

Haringey Community Collaborative Manager Application Pack

Date: 25th April 2024



Job Title:	Haringey Community Collaborative Manager
Salary:	£37,492 to £41,026 (based on experience and full range of duties undertaken) (+3% pension contribution)
Working hours:	37.5 hours per week
Contract length:	Permanent
Reports to:	Operational Manager – to Public Voice Senior Leadership Team; for Strategic and Operational Manager – to CEO, Public Voice
Based:	London Borough of Haringey

About Public Voice

Public Voice is a Community Interest Company (CIC) with a mission to improve neighbourhoods, the lives of the people who live in them and the public services they use.

Through our work, we ensure people in the community are heard – bringing together diverse voices and including those who find themselves marginalised or are rarely reached by service providers. We take a user-centred, co-production approach to understanding individuals’ and communities’ needs, and translate that into meaningful insights for service providers in government, public health, and housing. The results are better outcomes for residents and service users, more effective and efficient services for providers, and stronger and healthier neighbourhoods.

The role

Public Voice is the lead partner working with MIND in Haringey to deliver the Voluntary and Community Sector (“VCS”) Capacity Building contract commissioned by the London Borough of Haringey. Public Voice and MIND in Haringey are ambitious, committed and passionate in their support of the VCS and are excited to have the opportunity to build a diverse, talented and fierce team to deliver significant change and impact with the community.

The contract, which runs from May 2024 to April 2027 can be extended for a further four years at the discretion of the Client. The Contract includes the administration and management of the Volunteer Centre and the development and promotion of a knowledge sharing platform, META Workplace.

The Capacity Building team will be located across different sectors of the Borough employed by either Public Voice or MIND in Haringey who make up the consortium partners. Day-to-day management of the Capacity Building service is the responsibility of the Haringey Community Collaborative Manager.

About You

We are looking for someone who has experience of either operational or operational and strategic management skills, with a proven track record of leading, delivering and developing projects or services.

Having a keen interest in the local community and a passion to ensure that local VCS within the Borough of Haringey is appropriately engaged with and supported, bringing people together and working in a role that can effect positive change resulting in improved outcomes for people who the VCS support and work with.

Someone with creativity in involving and reaching diverse groups and communities with a solid understanding of diversity and the implications for engagement, along with knowledge and experience of collaborative ways of working. Your communication skills will give you the confidence to interact with local communities, senior stakeholders, as well as build relationships with strategic partners and funders.

You will be confident leading a team, and capable managing, monitoring and reporting performance.

Job Summary

The Haringey Community Collaborative Manager is responsible for leading the development of the VCS Capacity Building strategy and the effective co-ordination of the Community Collaborative team which includes a Communications and Engagement Officer, a Workplace Development Manager, and a Capacity Building Manager.

We envisage the Haringey Community Collaborative Manager performing at either a primarily operational level or, for a more experienced candidate, at both operational and strategic levels. The salary range reflects this, with the

upper end of the salary range reserved for candidates who can demonstrate an ability to deliver at both the operational and strategic levels.

Operationally, the postholder will have specific management responsibility for co-developing priorities for local VCS funding and capacity building, as well as the Volunteer Centre and wider VCS community of practice. The post holder has lead responsibility for developing the Annual Work Programme, performance management and reporting against the targets and milestones in the Contract.

Strategically, the role would include a wider contribution to the strategic management and development of Public Voice, supporting the CEO as required. This would include leading the shaping and delivery of a Capacity Building strategy; representing the VCS Collaborative at stakeholder meetings and influencing key stakeholders to better support Haringey's VCS; as well as growing the reach and impact of the Capacity Building service by engaging new funders and partners.

We are equally open to applications from candidates who feel they can deliver exclusively at an operational level, as well as those who feel they can also deliver at a strategic level. We would ask candidates to specify in their application whether they are applying for either the operational role, or the operational and strategic role.

Main Duties

Operational duties include the following:

1. Keep the VCS Capacity Building strategy under review and make recommendations for improving the delivery of the Programme.
2. To ensure that the Communication Strategy is kept under review and monitor its effectiveness.
3. Produce an Annual Work Programme in collaboration with the team, Public Voice and MIND CEO's, to be signed off by the Council's Nominated Officer.
4. Co-ordinating the team through regular team meetings and one to one meetings as required.
5. Providing performance monitoring reports as required in the Contract Specification and Work Programme and attending the Quarterly Joint

Performance Monitoring meetings with the ICB and Council Nominated Officers.

