



Chief Executive

Candidate Brief 
February 2025



Time & Talents

Where everyone feels part of a community



Contents

- 3** Welcome
- 5** About Time & Talents
- 10** Context for the appointment of our next Chief Executive
- 11** Organisational chart
- 12** Job description
- 19** Person specification
- 21** Summary of terms and conditions of employment
- 22** How to apply





Welcome



Thank you for your interest in becoming our next Chief Executive.

At Time & Talents, we want to create a world where everyone feels part of a community – and where nobody is left out or left behind.

Founded in 1887 as a settlement, Time & Talents is a local charity based in Rotherhithe and Bermondsey dedicated to creating a place where everyone feels part of a community – children, young people, older people and families. We bring people together for mutual support, fun and friendship through a range of services and activities that tackle social isolation, improve mental and physical well-being, and bridge divides across the community.

Like many charities, we have navigated both challenges and opportunities in recent years and are now focused on strengthening our position, building on many success stories, such as:



Support for Residents During the Cost-of-Living Crisis – Secured £165,000 through Southwark Council’s Here to Help fund, directly aiding local residents. Recognised with the NEC-sponsored Southwark Star award and as a national finalist for Locality’s Transforming Lives Award.

Strengthening Financial Resilience – Increased annual income by £109,790, reaching £636,716 despite economic challenges. Maintained financial stability with unrestricted reserves covering at least three months of operating costs, ensuring sustainability and adaptability.



Enhancing Wellbeing for Older People – Delivered 494 group sessions for 211 older people, including Stroke Club and Ruby Tuesdays dementia group. Partnered with local organisations to provide social outings and activities, keeping older adults active and connected.

We are looking for a new Chief Executive who is both strategic and hands-on. As a relatively small organisation, you will need to be adaptable, leading on everything from writing funding bids and developing partnerships to pitching to donors, managing building leases and suppliers, and proactively leading the team.

If you have the ability to bring staff teams along with you and the gravitas and presence to build relationships with individuals, companies, partner organisations, potential collaborators, influencers, media, service users, and funders, we would love to hear from you.

Thank you again for your interest in Time & Talents. We wish you the best of luck!

Angela Woodley, Chair of Trustees



About Time & Talents



Who we are and what we do

Time & Talents is a lively, busy and much-loved Southwark-based local charity. We are based in a multipurpose community centre in the heart of Rotherhithe, once an old mortuary along with a second site in Surrey Quays Shopping centre. We deliver services that promote wellbeing, enrich life and build a strong resilient community. We have a particular focus on the elderly and engaging with residents across our local estates. We also offer affordable spaces for hire for local community groups and individuals, and volunteering opportunities for the whole community.

The Centre is highly regarded locally and very popular with users and partners.



We have a history stretching back 138 years. Since day one we've been supporting local people of all ages, and bringing people together for mutual support, fun and friendship. With a wide range of activities at our centres, along with volunteering and schools outreach projects across local neighbourhoods, we work to help everyone feel part of a community.

We see a core part of our work as providing ways for people to connect and share their time and talents, including a wide range of volunteering opportunities, skills-sharing, and opportunities to socialise. We want to connect neighbours close and far, to reduce isolation and build a supportive, resilient community.

Our community programme offers a wealth of informal community learning and social opportunities, including gardening, crafts and Tai Chi, plus a wide range of hosted activities.

We offer a variety of community parties, events and celebrations because they're the best – and most fun (!) way to bring communities together and build supportive relationships.



We have lots of support and social opportunities for older adults, and a vibrant range of groups aimed at strengthening social connections and building new friendships. We bring housebound older people in for fun weekly groups with our fully escorted minibus service and offer various activities to keep people active and socially connected.

Our longstanding volunteer befriending service matches isolated, often housebound, older adults with trained volunteers. These befrienders make regular contact with befriendees, either in person or over the phone, providing company and friendly support.

We also deliver a thriving and popular older men's programme – one of the only specialist programmes in the UK – which includes our Pub Club, Men's Walking Group, Rotherhithe Shed, and more.



