



Chief Executive

Candidate Brief 
August 2023



Time & Talents

Where everyone feels part of a community

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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 over 136 years ago 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 whole family units. We bring people together for mutual support, fun and friendship through a range of services and activities that address social isolation, increase mental and physical wellbeing, and reduce divisions across the community.

Like many other charities we experienced our share of positives and negatives as a result of Covid but we have come the other end in a good place and many success stories e.g.:

Our Summer Party in 2022 was the first since Covid and it was so successful we are now having to have ticketed events to ensure we are not oversubscribed.

While income generation is a key aspect to our longer term future sustainability in this role, we started 2023/24 with over 70% of our income confirmed for the year.

Time & Talents as a referral partner for Southwark cost of living grants referred 2000 residents and we were recognised by our CVS Community Southwark with a 'Southwark Stars' Award for our work supporting residents during the winter financial crisis.



Now that our current Chief Executive is leaving for pastures new after nearly five years, we are looking for a new Chief Executive who is strategic but also operational; we are a relatively small organisation so you will need to be able to turn your hand to many different projects from leading and writing funding bids, developing new partnerships, to pitching to donors, dealing with building leases and suppliers, while also proactively leading the team.

If you believe you can bring staff teams along with you and have the gravitas and presence required to develop relationships with a range of individuals, companies, partner organisations, potential collaborating organisations, influencers, media, service users, and funders, then we would love to hear from you.

Thank you once again for the interest you have shown in Time & Talents. Good 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 136 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.

Across our two venues we have a wide range of free and fun activities for children up to the age of 11 years. We run everything from play groups and school holiday activity clubs, to nature-based learning groups for little ones.



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

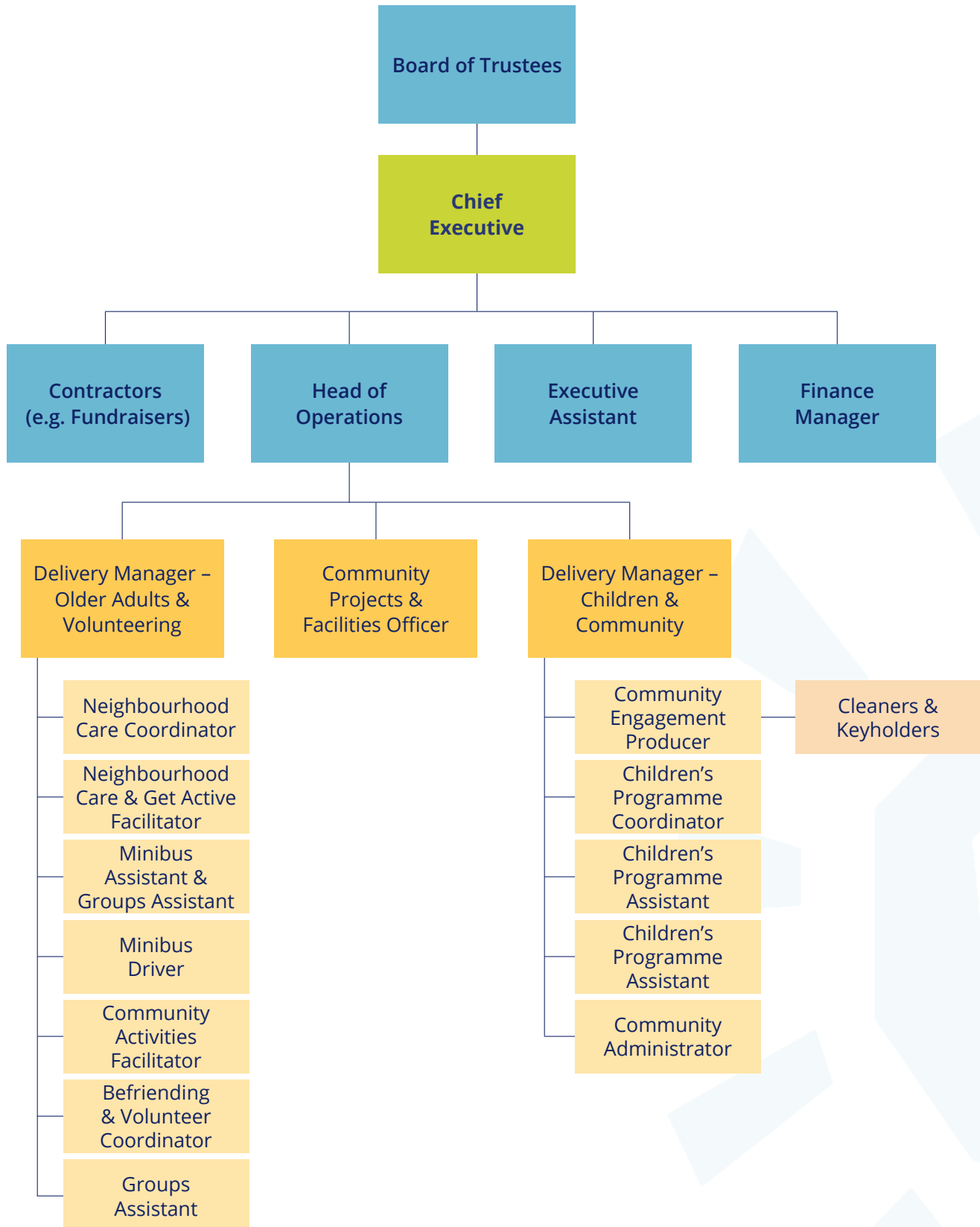
The Board is looking for a new Chief Executive to ensure Time & Talents continues to thrive and build on its current momentum, serving its community within the context of the funding challenges facing all multi-purpose community organisations. This will include continuing to build on our existing income streams and developing our income generation strategy to enable the sustainable growth of the organisation in line with its strategic objectives, strengthen partnership relationships, identify means to monitor and report our impact, especially in regard to wellbeing, and maintain our tradition of fun and friendship.

