



VCS Emergencies  
Partnership

london plus

# London Communities Emergencies Partnership

## Partnership Manager



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## Recruitment Pack – Partnership Manager

The London Communities Emergencies Partnership (LCEP) brings together organisations across the voluntary and community sector in London to support more effective responses to emergencies. LCEP aims to create coordinated emergency relief efforts, alongside partners in local and national government and others, to support a community-centred preparation for and response to emergencies.

LCEP has been formed after several years of learning and reflecting on how the voluntary and community sector responds to major emergencies across London. The idea for LCEP was developed in 2021 by London Plus and the Voluntary and Community Sector Emergencies Partnership, building on a range of lessons and early work applying the principles. It is supported by City Bridge Trust, the largest independent funder of charitable activity in London, as well as the Greater London Authority and London Councils. It is part of the London Resilience Forum.

The Partnership Manager is one of three roles in LCEP. These three roles are split across London Plus and VCS Emergencies Partnership, with the Partnership Manager sitting within London Plus, and the Support Officer and Information Manager sitting in the VCS Emergencies Partnership. The Partnership Manager will report to the London Plus Chief Executive. The three LCEP staff, whilst housed across two organisations, will work together as a single team delivering the common agenda for the partnership.

The Partnership Manager will be responsible for developing and managing the partnership of organisations across the voluntary and community sector, along with partners in faith, belief and statutory sectors.

London Plus champions and supports London's charities and community groups. It does this through networks, data, communications, as well as connections, across the capital. Established in its current form in 2019, London Plus worked initially with networks of infrastructure organisations across all London boroughs and continues to work with these. During the pandemic, it widened its focus and networks to include a broad range of charities and community groups across the whole capital. All networks are used to collect insights, data, and support as well as coordinate activities across London.

VCS Emergencies Partnership was created in 2018 out of lessons from Grenfell, Manchester arena and London terror attacks. It has been operating as a facilitator of improved connections across the country, including in London, since March 2020. VCS Emergencies Partnership brings specialist organisations together with community groups, to prepare and respond to major emergencies and to ensure a local community led and informed response. Formal and informal, large and small, the partnership supports sharing knowledge and insight, building trusted relationships and sharing skills and capabilities between all our statutory and voluntary and community sector partners.

The position of Partnership Manager in LCEP is an opportunity to contribute to something new and special for London. You will be joining our small and agile teams working to help communities across the capital. We welcome applications from all sectors. If you are ambitious, relish a challenge, and are collaborative, we would love to hear from you.

**Martin Brookes**  
Chief Executive, London Plus

**Robyn Knox**  
Director, VCS Emergencies Partnership



## Background Information

When major emergencies occur in London, a coordinated response is needed from across the whole of the voluntary and community sector, working alongside the response and intelligence from statutory bodies. Major incidents in the capital have shown that coordination between statutory resilience structures, first responders, charitable organisations and formal or informal community groups in the preparation for and response to emergencies, delivers best for London and Londoners.

Experiences during the pandemic reinforced the value of networks of organisations sharing information, intelligence, and pooling expertise. The formal structures created through the pandemic helped London deal more effectively with this crisis. From ensuring a coordinated response on food aid, sharing intelligence on met or unmet needs, connecting volunteering groups and sharing good practice, effective action involved an array of cross-sectoral organisations and expertise working together.

Drawing on the experiences of the pandemic and subsequent emergencies, London Plus and VCS Emergencies Partnership are leading a new pan-London partnership, LCEP.

LCEP:

- Is a small, dedicated team, responsible for convening and coordinating charities and community groups with others in the faith, funding and statutory sectors to better prepare, respond and learn from major emergencies in London.
- Operates an open-by-default network of networks to help our partners navigate and harness the strength and diversity of the voluntary and community sector when it comes to protecting and connecting with communities at risk from or impacted by major emergencies.
- Ensures our partners have the friends they need before they need them, the right information to act, and can share their extensive skills and resources effectively.

**Our Vision:** A community-centred, coordinated response for any Londoner impacted in an emergency.

**Our Mission:** To be London's mobilising mechanism, bringing together organisations across the voluntary and community sector, ensuring and providing a coordinated input into emergency relief efforts, alongside partners in local and national government, faith-based organisations and funders, to support more coordinated and community-centered preparation for and response to emergencies.

**What we do and why:**

**We share knowledge and insight** – so that people and organisations across the partnership understand the changing threats, needs, activity and support available to prepare and respond to emergencies.

**We build trust** – so that charities, community groups, voluntary and faith sector specialists and statutory partners have stronger connections and relationships that enable them to collaborate effectively and support each other in emergencies.

**We strengthen skills and capability** – so that the skills, experience and resources the London's communities and organisations have are working together for the benefit of Londoners at risk from or impacted by emergencies.

**We respond to emergencies** – drawing on these attributes.



## Job Description – Partnership Manager

<b>Responsible to:</b>	London Plus Chief Executive (Co-Chair of London Community Emergencies Partnership)
<b>Salary:</b>	£42,000
<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>	Flexible working arrangement. Currently home-based. Option to work from an office of your choice or the British Red Cross head office: 44 Moorfields, London, EC2Y 9AL. London Plus aims to find a new office later in the year to work from part of the week.
<b>Benefits:</b>	25 days holiday per annum, plus an additional day off on your birthday Flexible working Pension – Employer contribution: 5%

### **Main Purpose:**

The Partnership Manager will be responsible for building and running LCEP to ensure that it delivers its mission.