Our mission, goals and values

Mission

To help create a world where everyone feels part of a community – and where nobody feels lonely or left behind.

Our goals



Values

We believe that ‘community’ doesn’t just happen, and that communities have to work hard to make sure no one is excluded. We think connected people are happier, healthier people, and that people are happiest when they’re able to help others and receive help in return. We believe passionately in inclusion in all forms. We also know that place matters, and people need to feel genuinely involved in the place where they live.



How we deliver this

- Groups to foster social relationships
- Individual support for people in need
- Activities to develop talents, confidence, skills
- Projects to empower and improve our local community
- Events to bring everyone together
- Opportunities to help others and to get involved
- Space for community activities

For more information

Please visit our [website](#) for more information.

Our latest annual report can be found [here](#).



Context for the appointment of our next Chief Executive

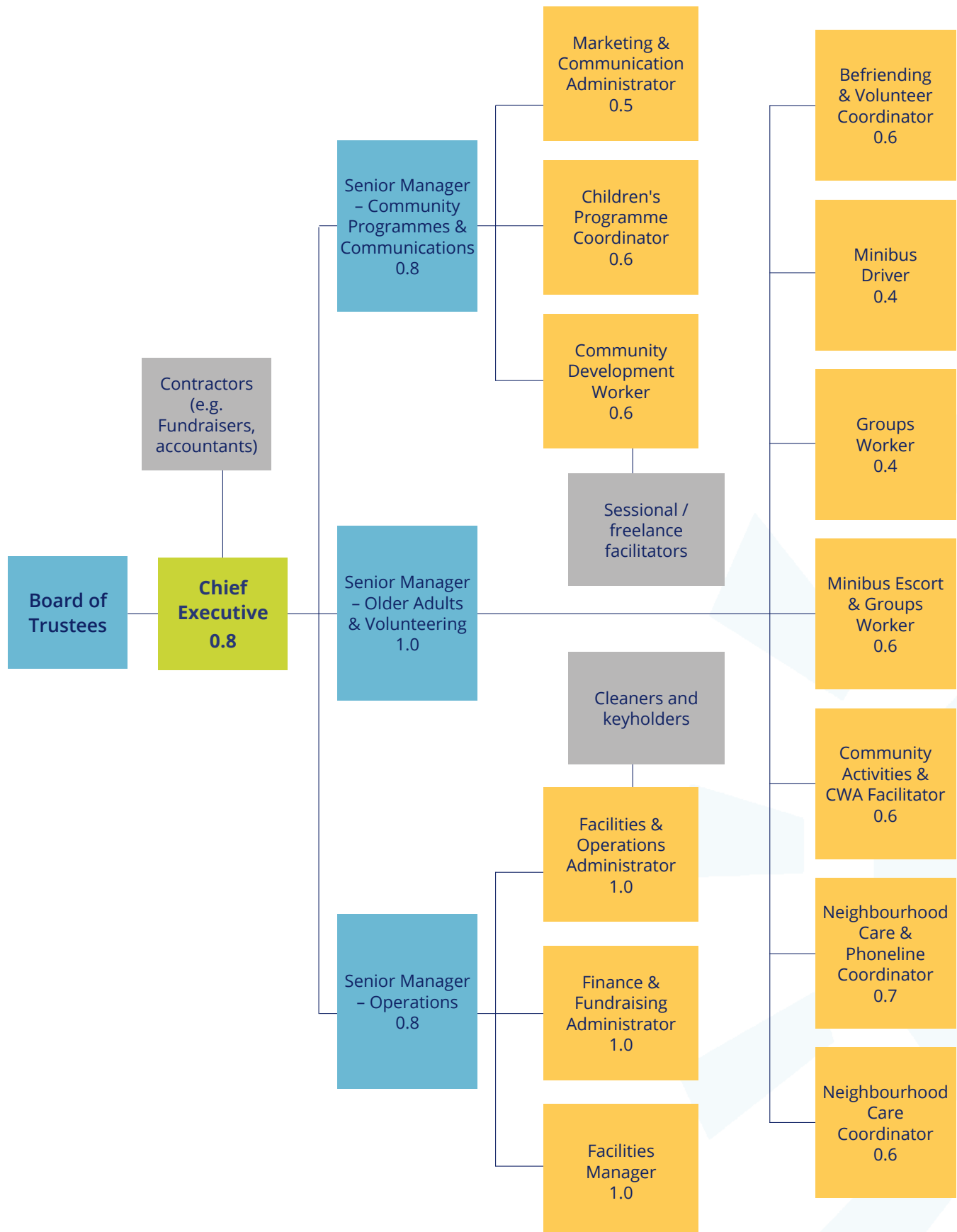
The Board is seeking a new Chief Executive to ensure Time & Talents continues to thrive, building on its current momentum while navigating the funding challenges faced by all multi-purpose community organisations. This role will involve strengthening existing income streams, developing an income generation strategy for sustainable growth, and deepening partnership relationships. Additionally, the Chief Executive will be responsible for enhancing impact monitoring and reporting – particularly in relation to wellbeing – while upholding our tradition of fun and friendship at the heart of everything we do.

