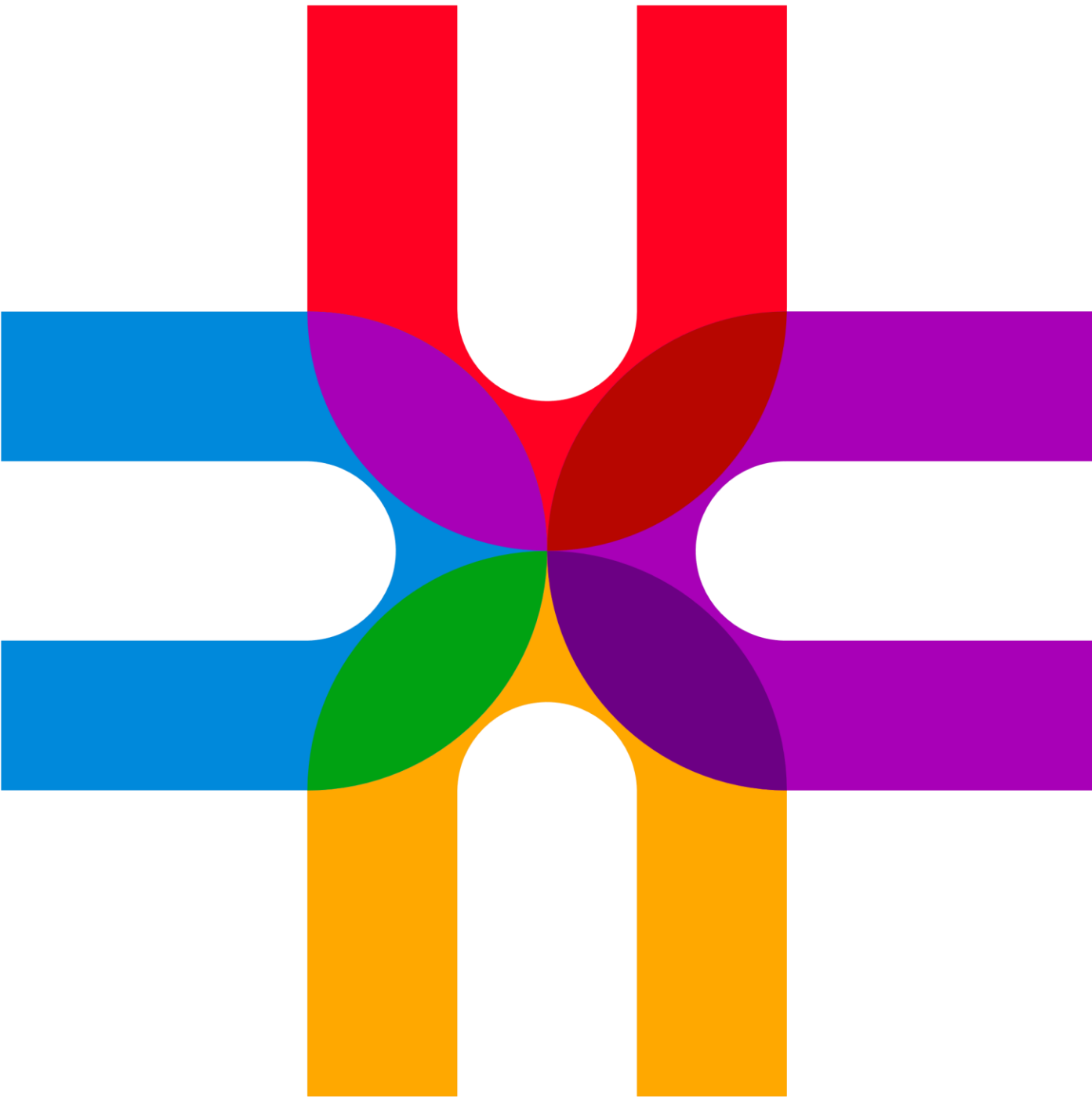


london plus



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## Recruitment Pack – Networks Manager

Thank you for your interest in this role.

London Plus is a young charity. It is a bold idea to champion London's civil society through insight, influence and connections, to help it address the capital's most pressing social challenges. We aim to be the go-to place to bring about positive change for Londoners and the diverse organisations and networks that make up civil society in this great city.

So far, we have successfully established the charity and built a position and reputation in the sector across London. We have played an important role in the response to COVID-19 and contributed to a growing appreciation during the pandemic of the value and importance of civil society. We have strong, trusted and productive links with London's voluntary and community sector, charitable funders, the GLA, London Councils and specialist groups. These have deepened in recent months.

A key feature of our work is supporting networks. This is a crucial part of how we directly support civil society across the capital and contributes to our credibility in London-wide discussions with policy-makers and others. We need to provide the best possible support for these networks to reach our, as well as their, full potential. We want to be at the forefront of practice worldwide in running and supporting networks.

