

## Recruitment Pack – Employment and Skills Policy Lead

### Welcome letter from the Chair Cameron Fitzwilliam-Grey

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. Background Information

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. Hub Roles

The hub will have a small team in place and recruitment and the CEO recruitment is underway. The hub will have the following posts:

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

### 3. The Employment and Skills Policy Lead 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 having a strategic influence on the development of employment and skills policy in London.

Early work on defining a communications narrative for the hub has highlighted the need for it to create a space where civil society is 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	25 <sup>th</sup> May
Shortlisting Decisions	30 <sup>th</sup> May
Interviews	15 <sup>th</sup> 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

# Employment and Skills Policy Lead

## Job Description

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<b>Purpose</b>	To have a strategic influence on the development of employment and skills policy in London in the interest of disadvantaged Londoners and the voluntary and community sector.
<b>Responsible to</b>	Chief Executive
<b>Salary</b>	£35,000 (pro rata 4 days a week, actual annual salary £28,000)
<b>Hours and contract</b>	28 hours a week, 1-year fixed term contract
<b>Direct reports</b>	None
<b>Location/Environment</b>	Based in central London, location to be confirmed. It is likely that on occasions there will be a requirement for this role to work unsocial hours including evenings and weekends.

## Main Purpose

- To have a strategic influence on the development of employment and skills policy in London in the interest of disadvantaged Londoners and the voluntary and community sector.
- To maintain and grow VCSE employment and skills provider network.
- To support VCSE providers to respond to changes to the commissioning, funding, and policy landscape in London.
- To manage VCS Assist 2.0.
- To proactively seek opportunities and resource to further support London VCSE employment and skills providers to provide the best services for Londoners.

## Main working contacts

- VCSE sector employment and skills providers in London.
- The broader VCSE sector including national and local infrastructure organisations.
- Local, regional, and national government bodies, think tanks, and others working on employment and skills policy issues in London.
- Private sector 'prime' providers and employers.

### **Key Responsibility Areas:**

- Developing policy and research work on employment and skills issues in London through managing and servicing a London Employment and Skills Policy Network (LESPN).
- Influencing local, regional and national policy makers and commissioners.
- Managing VCS Assist 2.0
- Contributing to wider policy and support work.

### Developing policy and research work on employment and skills issues in London through managing and servicing a London Employment and Skills Policy Network (LESPN)

- Set priorities for policy and research work each year in consultation with network members and develop policy positions in relation to employment and skills in London on behalf of the VCSE and disadvantaged Londoners.
- Develop and deliver research projects to support and underpin the formulation of policy.
- Prepare policy briefings and bulletins on employment and skills and other policy issues in London, providing up to date information, research and policy analysis to London's employment and skills VCSE providers.
- Maintain the employment and skills website.
- Organise and promote networking events, training workshops, conferences, and seminars.
- Liaise and collaborate on joint projects with other VCSE networks and organisations.
- Ensure that database and knowledge management systems effectively capture information on London's VCSE sector groups and their service users and lead on the monitoring and evaluation of the project to monitor the impact of its policy work.
- Commission and supervise the work of consultants, interns or volunteers, when necessary.

### Influencing local, regional and national policy makers and commissioners

- Engage with and develop effective strategic relationships with key players in the public sector, private sector and VCSE sector.
- Represent VCSE providers on strategic partnership boards
- To take up such engagement opportunities where possible.
- Proactively seek out and capitalise on other opportunities to engage with and influence key stakeholders on employment and skills policy areas, and where necessary, wider policy issues.

### Managing VCS Assist 2.0

- Oversee the management of ESF Technical Assistance project VCS Assist 2.0, supporting the VCSE sector to access ESF projects in London, including overseeing the activities of the delivery partner and consultant.
- Deliver forum events and communication activities and manage the ESF partnership database.
- Ensure all necessary records and claims are accurately collected and filed within the specified timeframe.
- Maintain strategic links with key stakeholders, including the Local Enterprise Partnership, the opt in organisations and private prime sector organisations.
- Act as a liaison point with the Greater London Authority.

### Contributing to wider policy and support work

- Work with and support other members of staff working in different policy areas to share expertise and ensure work objectives are aligned and delivery is effective, including contribute towards the wider strategic objectives.
- Fundraise for employment and skills projects, including proactively seeking out opportunities and managing funding applications.
- Attend and participate in team meetings, including staff meetings, as required.
- Contribute to the team's financial monitoring and budget setting and keep accurate records of income and spend on work for which you have been given responsibility to manage budgets.
- Follow equalities policies when delivering all work, actively promote best practice in delivering equality and encouraging diversity.
- Undertake any other duties and tasks appropriate to the post as may be required from time-to-time by the line manager.

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 will be conducted in consultation with you.

## Person specification

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### Required

1. Significant experience of policy and research work in the VCSE or public sector.
2. Strong project management and event organisation skills (including the ability to develop and manage projects relating to training and capacity-building).
3. Good understanding of employment and skills policy issues in London, including wider economic and social issues.
4. Knowledge and understanding of policy issues affecting the VCSE and experience of supporting VCS organisations, including issues relating to commissioning and procurement of public services.
5. Excellent communication skills, both written and oral including building relationships at all levels e.g. network members, local and national voluntary sector infrastructure bodies and making presentations on policy issues.
6. Experience of coordinating active and effective networks of organisations, including working with local, regional or national government to inform and influence policy development.
7. Ability to work on own initiative, to prioritise conflicting work demands, to work effectively as part of a team and to work within the remit of organisational policies and procedures.
8. Experience of managing a budget.
9. Experience of fundraising.
10. Commitment to equality of opportunity in service delivery, team working and employment as well as the ability to integrate best practice on equality and diversity issues into all aspects of the work.

### Desirable

11. Experience of using web and social media to effectively market and publicise work to a range of audiences.
12. Experience of managing staff.
13. Knowledge of ESF programmes.