6. Identify appropriate opportunities from Grant Funders and Trust Funds and to support VCS applications for funding.
7. Promoting the innovative VCS work to a wider regional / national audience through one annual Showcase Event and five local showcase events.
8. Explore and develop an Accountable Body function for VCS organisations to maximise external funding for VCS organisations in the Borough.
9. Support the VCS organisations to remain viable through cost reduction initiatives including consortia sharing back office resources.
10. Ensure that engagement with VCS organisations includes those who may experience barriers to entry such as disabled people, ethnic minority communities and those marginalised groups / communities.
11. To Chair / Co-Chair the monthly VCS Forum, supported by other members of the Team.
12. To work with the Capacity Building Manager to deliver the Grant Funding and Income Generating Workshops and VCS Community of Practice.
13. To ensure that the Volunteer Centre is managed effectively and meets volunteer recruitment and placement targets and that the Volunteer Fairs, Volunteer Awards, and various Forum meetings are organised effectively.
14. To ensure that a Haringey Volunteer Management Charter and relevant templates are produced as a commitment to good practice.
15. Enable Haringey VCS organisations to benefit from local, regional and national initiatives by providing information and supporting membership and networks.
16. Ensuring that GDPR requirements are complied with, and any breaches are reported in accordance with Procedures.

Strategic duties include the following:

1. Representing Haringey VCS at the ICB VCS Collaborative meetings and other relevant ICB forums.
2. To ensure that the Collaborative contributes effectively to the development of strategies and policies which affect future delivery of services and the role of the VCS organisations in the Borough.
3. Developing relationships with Grant funders and Trust Funds to maximise the opportunity to lever in additional resources to the VCS sector through collaborative bids and proposals.
4. Exploring other funding opportunities such as Crowd Funding and Sponsorship and work with corporate organisations to lever in pro-bono financial, legal and training development services to build the capacity of the VCS.
5. Promoting the work and impact of the Haringey Community Collaborative to key stakeholders and potential partners locally, regionally, and nationally, as a model of best practice that could be grown, adapted or replicated in other contexts and locations.

Other Accountabilities:

1. Work as part of the management team, collaborating with colleagues and partners, and contributing to the wider Public Voice strategy.
2. Act in line with Public Voice's mission and values, as well as policies and procedures.
3. Help to promote the work of Public Voice and its VCS Collaborative delivery partners.
4. Undertake other duties as required to support the smooth functioning of Public Voice in keeping with the overall grading and general responsibilities of the post.

How to apply

For more information please download the application pack. To apply, please email a copy of your CV and a personal statement of no more than two sides of A4 detailing your suitability for the role to info@publicvoice.london. Deadline for applications is **9am on Monday 20th May 2024**. Shortlisted candidates will be invited for interview week commencing 27th May 2024.

If you require the application pack in an alternative format or for any other enquiries, please call the office on 020 3196 1900.

Equality, diversity and inclusion

Public Voice is an equal opportunities employer and an anti-discrimination, pro-diversity and inclusion organisation.

We aim to go beyond the narrow scope of legislative compliance and follow best practice, making equality, fairness and diversity a fundamental part of all our activities.

We want to make sure that everyone is treated fairly and with dignity and respect by challenging discrimination and removing barriers. We recognise the benefits of different values, abilities, and perspectives, and celebrating people's differences. This means promoting an environment that welcomes and values diverse backgrounds, thinking, skills and experience.

We positively welcome applications from candidates from Black, Asian and Minority Ethnic groups and also welcome applications from disabled candidates.

We celebrate the diversity within our staff team who are representative of the diversity in our local communities and continually strive to provide equal access to all.

Person specification		
Qualifications	Essential	Desirable
Degree or equivalent in related subject	•	
Experience		
Experience of leading, delivering and developing projects, services and teams	•	
Experience of engaging with and recognising diverse and often hard to reach groups within the Community	•	
Experience of monitoring performance and finding ways of improving service delivery	•	
Knowledge		
A good understanding of the VCS in particular within the Borough of Haringey would be an advantage		•
Able to keep up-to-date on local, regional and national initiatives that would benefit the VCS	•	
Good understanding of GDPR legislation and requirements, ensuring compliance and reporting breaches in line with Procedures	•	
Skills		
Sound project management and organisational skills	•	

Excellent written and verbal communication skills, including speaking in public and report writing.	•	
Presentation skills with the ability to promote the service		•
Strong IT skills including databases	•	
Able to work in a collaborative way	•	
Able to represent the service and organisation at various meetings and forums, including chairing meetings		•
A proven record in developing and maintaining partnerships at a local level and excellent networking skills	•	
Able to build relationships with stakeholders and funders	•	
An ability to develop new ideas and approaches to engage different audiences		•
An ability to work independently and as part of a team	•	
The ability to manage competing priorities and show adaptability	•	
Other		
A commitment to working in line with Public Voice Mission and Values	•	
Applying a can-do attitude		•
Enthusiasm and dedication to all aspects of their work		•
A current enhanced DBS check required	•	