This is your opportunity to help develop and lead something special for London. You will be joining our small and agile team working on vital issues to help communities across the city. We welcome applications from all sectors; the important thing is that you understand and are passionate about helping civil society in London. If you are ambitious to achieve more and relish a challenge, and are collaborative as well as pragmatic in your approach, we would love to hear from you.



**Martin Brookes**

Chief Executive, London Plus



## Background Information

### 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 team

Our staff team currently consists of:

- Chief Executive – Martin Brookes
- Social Research and Data Lead – Lucy Smith
- Social Prescribing Network Coordinator – Stephanie McKinley
- London Plus Coordinator – Emily Coatham
- Intern – Aaron Loose
- Networks Manager – Recruiting
- Communications Officer - Recruiting

For more information see [londonplus.org](http://londonplus.org)



## Job Description – Networks Manager

<b>Responsible to:</b>	Chief Executive
<b>Salary:</b>	£36,000
<b>Contract Duration:</b>	Permanent
<b>Hours:</b>	Full-time, 35 hours per week (compressed hours might be possible)
<b>Direct reports:</b>	None
<b>Location:</b>	Currently home-based during the coronavirus pandemic. When office-based: Kennington Park Business Centre, 1-3 Brixton Rd, London, SW9 6DE.
<b>Benefits:</b>	25 days holiday per annum, Flexible working, Pension – Employer contribution: 5%

### Main Purpose:

To manage, support and maintain networks of charities and other civil society organisations. The two main networks are of local infrastructure bodies in London boroughs – Councils of Voluntary Service and Volunteer Centres – which support thousands of organisations across London. To work with colleagues to support and develop other networks within London Plus.

### Principal Responsibilities and Accountabilities:

#### CVS and Volunteer Centre networks support

- Liaise with chairs and members of the CVS Directors Network and the Volunteer Centre Network to develop meeting agenda and materials
- Contribute to running networks, including taking and circulating minutes of meetings
- Collect intelligence and data from networks and work with London Plus colleagues to develop insights to feed into London-wide policy and funding discussions
- Collect, collate and disseminate relevant materials to network members.
- Help develop and deliver special projects on the work of network members and the needs of disadvantaged communities in London
- Support network chairs and individual members to understand trends in thinking and policy towards civil society across London
- Give briefings to other bodies (such as policy makers in the GLA, London Councils, London Funders, or funders of London-based organisations, and other organisations) about needs of organisations in the networks
- Develop and maintain materials about the networks for the London Plus website and contribute to the charity's social media output so as to promote and communicate to the network members.

#### Wider networks

- Support the London Infrastructure Forum (convened by London Plus in partnership



with the GLA), developing agenda and materials, running meetings, including taking and circulating minutes

- Support the London Plus Social Prescribing Network, working with colleagues to establish and develop links with the other networks hosted by the charity
- Consider the need for further networks to be developed by London Plus
- Research ways to support and develop networks, sharing expertise with colleagues at London Plus to ensure the organisation is consistently following and building on best practice
- Contribute to funding applications to support the work with networks and the organisation as a whole.

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

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

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 – Networks Manager

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 the work of the civil society and its contribution to improving outcomes for communities</li> <li>Understanding of charity operations including governance.</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 working with multiple stakeholders and managing relationships</li> <li>Demonstrable track record in a comparable environment.</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>Excellent written / verbal communication skills</li> <li>A commitment to addressing inequality and promoting inclusion</li> <li>Effective networking and influencing skills</li> <li>The ability to establish and maintain productive working relationships</li> <li>An ability to deliver presentations to a range of audiences</li> <li>An ability to work on own initiative, and prioritise a complex range of tasks with minimum of supervision</li> <li>A commitment to maintaining a positive external image of the organisation.</li> </ul>	
<b>Personal qualities required</b>	<ul style="list-style-type: none"> <li>Good team player</li> <li>Personal resilience</li> <li>Able to motivate and inspire others</li> <li>Displays a strong empathy with the values and vision of the organisation, including a commitment to celebrate diversity.</li> </ul>	



## Application Process

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

- A full CV;
- A 2 page supporting statement that tells us why you are interested in this post and how you meet the requirements of the person specification.

Applications should be submitted through the Webrecruit portal: <https://bit.ly/38vHPvz>. 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 contact our Chief Executive, Martin Brookes ([martin@londonplus.org](mailto:martin@londonplus.org)) and include your phone number and availability for a call, including early evenings. He will respond and arrange a time to speak.

### **Next Steps**

**Closing Date:** Midnight on Monday 11<sup>th</sup> January 2021

**Shortlisted candidates will be notified by:** Monday 18<sup>th</sup> January 2021

**Interviews:** From Thursday 21<sup>st</sup> January 2021

