

CVS

Chief Executive Officer

Recruitment Pack

#FairerHackney
hackney

Join us on a journey to make a more equal society

Thank you for your interest in becoming Hackney CVS' next Chief Executive.

Hackney CVS has grown very much since its humble beginnings in 1997 to an award-winning organisation with a turnover of approximately £3million, a staff team of over 30 and a strong volunteer base. We're now at an exciting point of our journey as we prepare to celebrate our 25th anniversary, making it a brilliant time for a new Chief Executive to join us. We're in the second year of our 3-year strategic plan, have recently invested in the development of our premises and are working on a number of impactful projects that make a significant difference to Hackney's Voluntary and Community Sector (VCS). Through our work, we empower the local community to develop and lead solutions to the inequalities they face whilst providing the networks and spaces to help them work together on important projects and have a voice in the decisions affecting them. We have excellent strategic relationships, a strong reputation of trust and effectiveness, and access to a number of high-profile supporters and funders.

Despite this being an exciting time for Hackney CVS, it's a challenging time for the Voluntary and Community Sector. The impact of the pandemic has created an increasingly challenging environment, as competition for funding grows and there are increasing demands for support. The sector plays a vital role in helping to address inequalities and provide the support needed by those most affected by the pandemic.

Our new CEO will help Hackney CVS to continue to ensure that local residents and communities are central to the design and delivery of services. The Board are looking for a 'hands on' leader to guide Hackney CVS through what we anticipate will be a period of significant challenge for the organisations and communities that we exist to support, as well as the people in Hackney that access their services.

We need someone who can develop existing and build effective new strategic relationships and networks, whilst being a real champion for the VCS. You'll need to be an effective and compassionate leader, with a good understanding of the challenges faced by the communities we serve. You'll also be able to seek out new opportunities and have an innovative approach to fundraising and income generation.

Our new CEO will have a diverse and effective Board to guide and support them, a committed and engaged staff team that are passionate about their work, along with a group of excellent volunteers who help us to achieve our strategic goals.

If you're passionate about tackling inequalities and excited by both the possibilities and challenges that the future holds, we'd really love to hear from you.

The Board of Trustees



About Hackney

Hackney is an inner London borough with an estimated population of 281,000. It is a diverse and lively borough, that has a strong sense of community. Despite a lot of regeneration in recent years, there remain high levels of poverty and inequality,

Hackney is a relatively young borough, with a quarter of its population being under 20. The proportion of residents between 20 and 29 has grown in the last ten years and now stands at 21%, and people aged over 55 make up just 18% of the population.

Hackney is richly diverse and has historically been a place that welcomes people from around the world. It's now ranked as the 6th most ethnically diverse borough in London and has a strong culture and creative scene. It's also one of the greenest in inner London, with 58 parks and green spaces, 27 of which have been awarded the green flag quality mark.

Whilst there are so many positives about Hackney, its communities also face significant challenges. Hackney is the 22nd most deprived local authority in England, 25% of children live in income-deprived households and older people in Hackney are much poorer than older people in England as a whole. Life expectancy is below the London average, especially for men, and Hackney has an above-average number of disabled people and residents with poor health. Mental health is also a significant challenge, with 10% of Hackney's adults experiencing depression and a particularly high prevalence of severe mental health conditions in the Black population.

The local Voluntary and Community Sector has a vital role to play in developing solutions to these issues and helping to transform public services, tackle inequalities and provide preventative support. Hackney CVS exists to enable those organisations and groups to thrive and make a real difference to communities and people in Hackney.

You can read more about the challenges facing Hackney and its VCS [here](#), download the Borough's VCS Strategy [here](#) and read the VCSE Operating model for City & Hackney [here](#).

City & Hackney has a hugely diverse VCSE, with over 2500 organisations with a combined income of nearly £4.7billion employing over 7000 people and utilising many more volunteers to offer a huge range of interventions.



About Us

Strong vibrant communities need equally strong vibrant organisations to support and deliver quality services to them.

This is what Hackney CVS has focussed on since it was set up back in 1997. We are proud of [our rich history](#) and for having supported the Voluntary and Community Sector to be at heart of providing solutions to Hackney's problems for over 20 years. As an important local organisation and umbrella body for the sector, we are committed to making Hackney a fairer place because we believe everyone should have the best start in life and the best opportunities to succeed regardless of their background, race, social class, gender, sexuality or disability.

We have over 20 years' experience of bringing organisations together, working alongside public bodies to effect change; of providing grants to small organisations who need money for their projects; of leading large scale partnerships of VCS organisations to deliver solutions to entrenched issues such as unemployment, loneliness and isolation or poor mental health; and also in raising the profile and voices of local community and voluntary organisations, ensuring they are valued, understood and properly resourced.

