sponsorship
Skills and aptitudes required	<ul style="list-style-type: none"> Strong business acumen Technical contract management skills Excellent relationship development skills Strong negotiation skills Excellent analytical skills for monitoring and evaluation Strong numerical and financial skills Strong organisational and workload management skills including the ability to prioritise own work and reprioritise when necessary Proven ability to communicate clearly, concisely and persuasively both orally and in writing, to a variety of audiences Good critical thinking skills Demonstrates consistent attention to detail Competent IT skills 	<ul style="list-style-type: none"> Digital skills



Personal qualities required	<ul style="list-style-type: none">• Passionate about the role of civil society to be a catalyst for positive change• Entrepreneurial, innovative and creative approach to problem solving• Tenacious• Ability to present a professional image• Displays a commitment to working positively within a framework, which values and celebrates diversity and inclusivity• Able and willing to work collaboratively with other business areas• Proactive and self- motivated• Able to work independently	
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Application Process

If you would like to apply for this position, please send the following:

- A full CV
- A supporting statement that tells us why you are interested in this post and your suitability to meet the requirements of the person specification.

Applications should be submitted through the Webrecruit portal: <http://bit.ly/330jObD>
We are unable to accept applications directly. Your application may not be considered if it is not submitted through Webrecruit.

- If you would like an informal chat about this role, prior to applying, please send an email to our Interim CEO, Elizabeth Balgobin (elizabeth@londonplus.org) and include your phone number and availability for a call, including early evenings. She will respond and call you back.

Next Steps

Closing Date:	9am on Monday, 7 th October 2019.
Shortlisted candidates will be notified by:	Midday on Tuesday 8 th October 2019.
Interviews:	Monday 21 st October 2019. Please hold this date.

Please note Interviews will be held in Central London.



Appendix

London Plus Achievements so far

Set up phase

- [Launch event at City Hall](#)
- Visited over 95% of Volunteer centres and councils for voluntary services in London.
- Set up the new [London Plus website](#) as the centralised resource for information about what happening within London's civil society network and is well used by key target audiences.

Research

- London Plus has undertaken research into the [state of volunteering](#) and [diversity of volunteers](#) in London.

Networks

- [4 CVS Director meetings](#)
- Support to sub regional network events:
- [Volunteering @ the heart of civil society.](#)
- Knowledge Seminars:
- [Digital Leadership](#)
- [Consortia Governance](#)
- London Infrastructure Forum
- Developed in partnership with the GLA, the forum meets quarterly and creates an opportunity to share ideas, insights and information from infrastructure organisations across London.

Projects

- Voluntary Sector Consortia Development
- Cornerstone projects (Superhighways as delivery partner) other organisations supported through advocacy.
- Social Prescribing
- Pan London support & advocacy for voluntary sector involvement in social prescribing programmes.
- Communities & Land
- Working with TCPA, HEAR Network, ROTA, Planning Aid for London and Community Land Use – to develop a programme that enables voluntary sector infrastructure organisations to support local community groups to become more engaged with the Planning system in London.

Advocacy

- Research into 'Good Commissioning' to identify good practice and gaps in support for commissioning voluntary sector organisations and consortia.
- [Advocating for Data](#)
- Convening and leading the [Disability Equalities Data Standards Working Group.](#)
- Supporting data maturity in civil society through delivering training and developing resources to help organisations access and analyse open data.



- Report on Cornerstone Fund bids and work with Cornerstone Fund Learning partner.
- 2019 Superhighways DCMS Digital Fund – completed by March 2019.
- Representing civil society on strategic boards, such as Mayor's Skills for Londoners Board.
- Launching the [London Good Work Commission](#), bringing together 24 London leaders [\(two commission meetings taken place by the end of June 2019\)](#).

