Recruitment Pack – Data and Intelligence Coordinator

<u>Welcome letter from the Chair Cameron Fitzwilliam-Grey</u>

On behalf of the board of trustees, thank you for your interest in joining the hub for London under the remit of Greater London Volunteering (GLV). These are incredibly exciting times for London as we progress with the establishment of an infrastructure hub for London's diverse communities and networks that make up civil society in the capital.

This role comes at a pivotal time in our journey and plan. 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; the hub will have 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 set up, develop and lead something special for the Capital. If you're 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

1. <u>Background Information</u>

Greater London Volunteering has been awarded funding to set up a new infrastructure support organisation for London's civil society – currently referred to as the new hub for London (interim title).   The new organisation will offer a range of support for civil society, including both charities, social action groups, community organisations among others. The Hub for London is a joining up of functions across London Voluntary Sector Service Council [LVSC](#) (now in administration) and Greater London Volunteering [(GLV).](#) It will operate under the revised charitable objectives for GLV which have been agreed by the Charity Commission and accepted by GLV's membership at an EGM. A considerable amount of work has been underway to create a new organisation that will fully meet the needs of civil society for the region moving forward. The hub aims to offer three key functions:

1. Information – data and intelligence on civil society across London
2. Networking – supporting civil society engagement and collaboration
3. Voice and Influence – increasing the influence and representation of civil society in policy and regional planning

It is important to note that this is only a working title for the organisation and we are currently developing a communications narrative and branding/website for the new organisation.

There is currently a cross-sector advisory group in place for the hub and this group have been
meeting monthly to review the structure and functions of the organisation, develop a communications narrative and explore the interface with regional, specialist and local civil society groups and networks.

More details on the hub and the advisory group can be viewed [here.](#)

2. <u>Hub Roles</u>

The hub will have a small team in place and the recruitment process for the Chief Executive is nearing completion. The hub will have the following posts:

•	Chief Executive
•	Programmes Manager
•	Intelligence Coordinator
•	Networks Partner
•	Employment and Skills Policy Lead
•	Hub Coordinator

3. The Intelligence Coordinator Role

This would be 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 will have close ties with London Councils, the GLA, London Funders 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 data and intelligence.

Early work on defining a communications narrative for the hub has highlighted the need for it to create a space where civil society is a promoted as a confident, ambitious and equal partner. This will be achieved by:

- Actively learning and collaborating together
- Advocating more strongly together
- Designing for systems needed by civil society in the future
- Being reflective and responsive to the needs of civil society
- Meeting the complexity of what's happening across London and articulating this collectively
- Linking and supporting all levels of civil society

The role will need to actively promote and advocate the value of civil society and be inclusive of all of London's communities. The work of the hub will take forward the recommendations by the Equalities sub group and this role will need to ensure that:

1. The hub will co-produce its work with stakeholders including actively supporting the involvement of excluded / discriminated communities and organisations 'Nothing about us, without us'
2. The hub commits to ensure all involvement and representation in its work reflects London's diverse communities including excluded / discriminated against communities
3. The work of the hub is accessible and inclusive and enables excluded / discriminated against communities and organisations to actively take part effectively
4. The hub and its work is needs led, reflecting the priorities of diverse communities and championing the value that those communities bring to London

4. Recruitment Timetable

Closing date for applications 25th May
Shortlisting Decisions   30th May
Interviews   8th June

5. Governance

This work is currently supported under the remit of GLV, who have adopted a revised set of charitable objectives. GLV are undertaking a review of their existing governance

arrangements and this will include the recruitment of new trustees and revised membership arrangements.

6. Background reading

For further information about the work underway on both the hub for London and the wider work on the Way Ahead please visit these links.

1. The Way Ahead – the hub is 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
2. The Way Ahead and Establishing a London Hub – a report commissioned by LVSC and partners on the focus for the hub.
3. Equalities principles and the Way Ahead – click here for a set of equalities principles to be embedded in the implementation of the Way Ahead

4. City Bridge Trust – the hub has received funding from City Bridge Trust for the press announcement on this funding, please click here
5. The hub overview – this paper gives an outline of the proposed structure and form for the new organisation
6. Background Information on Infrastructure - the Rocket Science report on the funding of infrastructure gives an overview of the current picture across London, and the impact of austerity on infrastructure. Please click this here
7. Local Infrastructure - A report by the CVS Directors on the Way Ahead and the interface with local infrastructure and the hub

Data and Intelligence Coordinator

Job Description

Purpose	To support the work of [1]hub for London by collating and managing data and intelligence on the research agenda for London and to use this research and data to influence policy makers
Responsible to	Chief Executive
Salary	£36,000 per annum, 2-year fixed term contract
Direct reports	None
Location/Environment	Based in central London, location to be confirmed. Some travel will be required, as will occasional evening and weekend work

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 support the placement of research volunteers into civil society with other key partners (i.e. Project Oracle, Student Volunteer Hubs etc).
5. To develop research and best practice examples of the importance of place and location for civil society infrastructure

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[1] Hub for London is a working title for the new organisation, we are currently working with communications leads to design the branding and name for the new organisation

Partnership Working

6. 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)
7. To create partnerships with universities and other research organisations to develop a civil society research agenda for London

Data Management

8. To identify and promote the use of data tools which are fit for purpose for civil society
9. To advise and assist other organisations to identify, prepare and present data for publication.
10. 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).
11. To create an online resource database to log new and ongoing research relevant to civil society for London.
12. 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

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

- Hub for London staff team
- Universities
- External stakeholders including GLA; Local Councils and Centre for London

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	- Degree level or equivalent - Relevant experience of undertaking research	Masters degree in a related topic
Knowledge required	Demonstrable knowledge of qualitative and quantitative research methodologies	
Experience required	- Experience of either working directly or engaging in research with communities - Experience of logging and analysing quantitative and qualitative primary or secondary evidence - Good knowledge and understanding of social science research methods, analysis of research data and processes involved in publication of outputs.	- Experience of researching equalities issues - Working with civil society
Skills and aptitudes required	- Excellent analytical 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	
Personal qualities required	• Discretion and tact • Ability to present a professional image • Displays a commitment to working positively within a framework, which values and celebrates diversity • Able and willing to work collaboratively with marketing and fundraising functions	