Our current strategy takes us to 2025. As the new Chief Executive you will have the opportunity to review this and plan accordingly for the next three years taking into account all the anticipated and unforeseeable internal and external challenges and opportunities that lie ahead for Time & Talents.

As with many organisations post covid we have seen a few 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	£55,000
Benefits	Up to 5% pension contribution, 25 days annual leave
Hours	Full time (37.5) with flexibility for occasional evening and weekend work
Location	The Old Mortuary, St Marychurch Street, London, SE16 4JE
Contract	Permanent
Reports to	Board of Trustees (line managed by the Chair of Trustees)
Responsible for	15-20 members of staff, consultants and volunteers as required

Key external relationships

Service users, volunteers, funders and donors, contractors/freelancers, local community stakeholders, London Borough of Southwark, corporates (e.g. British Land), voluntary and community sector groups/partners (such as 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 overall income and expenditure budget of the charity.

Role purpose

- To provide the strategic and operational leadership that ensures that Time & Talents is financially robust, efficiently run, legally compliant, and reaching all the people we are here to support.
- To position the organisation as a provider of choice for local communities and funders alike.
- To deliver co-produced services that support and empower existing and new users – older people, children, young people and their families.
- To secure income from a range of voluntary and commercial sources.
- To build a strong, happy and diverse team ensuring individuals are supported in terms of wellbeing as well as clear objectives.

Key areas of responsibility

1. Strategic development

- Leading and managing 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 organisation in achieving objectives and meet the needs of communities and the people it serves.
- Lead the implementation of the strategy, including reviewing progress against the plan and set appropriate targets.
- Develop the Income Strategy, building effective relationships with individuals, companies, public sector bodies and trusts to maintain existing and develop new income streams, writing applications as required.
- Take responsibility for proposing and managing the annual budget, providing regular management accounts, monitoring the financial health of Time & Talents and advising Trustees of any actions required in relation to their liabilities and duties.