Our current strategy is reaching the end of its cycle in 2025, and we are looking for a Chief Executive to shape and deliver a forward-looking 'Towards 2030' strategy. This will be a pivotal opportunity to drive growth and impact while aligning with the charity's mission and ensuring long-term sustainability. You will lead the development of this new five-year strategy, taking into account both anticipated and unforeseeable internal and external challenges and opportunities that lie ahead for Time & Talents.

As with many organisations, we have experienced some changes in the staff team, and we are looking for our next Chief Executive to bring the stability required to do what we do best – serve the community.



Organisational chart





Job description

Job title	Chief Executive
Salary	£62,500 per annum (full-time equivalent) Actual salary £50,000 per annum
Benefits	30 days annual leave per annum (full-time equivalent). Actual entitlement 24 days per annum plus bank holidays. Up to 5% employer pension contribution
Working hours	30 hours per week (equivalent to four days per week) with flexibility for occasional evening and weekend work
Location	The Old Mortuary, St Marychurch Street, London, SE16 4JE
Employment type	Permanent, Part-Time (80%)
Reports to	Chair of the Board of Trustees
Responsible for	15-20 members of staff, consultants and volunteers

Key external relationships

Funders and donors, service users, volunteers, contractors/freelancers, local community, London Borough of Southwark, corporate partners (e.g. British Land), voluntary and community sector groups/partners (e.g. Community Southwark, London Bubble, Age UK Lewisham & Southwark and other COPSINS partners, United St Saviour's Charity, Southwark Charities), local press and media.

Financial dimensions

Responsible for the charity's overall income and expenditure budget.

Role purpose

- To provide strategic and operational leadership to ensure Time & Talents is financially robust, efficiently managed, legally compliant, and effectively supporting its target communities.
- To secure income from diverse voluntary and commercial sources to sustain and grow the charity.
- To inspire, lead, and nurture a motivated, cohesive, and high-performing team, fostering a culture of trust, collaboration, and innovation that reflects the charity's values and mission.
- To shape and deliver a forward-looking 'Towards 2030' strategy that drives growth and impact while aligning with the charity's mission and ensuring long-term sustainability.
- To position the charity as a provider of choice for local communities and funders.
- To deliver co-produced services that support and empower existing and new users.
- To ensure robust governance and compliance with legal and statutory requirements, supporting the Board in fulfilling its duties.

Key areas of responsibility

1. Strategic and income development

Lead and manage Time & Talents in collaboration with and the direction of the Board and with the engagement of the local community, service users, staff, volunteers, and other relevant stakeholders, e.g. partner organisations.