Our vision is of

A FAIRER HACKNEY

Our mission is to

**TACKLE INEQUALITY AND DRIVE
SOCIAL CHANGE**

"We are committed to making Hackney a fairer place because we believe everyone should have the best start in life and the best opportunities to succeed."



Our Values and Behaviours

Intrinsic to our approach is a belief that local VCS organisations are a key part of the local economy and fabric of Hackney society, providing much-needed services to residents. In helping these organisations to deliver high quality services which meet local needs there are a number of values and behaviours which we think are important in guiding our work.

Our Values

What we stand for:

FAIRNESS and **SOCIAL JUSTICE**
EQUALITY, INCLUSION and **DIVERSITY**

Our Behaviours

What we will do to achieve our values

Be **COMMUNITY FOCUSED** and **PEOPLE-LED**
Seek **COLLABORATION** and **PARTNERSHIP**
Be **ENABLING** of others
Be **RESPONSIVE, INFORMED** and **EVIDENCE** driven
Demonstrate **INTEGRITY, DIGNITY** and **RESPECT**



Watch our video to find out how Hackney CVS is championing the rights of all people and celebrating difference.



Our Strategic Objectives

Our strategic plan outlines our aims for 2019 – 2022 and the work we will do to achieve them. It is centred around the following four strategic objectives.

[You can read our full strategic plan here.](#)

SUPPORTING STRONGER, THRIVING VOLUNTARY AND COMMUNITY ORGANISATIONS

Goal: By 2022 we will equip the voluntary and community sector with the knowledge and skills to deliver successful projects and improve understanding of the value of these organisations.

DEVELOPING SUCCESSFUL DELIVERY PARTNERSHIPS

Goal: By 2022 we will develop partnerships to tackle local issues securing resources for the local voluntary and community sector, particularly smaller and specialist and Black, Asian, Minority Ethnic and Refugee (BAMER) groups.

STRENGTHENING THE SECTOR'S VOICE TO EFFECT CHANGE

Goal: By 2022 voluntary and community sector and local communities will be better able to influence public bodies, reaping the benefits of working with others around common themes. The public sector will increasingly value working with voluntary and community sector organisations in co-designing services in Hackney.

BEING A SUSTAINABLE, RESPONSIBLE ORGANISATION DRIVEN BY OUR VALUES

Goal: By 2022 we will be a sustainable organisation and our stakeholders will increasingly value Hackney CVS' role as an infrastructure body that is committed to tackling inequalities and working in partnership to benefit the local voluntary and community sector.



The Difference We Make

We have raised over **£1.1m** through Hackney Giving to support non-profit community groups as they care for Hackney residents during the Coronavirus pandemic.

Through our successful 7-year Connect Hackney project funded by the National Lottery Community Fund's Ageing Better programme we have brought **£6.3m** to the borough to tackle social isolation among older residents and have reached over 9500 older people.

Through our young people's projects, we've helped over **260** young people into work and have supported nearly 100 young leaders as sessional staff working out in the community.

Through our Families First education programme we have supported **725** children and families from black and minority ethnic backgrounds to achieve better educational outcomes.

We continue to help **marginalised people** navigate through the NHS better and get better health outcomes.

Through our 20 years' history, we've channelled over **£25m** into local community projects.

[Read more about our projects and current work here.](#)

"Hackney CVS are crucial in the development of the neighbourhood model - the voluntary sector are vital to really understanding and reaching our local communities, particularly those communities who do not necessarily engage in activities organized by the statutory sector. They also provide crucial local services for our residents. Hackney CVS are the crucial enabler for these voluntary services and should provide the framework for how smaller voluntary sector services can engage in strategic changes such as neighbourhoods."

Respondent to Hackney CVS Stakeholder Survey, 2018

Our Structure



[Find out more about our talented and passionate staff team here.](#)



Working With Us

Our Location

Our recently refurbished office space is located in the heart of Dalston at the Adiaha Antigha Centre, 24 – 30 Dalston Lane, Hackney, E8 3AZ. Our building includes a beautiful garden for our staff and visitors to enjoy, and is set just a short walk away from both Dalston Junction and Dalston Kingsland overground stations.

Flexible Working

We recognise the importance of helping our employees balance their work and home life and so we welcome suggestions and requests for flexible and home working.

Our Commitment to Equality, Diversity & Inclusion

Hackney CVS strives to be an equal opportunities employer. We champion diversity and remove barriers to inclusion, and are committed to ensuring that our workforce is an inclusive community that celebrates difference. We develop positive policies in all aspects of our work that promote equal opportunities for everyone, irrespective of their age, disability, ethnic background, gender or gender identity, home country, sexuality, race or religious beliefs.

"We are more successful when we work with Hackney CVS' insight and trusted status, whether that is in our influencing work or trying to help voluntary organisations with our advice and support materials."