They will lead LCEP's communications and engagement work with charities, community groups, statutory bodies and emergency organisations across London to raise awareness of the partnership and its mission. They will be the primary contact for LCEP, building relationships and building trust with new and existing partners.

They will help identify gaps in skills and capacity across the voluntary and community sector and support training, capability building, and the sharing of knowledge and insight through regular partnership meetings.

They will connect charity and community group partners, so LCEP is ready to coordinate the response of the voluntary and community sector when an emergency hits London. They will be responsible for running the partnership in emergencies, gathering intelligence and responding to partners' needs, making connections and sharing information with partners, statutory bodies and emergency structures. Following an emergency, they will maintain relationships and ensure that lessons learned are identified, shared and implemented to improve future responses.

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

#### **Building and managing the partnership**

- Engage with voluntary and community groups to build awareness of LCEP and increase the number of LCEP partners.
- Onboard/induct new partners into LCEP.
- Build and nurture trusted relationships between national, regional and local organisations across the voluntary and community sector; doing so before emergencies hit to ensure effective preparedness.



- Plan and facilitate meetings and events to share knowledge, ideas, and support.
- Facilitate and encourage ongoing communication, sharing of knowledge and insight and peer support between partners through appropriate channels.
- Engage with partners to understand their needs, expertise and identify examples of good practice.
- Increase diversity and representation of the partnership, supporting partners to build and strengthen relationships with equalities organisations and groups.
- Act as the conduit between partners and the LCEP Advisory Group.
- Support the work of the Advisory Group, including briefing the Co-Chairs.
- Keep up to date with public policy changes relevant to emergency planning and response and the wider voluntary and community sector to inform decision making and to amend LCEP's processes as necessary.

### **Wider stakeholder engagement**

- Build and strengthen relationships with statutory and other partners to ensure the right connections and reach into communities across London.
- Connect local authority-based Borough Resilience Forums and the voluntary and community sector, raising awareness on how the respective structures operate.
- Embed LCEP as a connector between voluntary and community sector and other relevant networks across London.

### **Managing the partnership during emergencies**

- In the case of an emergency, provide support and leadership to partners by collecting and sharing insight, making connections and attending and setting up relevant meetings and communication channels.
- This might include working with and supporting the London Strategic Coordination Groups, or other statutory groups established to respond to emergencies.
- Following an emergency, facilitate reflections and sharing of lessons learned to drive improvement across the partnership as part of future preparedness.

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

- To work as part of a team and contribute to the overall aims and objectives of LCEP.
- To be an advocate for LCEP.
- To attend staff meetings and training as required.
- On occasions, particularly in times of an emergency, the role will require work outside normal working hours.
- To operate in line with the values of London Plus, the VCS Emergencies Partnership and LCEP.
- To operate in accordance with London Plus's policies and procedures. Including but not limited to Health & Safety and Data Protection.
- Represent the wider VCS Emergencies Partnership in London, connecting and sharing findings and challenges with the VCS Emergencies Partnership team responsible for other geographic areas to build a nation-wide practice and understanding.

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.



## Person Specification – Partnership Manager

Requirements	Essential	Desirable
<b>Experience required</b>	<ul style="list-style-type: none"> <li>Working with multiple stakeholders and managing relationships</li> <li>Working in the Voluntary &amp; Community Sector and/or Emergency or Crisis Response or have a similar range of experiences</li> <li>Project co-ordination, including monitoring and reporting on impact</li> <li>Working under pressure in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>Facilitating networks</li> <li>Facilitating reflective practice (e.g. reviews and/or evaluation)</li> </ul>
<b>Skills and aptitudes required</b>	<ul style="list-style-type: none"> <li>Ability to solve problems effectively and efficiently in challenging situations</li> <li>Ability to establish and maintain productive working relationships</li> <li>Good influencing and networking skills, and ability to work diplomatically and professionally with external stakeholders</li> <li>Ability to work on own initiative, and prioritise a complex range of tasks with minimum of supervision</li> <li>Ability to analyse and evaluate a broad range of in-depth and detailed information</li> <li>Excellent written/verbal communication skills</li> <li>Strong level of IT literacy including the use of Microsoft Office suite and video conferencing platforms such as Zoom</li> </ul>	<ul style="list-style-type: none"> <li>Ability to deliver presentations and present information to a range of audiences</li> <li>Understanding of operational emergency planning and response including the role of local resilience fora</li> </ul>
<b>Personal qualities required</b>	<ul style="list-style-type: none"> <li>Demonstrate curiosity and tenacity</li> <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 and the partnership, including a commitment to celebrate diversity</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>On occasions work outside normal working hours to achieve objectives</li> </ul>	



## Diversity

We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to LCEP. LCEP is an inclusive environment, continually striving to improve the support we can offer to our staff, partners, London and its communities.

LCEP also guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification.

## 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 [this Google form](#).

We are unable to accept applications directly. Your application may not be considered if it is not submitted through the form.

- If you would like an informal chat about this role, prior to applying, please contact the London Plus Chief Executive, Martin Brookes ([martin@londonplus.org](mailto:martin@londonplus.org)) or VCS Emergencies Partnership Director, Robyn Knox ([robynknox@vcsep.org.uk](mailto:robynknox@vcsep.org.uk)) and include your phone number and availability for a call. They will get in touch and arrange a time to speak.

## Next Steps

**Closing Date: Sunday 8<sup>th</sup> January 2022**

**Shortlisted candidates will be notified by: 18<sup>th</sup> January 2022**

**Interviews: TBC**