- Work with the Board to ensure that a long-term strategy is in place for Time & Talents beyond 2025, which can guide the charity in achieving financial objectives and meet the needs of the local community;
- Lead the implementation of the strategy, setting appropriate targets and regularly reviewing progress to ensure successful delivery of the plan;



- Design, lead, and execute a comprehensive Income Strategy to ensure sustainable and diversified revenue growth. Proactively build and nurture strategic relationships with key stakeholders, including individuals, corporate partners, public sector organizations, and charitable trusts. Take ownership of identifying funding opportunities, including writing high-quality funding applications and proposals as required, to secure both repeat and new income streams;
- Take responsibility for preparing and managing the charity's annual financial budget, including expenditure forecasts and income generation targets. Monitor the financial health of Time & Talents, providing Trustees with advice on any required actions regarding their liabilities and duties;
- Identify and secure the necessary resources – human, material, and financial – to achieve the agreed strategic and operational objectives;
- Stay informed about trends and developments in funding and community-based service provision to safeguard the long-term future of Time & Talents, while identifying opportunities to expand and enhance the charity's role;

- Ensure the implementation and regular review of internal and external operational processes and systems;
- Identify opportunities for innovation to enhance service delivery and operational efficiency.

2. Business development and marketing

To take overall responsibility for developing the forward sustainable funding strategy that enables Time and Talents to deliver on its charitable objectives, commitments and strategic ambitions.

- Develop income generation strategies to maintain and enhance the level of funding from an optimum mix of income streams and sources, which are principally derived from companies, public sector bodies, individuals and trusts;
- Develop and build effective relationships with new and existing partners, supporters, funders and potential funders to maximise opportunities for income generation;
- Lead on the production of grant applications, fundraising campaigns, tenders and commercial propositions;
- Represent the charity externally, marketing services, managing media relations, and promoting the contribution of individual projects and the charity as a whole to the local community;
- Explore and develop social enterprise and commercial opportunities to increase revenue e.g. through the hire of premises appropriate to strategic objectives.

3. Service development and delivery

To oversee the continual evolution of the service delivery model and monitor the performance of programmes delivered by Time and Talents that are developed in co-production with service users, staff and volunteers, funders and partners.

- Develop and oversee the translation of strategic objectives into achievable operational plans and individual work programmes;
- Ensure services are operated effectively, efficiently and in compliance with legal obligations including safeguarding and best practice standards;



- Develop and trial new services and delivery models in response to changing needs and financial opportunities;
- Ensure Time & Talents can demonstrate the effectiveness of the services provided and the impact of its work;
- Ensure all core and planned project activity is supported by the appropriate business case and that it is adequately planned and resourced.

4. People management and leadership

To provide visible, inspiring, and effective leadership to all staff and volunteers, cultivating an environment of trust, accountability, and mutual respect that drives high morale and strong team performance. Champion the professional integrity and ethos of Time & Talents, ensuring the charity remains a valued, inclusive, and supportive organisation for its workforce and volunteers.

- Line manage and support the senior management team, empowering them to maximise their contributions while fostering their professional growth;

- Provide clear vision and direction for all team members, ensuring they understand their roles, objectives, and how their efforts align with and contribute to the organisation's mission;
- Actively promote a culture of collaboration, innovation, and co-production, ensuring that diverse perspectives are valued and integrated into decision-making processes;
- Develop and oversee a workforce development plan that ensures the charity has the necessary skills, expertise, and capacity to deliver its services effectively;
- Ensure all staff have robust objectives, regular appraisals, and tailored development plans to support their professional growth;
- Oversee the implementation of sound safeguarding policy and practice within the charity, ensuring that staff and volunteers operate in compliance with the highest standards;
- Regularly assess and report to the Board on workforce development requirements, including recommendations for investment in people and resources;
- Lead recruitment, selection, and performance management processes to build and maintain a strong and effective team;
- Actively promote diversity, equity, and inclusion within the team, ensuring that all voices are heard and valued.

5. Governance

To ensure that the Board of Trustees is enabled to deliver on their legal duties and that the charity operates in compliance with relevant legislation and statutory reporting requirements.

- Attend Board meetings and report on agreed objectives and any variance;
- Ensure Time and Talents operates in compliance with legislation and statutory reporting requirements;
- Take responsibility for ensuring standard financial and operational management practices and processes are effective

and support the day-to-day operation of Time and Talents e.g. budget and financial management; project planning; staff management; performance management; risk and mitigation;

- Support the Board in reviewing its performance and structures on an ongoing basis, revising its Memorandum and Articles and recruiting new Trustees;
- Oversee the preparation of the Annual Report, statutory accounts and returns to the Charity Commission and Companies House;
- Ensure that the charity has the appropriate workplace and safeguarding policies, procedures, systems and processes in place and that they are being implemented;
- Implement robust systems and measures for the secure collection and storage of personal data, supported by strong internal controls.