- Define and secure the resources (human, material and financial) needed to achieve the agreed strategic and operational objectives.
- Keep abreast of trends and developments in the funding and provision of community based services in order to protect the long-term future of Time & Talents to seek out opportunities to expand and promote the role of the charity.
- Overseeing the daily business and administrative processes and directing the ongoing change programme including systems development and integration.
- Assessing and enhancing the internal and external operational processes ensuring we are fit for purpose.
- Preparing and managing the charity's annual financial budget, expenditure forecasts and income generation targets.

2. Service development and delivery

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



- Developing and overseeing the translation of strategic objectives into achievable operational plans and individual work programmes.
- Ensuring services are operated effectively, efficiently and in compliance with legal obligations, safeguarding, inspection regime requirements and best practice standards.
- Trialling and develop new services and delivery models in response to changing needs and opportunity in the local area and service economy.
- Ensuring the charity can demonstrate the effectiveness of the services provided and the impact of its work.
- Ensuring all core and planned project activity is supported by the appropriate business case and that it is adequately planned and resourced.

3. Business development and marketing

- To take overall responsibility for developing the forward sustainable funding strategy that enables Time & Talents to deliver on its charitable objectives, commitments and strategic ambitions.
- Developing 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.
- Developing and building effective relationships with new and existing partners, supporters, funders and potential funders to maximise opportunities for income generation.
- Leading on the production of grant applications, fundraising campaigns, tenders and commercial propositions.
- Represent the charity externally, marketing services, managing media relations, promoting the contribution of individual projects and the organisation as a whole to the local community.
- Exploring and developing social enterprise and commercial opportunities to increase revenue e.g. through hire of premises appropriate to strategic objectives.



4. People management and leadership

- To provide visible leadership to all staff and volunteers, champion the professional integrity of Time & Talents, line manage direct reports, and oversee the implementation of a workforce development plan that equips the organisation with the people skills and expertise needed to deliver services and maintain the ethos of co-production at its core.
- Report to the Board on the future workforce development requirements and the investment requirements.
- Lead, manage and support the senior management team to maximise their personal contributions.
- Provide clear vision and direction for staff about their role, objectives and how each individual contributes to vision and mission.
- Manage the staff team by setting objectives, conducting regular appraisals and identifying and supporting opportunities for the development of staff. Other line management responsibilities, as required, such as recruitment and selection and disciplinary hearings.



- Co-ordinate the staff appraisal programme and ensure clear and effective staff development plans are in place.
- Ensure a sound safeguarding policy and practice within the organisation.

5. Governance

- To ensure that the Board of Trustees is enabled to deliver on their legal duties and that the organisation operates in compliance with relevant legislation and statutory reporting requirements.
- Attending Board meetings and reporting on agreed objectives and any variance.
- Ensuring Time & Talents operates in compliance with legislation and statutory reporting requirements.
- Taking responsibility for ensuring standard financial and operational management practices and processes are effective and is supporting the day-to-day operation of Time & Talents e.g. budget and financial management; project planning; staff management; performance management; risk and mitigation.
- Supporting the Board in reviewing its performance and structures on an ongoing basis, revising its Memorandum and Articles and recruiting new Trustees.
- Overseeing 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.
- Ensuring appropriate measures and systems are robust in the collection and storage of personal data and that internal CRM measures are in place.



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 & Talents serves (currently Southwark)
- Undertake other duties as may be required from time to time.



Summary of terms and conditions of employment

25 days plus Bank Holiday per year

Up to 5% pension contribution

Company mobile phone for performance of duties if required

Reimbursement of work expenses

Time off in Lieu

Bright Exchange, an Employee Assistance Programme

Free parking on Company premises 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

Application is by way of CV and a Supporting Statement, which should outline your motivations for wanting to be our next Chief Executive and set out your credentials.

There is a two-stage selection process

First Interviews

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

Second interviews

The final stage will involve a panel interview conducted by trustees along with the opportunity for candidates to meet a selection of stakeholders comprising members, staff and volunteers.

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!