Respondent to Hackney CVS Stakeholder survey, Dec 2018



Working With Us

Salary and Benefits

The role offers a competitive salary of £60,000 to £66,000 p.a

(It is expected that the successful candidate will start towards the lower end of this range with future progression based on performance. A starting salary towards the higher end of the range may be offered in exceptional circumstances to outstanding candidates).

We are committed to providing a great range of benefits for our staff including:

- 25 days annual leave plus bank holidays, and additional extra days off around Christmas and New Year
- Employer contribution (6%) to a staff pension scheme
- Contribution towards eye tests and glasses
- Cycle to work scheme
- An employee assistance programme - providing free access to wellbeing support services
- Enhanced sick pay, should you need it
- A variety of social opportunities and team days
- Mentor / Mentee scheme and access to coaching opportunities

Wellbeing

We take the mental and physical health of our employees seriously and have made a real and meaningful commitment to their health and wellbeing, and to promoting a healthy and positive work culture.

We host regular wellbeing events, fun and social activities and provide proactive and tailored support to our employees. Our employees also benefit from access to a free Employer Assistance Programme.

About the role

Job Title: Chief Executive Officer

Salary: £60,000 to £66,000 p.a (*it is expected that the successful candidate will start towards the lower end of this range with future progression based on performance. A starting salary towards the higher end of the range may be offered in exceptional circumstances to outstanding candidates*).

Reports to: Trustee Board via the Chair of the Board

Contract: 35-hours per week (to be worked flexibly)

Direct Reports: Director of Finance and Resources, Communications Director, Connect Hackney Programme Director, Co-Directors of Health Transformation & VCS Networks, Director of Young People and Families Programmes, and Head of Organisational Development. Overseeing the work of contracted consultants as required.

Job Purpose:

To provide inspirational leadership to the Voluntary and Community Sector in Hackney and to Hackney CVS. Under the direction of the Board of Trustees, the Chief Executive is accountable for the performance, management, development and sustainability of Hackney CVS and the championing of the local VCS.

The Chief Executive will ensure that the mission, vision and values of Hackney CVS are reflected in its strategic and operational objectives and that they underpin the charity's work. The Chief Executive will ensure that the CVS works in the interest of and provides appropriate services to voluntary and community organisations, empowering them to come together to discuss common issues, develop shared strategies and plans and support each other in delivering services.

Key Accountabilities, Responsibilities and Duties:

The Chief Executive will lead the development of the Charity in several core areas:

Strategy and Development:

- Work closely with the Board and other stakeholders to lead the strategy and operational planning process, ensuring that the strategy is flexible enough to respond to the needs of the community, react to opportunities and accommodate change.
- Ensure that Hackney CVS' projects and services are aligned to the strategy, are in line with the needs of the sector and are of the highest quality.
- Ensure that the VCS is strategically well placed in appropriate structures to influence and/or co-produce local health and care strategies which impact positively on residents and are culturally relevant.
- Facilitate the gathering of information from local community and voluntary groups which influence the delivery of the Council's Community Strategy in Hackney.

About the role

Leadership and Management:

- Lead the Senior Management Team, ensuring it works effectively to develop the Charity's systems, governance, business planning, risk analysis, performance management and human resource processes.
- Lead and maintain a high performing, inclusive organisational culture which enables us to deliver excellent outcomes for Hackney.
- Have overall responsibility for meeting agreed objectives and key performance indicators through the efficient and effective management of staff, finances and other resources.
- Ensure the efficient management of the organisation, effective completion of strategic projects and implementation of policies within the strategic framework set by the Board.
- Monitor the operational performance of the organisation, keeping the organisation 'fit-for purpose' and making necessary proposals for change to the Board.
- Develop and manage a high-performing Senior Management Team and work closely with Senior Managers to ensure the effective delivery of projects and objectives.
- Manage staff within the Senior Management Team effectively, providing coaching, conducting regular 1-2-1s, supporting continuous development and managing performance in line with the Charity's performance development framework.
- Effectively marshal and manage the resources of the charity including maximising income and ensuring the effective use of physical assets.

Delivery:

- Ensure our values and policies are reflected, and brought to life, in all aspects of the charity's work.
- Ensure strong performance standards are set and monitored to drive our ongoing development.
- Act as an ambassador for and promote infrastructure, championing its role in ensuring the VCS can influence the local strategic landscape.
- Promote, represent and provide advice to others about the value and effectiveness of Hackney CVS' approach to infrastructure support and sector development.
- Ensure that Hackney CVS is well known amongst its membership and key stakeholders and receives regular local and national press coverage.
- Be accountable for the development and delivery of effective communications strategies both within the charity, across our membership and externally.
- Work with the Communications Director to ensure the Hackney CVS brand and sub-brands represent quality and consistency to the external environment and key stakeholders.
- Take on leadership of key projects and development areas where agreed with the Board as organisational priorities.
- Ensure the CVS' premises are fit for purpose and able to support the effective delivery of its services.
- Provide consultancy services to other organisations as and when required/requested and where capacity allows.