Person specification



Essential experience

- Senior-level strategic management responsibility for a charity, other not-for-profit organisation or social enterprise delivering services and interventions to support and empower vulnerable and/or disadvantaged people and communities;
- Significant experience as a successful fundraiser, with a track record in securing and maintaining funding and contracts from a range of sources, e.g. public sector bodies, trusts, companies, individuals and events;
- Demonstrable leadership, management and administration skills, including setting targets, delivering against strategic objectives, developing creative opportunities, and motivating and managing staff who are running projects and services;
- Responsibility for managing standard financial and operational management practices and processes, e.g. project planning; staff management; performance management; managing financial information; reporting against several budgets.

Desirable experience

- Significant relevant work experience, ideally in the voluntary or community sector, including experience of local community development work with a needs-driven approach.

Skills and abilities

- Leadership and people-management ability that inspires and motivates others;
- Ability to encourage participation in any change management initiatives and to take people on the journey;
- Ability to provide strategic vision and translate this to operational objectives;

- Financial and business acumen – assessing opportunities and applying resources effectively;
- Fundraising experience in building strong relationships with funders and donors to ensure large and long term support;
- Ability to innovate, develop and apply new solutions;
- Empathy and social skills in order to build effective working relationships with others, e.g. service users, staff and volunteers, funders, decision makers in strategic partner organisations;
- Effective negotiating, influencing and persuasion skills at the highest level;
- Excellent communication skills, both written and oral, with the ability to deliver clear messages and to advocate for the charity and its work to a variety of audiences in both formal and informal settings, and online;
- Excellent oral, written communication and presentation skills including the ability to present in public with conviction;
- Effective team-working and collaboration skills;
- Planning and organising skills in order to produce operational plans, manage projects and establish appropriate organisational business processes.

Special conditions

- Willingness to undertake work outside normal office hours e.g. the occasional evening and weekend, and to travel as required within the areas Time and Talents serves (currently Southwark);
- Undertake other duties as may be required from time to time.



Summary of terms and conditions of employment

30 days annual leave plus Bank Holidays pro rata

Employer pension contribution of up to 5% pro rata

Work mobile phone for performance of duties if required

Reimbursement of all work-related expenses

Bright Exchange, an Employee Assistance Programme, providing wellbeing and support services

Free onsite parking when available





How to apply



For an informal conversation about the role, please contact our recruitment partner, NFP Consulting:

Carroll Lloyd Director | NFP Consulting
07765 001 033 carroll.lloyd@nfpconsulting.co.uk



Apply online at www.nfpconsulting.co.uk/timeandtalents

To apply, please submit your CV and a Supporting Statement outlining your motivation for becoming our next Chief Executive and highlighting your relevant experience and credentials.

Closing date: Sunday 9th March 2025

There is a three-stage selection process

First interviews – mid March

The first round will be conducted via video by NFP Consulting.

Second interviews – late March

Third interviews – early April

The final two stages will involve panel interviews with trustees, opportunities to meet key stakeholders, and a presentation as part of the selection process.



Equality, Diversity and Inclusion Policy Statement – Our Principle Commitments

Time & Talents is committed to building and valuing diverse teams and to taking positive action to promote equality and challenge unfair and unlawful discrimination. We recognise that individuals may experience multiple and intersecting forms of discrimination based on their real or perceived characteristics, including age, disability, race, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion, sexual orientation, or social-economic background. We are committed to embedding diversity and inclusion in all areas of our work, including recruitment, and aim to reflect the diversity of our service users. We actively encourage applications from variety of backgrounds. We are particularly interested to hear from Black, Asian and minoritised communities and people with lived experience of using a community service such as Time & Talents who are underrepresented in the team.

Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview, completing any part of the selection process. Any requests will not be taken into account in the selection process.

Thank you for considering working with us!