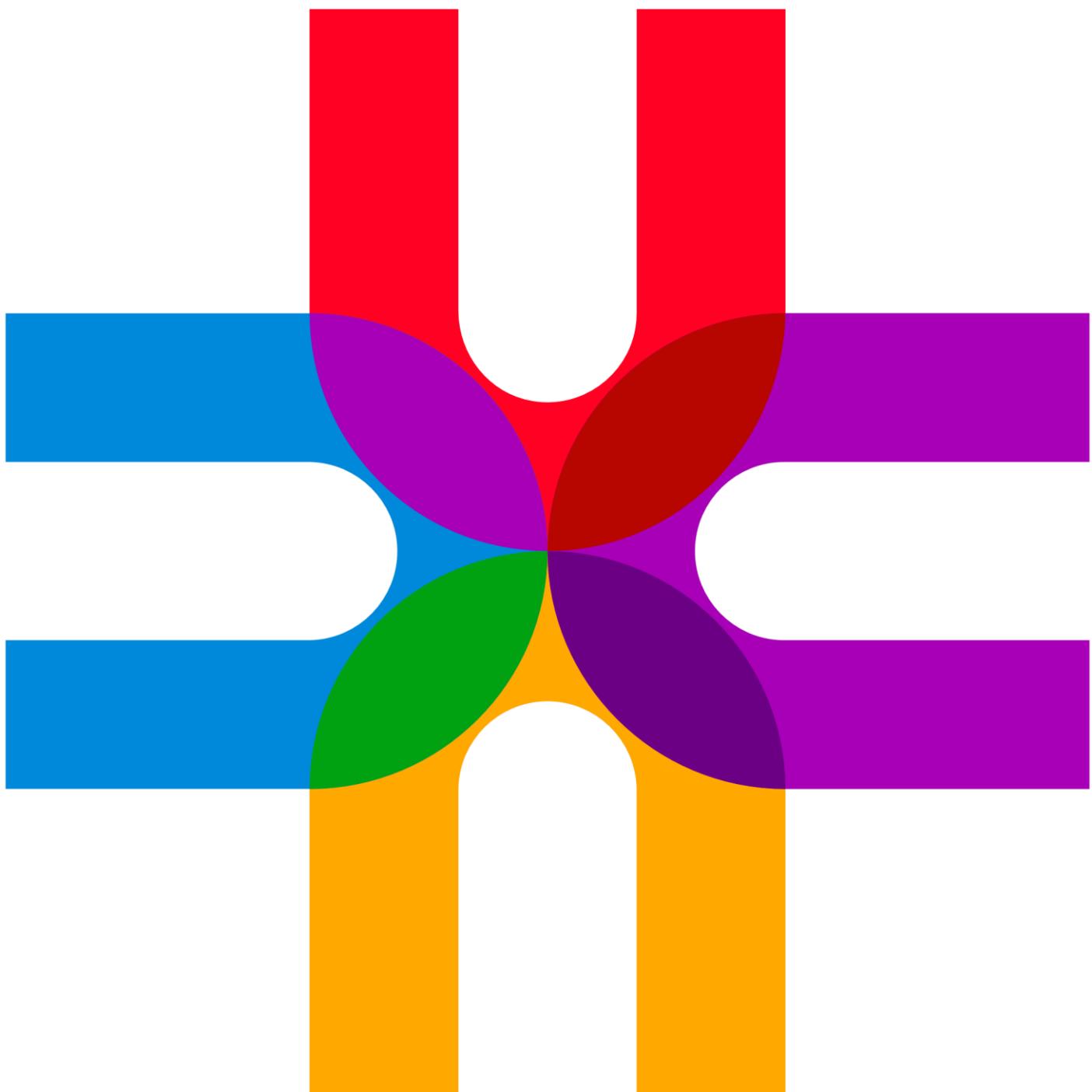


london plus



## **Recruitment Pack – Social Research and Data 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 now a pan-London civil society organisation, set up in 2018 with a small team 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 Relationship 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 Social Research and Data 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. The role has close ties the GLA, the HEAR network, Superhighways, Trust for London and others, and it aims to champion the role of civil society as part of the vital infrastructure for the region with a focus on social research and data.

Ongoing work includes:

- Building on the work to establish a standard for the collection of disability equalities data in the civil society sector, by extending the project to include the collection of other equalities data



- Working in partnership with Superhighways and a number of other organisations on a new [data literacy support programme](#).
- Researching the state of the civil society sector in London, and how well civil society is responding to social issues in the capital. This includes using survey and administrative data, including the Community Life Survey and data from the London Datastore
- Developing a data stories project, to enable civil society organisations to better communicate learning from their own data.