About the role

Sustainability and Fundraising:

- Work with key staff to ensure Hackney CVS has a continuous stream of income from grants and commissioning opportunities and ensure the development of appropriate mechanisms (such as the City & Hackney Together), to maximise investment into the local VCS.
- Work with the Director of Finance & Resources and key programme leads to ensure that all programmes are delivered within agreed budgets and relevant management reporting of financial information takes place.
- Ensure that adequate finance and staff are in place to enable the effective delivery of programmes as agreed with Trustees, funders and partners.

Stakeholders:

- Manage a range of key, strategic relationships with key public and voluntary sector staff and agencies that create positive outcomes for the local VCS and community, including Council Mayor & CEO, CCG CEO & Chair, Homerton CEO, Borough Commander etc.
- Manage effective ongoing relationships with members of the Trustee Board.
- Strengthen and build relationships with existing and potential strategic partners, supporting and owning opportunities for partnerships and alliances that will ensure the continuity of Hackney CVS' charitable aims and objectives.

Governance and Compliance:

- Ensure that the Charity fulfills its aims and objectives as defined in its Memorandum & Articles of Association and is compliant with the requirements of all funding bodies and all appropriate legislation.
- Act as the organisation's lead on any relevant legal negotiations.
- Ensure the production of reports on the project delivery activities of Hackney CVS to the Board of Trustees, relevant funders and stakeholders and complete the annual trustee report which captures the impact and delivery of the Charity.
- Advise on and ensure compliance with the legal obligations and duties of the charity including the annual returns and accounts.
- Ensure that our governing documents are fit for purpose and reflect best practice within the sector.
- Ensure that the Board of Trustees and our committees are serviced efficiently and supported, inducted and developed effectively.
- Act as the official Company Secretary.

Other:

- Be an enthusiastic advocate for our values, behaviours and of the Voluntary and Community sector.
- Maintain own professional networks and promote the CVS on a local and national level.
- Any other reasonable tasks that take forward the aim of the post and the work of Hackney CVS.
- Considerable flexibility is required as some attendance at evening meetings will be necessary as well as regular travel and attendance at national events.

About You

Experience

Working with a diverse range of stakeholders, influencing and partnership working.

Successfully developing and managing projects which tackle inequality.

Working with and supporting diverse communities.

Income generation and fundraising in a charity context.

Knowledge, Skills & Abilities

Excellent communication and interpersonal skills and the ability to negotiate with, influence and engage diverse audiences and stakeholders.

Demonstrable knowledge of the voluntary, community and social enterprise sector and the local public service delivery context.

Able to identify income generation, commissioning and fundraising opportunities to maximise investment into the local VCS.

A good understanding of the social issues impacting the VCS and the local community, particularly those affecting the most marginalised or disadvantaged.

Ability to coach, motivate and inspire teams, individuals and other leaders to effectively manage and support high performance.

Good financial literacy and ability to interpret financial information.

Ability to interpret and apply charity law and good governance standards.

Ability to think strategically, contributing to the direction of the organisation through developing and leading the strategic plan, and managing risk effectively.

Ability to develop and lead inter-agency and cross-sector initiatives and programmes.

Capable of summarising large volumes of information into high quality reports and briefings, tailored to the intended audience.

Values & Behaviours

A demonstrable commitment to Hackney CVS' mission, vision and values.

A strong commitment to tackling inequalities and championing equality, diversity and inclusion.

Champions innovation and encourages and explores new ideas.

Acts with integrity and builds high levels of trust, openness and collaboration with staff, volunteers, Trustees, partners and key stakeholders at all levels.



How to Apply

The closing date for applications is 12 noon on Monday 9th August 2021.

Please reserve the following dates in your diary when you apply:

Closing date for applications	Monday 9th August (12 noon)
Longlist Interviews	During W/C 16th August
Final Interviews and Selection	During W/C 6th September

Your application should include:

- A personal statement that demonstrates how you meet the requirements set out in the Person Specification (max 2-pages).
- An up to date, detailed CV including all relevant employment history and expertise.
- A completed Equality Monitoring form, which can be downloaded from our website.

ATKINSON
HR consulting

Please send your application to our recruitment partners,
Atkinson HR Consulting, via e-mail to:

louise@atkinsonhrconsulting.co.uk

For an initial, informal discussion about the role, please contact:

Louise Speksnyder louise@atkinsonhrconsulting.co.uk

Conversations with the Board of Trustees or current Chief Executive can also be arranged through discussion with Atkinson HR Consulting.

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