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19 January 2024

Dear Applicant

Thank you for your interest in the post of **Head of Greenwich Giving**

In this pack you will find:

- Job Description
- Person Specification

On our website you will find:

- Application Form
- Guidance Notes for Applicants
- Monitoring Form
- Our Equal Opportunities Policy Statement

Please note that **CVs will not be considered** as part of your application, we will be short-listing from fully filled out application forms only.

Your completed application form should be sent to arrive no later than 9:00am on 19th February 2024 by email to recruitment@metrocharity.org.uk. Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. Please also complete the Equality and Diversity monitoring form.

In person Interviews, will take place on the afternoon of 4th March or 11th March.

For further information regarding this post please contact **Naomi Goldberg on 020 8305 5000 or by email naomi.goldberg@metrocharity.org.uk**.

We look forward to hearing from you.

Best wishes

Andrew Evans, CEO

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London
SE10 9EQ

METRO New Cross
The Mulberry Centre
15 Amersham Vale
London
SE14 6LE

Job description

Key details

Job title	Head of Greenwich Giving
Employment status	Part-time
Duration	Permanent
Salary/Wage	£51,008 [pro rata for 4 days a week] equating to £40,806.40 pa
Hours	28 hours a week, Monday – Friday with some occasional evening and weekend working
Line manager	Director of Strategy
Coordinated by	NA
Employer	METRO Charity (The Metro Centre Ltd)
Location	Main location of work is METRO Woolwich/METRO and across other METRO offices when necessary. Working from home will be possible where appropriate.

Job outline

The Head of Greenwich Giving will lead the development and delivery of an innovative place-based giving scheme for the Royal Borough of Greenwich. We are looking for a highly experienced, skilled, and motivated self-starter with an excellent track record in relationship building and multi-stakeholder engagement. You will develop partnerships with large corporations and small businesses, the public and voluntary sectors, community groups and local residents.

Programme

The post holder will administer and collaborate with the Greenwich Giving Board to establish a robust strategy and operations for developing, delivering, and sustaining a successful place-based giving scheme for Greenwich over three years.

Situated in METRO's Community domain, we work to improve the lives of people by building the capacity and voice of the voluntary sector alongside one to one and group work with individuals; see <https://metrocharity.org.uk/community/capacity-building-support> and <https://www.greenwich-cvs.org.uk/>

Main tasks

1. Work closely with the Greenwich Giving Board partnership and other key stakeholders to develop a shared vision, mission, and a robust strategy for developing Greenwich Giving.
2. Produce an annual plan of work that sets out the key priorities and activities for Greenwich Giving and is approved by the Greenwich Giving Board.
3. Explore and develop a customized, sustainable, and high impact local giving delivery model for Greenwich, including consultation with existing place-based giving schemes.
4. Develop and drive an inclusive Community Engagement Strategy with partners that has broad reach and depth in engaging local residents and groups including seldom heard voices. In tandem, develop an evidence base for local needs and test best approaches and practices for equitable and equal reach across the protected characteristics and their intersections.
5. Develop innovative and varied fundraising initiatives ensuring that residents and businesses are at the heart of fundraising initiatives. This will include donating money, talent (expertise) and time (volunteering) by individuals, large corporations and small businesses.
6. Develop and manage relationships with existing and potential public, charitable and other donors to secure financial and in-kind resources for the ongoing development and delivery of Greenwich Giving initiatives, and establish the scheme as an independent, standalone organisation.
7. Establish and manage Greenwich Giving as a separate legal entity from METRO
8. Establish and maintain effective infrastructure support systems, including needs assessment, customer Relationship Management and a data management system to support communications, fundraising, grant application and monitoring systems.
9. Work with the Greenwich Giving Board to develop an equitable and equal grant application, assessment and distribution process.
10. Oversee the work of the Communications Manager (0.4) in developing and delivering an effective Communications Strategy for Greenwich Giving in close liaison with the Director of External Affairs.
11. Oversee the work of the Greenwich Giving Coordinator (0.4) in supporting the delivery of the Greenwich Giving Action Plan.
12. Provide secretariat and administrative support for the Greenwich Giving Board.
13. Liaise with London Giving and other Giving initiatives as appropriate.
14. Collaborate with the Greenwich Giving Board and other partners in creating an effective monitoring and evaluation framework, and working within METRO GAVS and the Communications, Policy and Research team to conduct thorough monitoring and evaluation.
15. Provide effective line management and support for relevant staff, contractors and volunteers to ensure performance targets are met.

Other duties

1. Adhere to METRO policies and procedures at all times.

2. In line with METRO's policy on Information Governance (IG), confidentiality and data handling, you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.
3. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act, GDPR regulations and METRO's Information Governance policies.
4. In line with METRO's policy on Safeguarding, you will be expected to undertake, pass and maintain the required Safeguarding Training modules as indicated by your line manager.
5. Attend regular supervision, and to undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
6. Undertake any other appropriate duties as requested by your manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager.

Person specification

Knowledge & Experience	Skills & Abilities	Application(A) /Interview (I)/test (T)
Graduate or 5 years' experience working on strategic projects		A
	Ability to plan, organise and prioritise work to meet tight deadlines.	A/T
Experience of using databases, MS Office – word and excel, Websites, video conferencing apps, social media and Outlook	.	A/T
	Readiness to work flexibly, recognising the need to work evenings and some weekends.	I
At least 2 years' experience of coordinating and project managing partnership working with a variety of statutory, voluntary and community, and private sector organisations		A/I
Knowledge and/or experience of how to deliver successful innovative income generating activities such as corporate funding and crowd funding/individual donations.		A/I
	Able to develop and monitor complex budgets involving a variety of income streams	A/T
Experience of planning, organising and running public facing activities – e.g. community engagement, conferences, workshops and/or other events		I/T
Experience of preparing complex reports including numerical and written analysis.		A/T/I
At least one year's experience of managing staff, volunteers and contractors.	Able to communicate with a range of communities and people with differing needs and expectations	A/I
Understanding of local giving and potential contribution to reducing poverty and inequality.		A/T