### **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](#).



## **Social Research and Data Lead – Job Description**

<b>Responsible to:</b>	Chief Executive Officer
<b>Salary:</b>	£36,000 per annum
<b>Hours:</b>	Full time, 35 hours per week Monday – Friday with occasional evening and weekend work.
<b>Direct reports:</b>	None
<b>Location:</b>	Central London. Some travel will be required.
<b>Benefits:</b>	25 days holiday per annum Flexible working Pension – Employer contribution: 5%

### **Main Purpose:**

To take the lead on developing a data and research agenda for London's civil society. This will include identifying, collating and sharing data, developing a research agenda with other partners and supporting data literacy.

### **Principal Responsibilities and Accountabilities:**

#### **Research and Policy Development**

1. To create and implement a data and research strategy with the purpose of influencing policy
2. To identify, collate and share research and data from the civil society
3. To work with a range of other organisations on selected studies that will inform and influence the work of civil society
4. To develop research and best practice examples of the importance of place and location for civil society infrastructure

#### **Partnership Working**

5. To develop and maintain partnerships with other relevant organisations which have a focus on data and research (i.e. Superhighway; Centre for London; GLA, Local Councils; Think Tanks and Universities)
6. To create partnerships with universities and other research organisations to develop a civil society research agenda for London

#### **Data Management**

7. To identify and promote the use of data tools which are fit for purpose for civil society



8. To advise and assist other organisations to identify, prepare and present data for publication.
9. To develop a data literacy programme for civil society to improve the understanding and usage of data among civil society organisations (i.e. networking events; online training etc).
10. To create an online resource database to log new and ongoing research relevant to civil society for London.
11. To develop partnerships around open access data with key organisations (i.e. GLA; London Councils; 360 giving; Local Authorities; & health partners).

#### **General duties and responsibilities as an employee**

12. To work as part of a team and contribute to the overall aims and objectives of the organisation
13. To be an advocate for the organisation
14. Attend staff meetings and training as required
15. 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
- Universities
- External stakeholders including GLA; London's CVS's, Superhighways, the HEAR network 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
<b>Educational attainment</b>	<ul style="list-style-type: none"> <li>• A degree in a subject containing training in data analysis (e.g. Statistics, Mathematics, Economics, Sciences, Business Studies, Psychology, Geography, Data Science, Sociology or similar)</li> <li>• Relevant experience of undertaking social research</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in a related topic</li> </ul>
<b>Knowledge required</b>	<ul style="list-style-type: none"> <li>• Demonstrable knowledge of qualitative and quantitative research methodologies</li> </ul>	<ul style="list-style-type: none"> <li>• Digital Code of Practice</li> </ul>
<b>Experience required</b>	<ul style="list-style-type: none"> <li>• Experience of either working directly or engaging in research with communities</li> <li>• Experience of logging and analysing quantitative and qualitative primary or secondary evidence</li> <li>• Good knowledge and understanding of social science research methods, analysis of research data and processes involved in publication of outputs.</li> <li>• Supporting and training others in their use of data</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of researching equalities issues</li> <li>• Working with civil society</li> </ul>
<b>Skills and aptitudes required</b>	<ul style="list-style-type: none"> <li>• Excellent analytical skills</li> <li>• Strong organisational and workload management skills including the ability to prioritise own work and reprioritise when necessary</li> <li>• Proven ability to communicate clearly, concisely and persuasively both orally and in writing, to a variety of audiences</li> <li>• Good critical thinking skills</li> <li>• Demonstrates consistent attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Digital skills</li> </ul>



	<ul style="list-style-type: none"> <li>Competent IT and social media skills, including professional blogging</li> </ul>	
<b>Personal qualities required</b>	<ul style="list-style-type: none"> <li>Passionate about sharing knowledge and skills, motivating others to learn</li> <li>Ability to present a professional image</li> <li>Displays a commitment to working positively within a framework, which values and celebrates diversity and inclusivity</li> <li>Able and willing to work collaboratively with marketing and fundraising functions</li> <li>Proactive and self-motivated</li> <li>Able to work independently</li> </ul>	



## **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/2NoXep9>  
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](mailto: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:** Midnight on Sunday, 29<sup>th</sup> September 2019.

**Shortlisted candidates will be notified by:** Midday on Thursday 3<sup>rd</sup> October 2019.

**Interviews:** Thursday 10<sup>th</sup> October 2019. Please hold this date. 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 [\(two commission meetings taken place by the end of June 2019\)](#).

