



## **New Cross Gate Trust Strategy & Operations Lead: Recruitment Pack**

### **1. About the role**

Thank you for your interest in the New Cross Gate Trust (NXGT).

We are a vibrant, ambitious and inclusive charity based at the beautiful Besson Street Community Gardens, providing a variety of services to the local community of New Cross Gate. We are proud of our local area and believe everybody should be able to live happy, healthy, stable and fulfilled lives. We work in partnership with others in our local community so we can bring about lasting benefits to the area.

We are recruiting a Strategy and Operations Lead to help us achieve our vision for the Trust. You will be a strong strategic thinker, with excellent project management skills and a proven track record of effectively managing budgets and income generation. Working collaboratively as part of a small team, you will be a highly motivated self-starter, who shares our values and commitment to make New Cross Gate a positive and healthy place to live.

This is an exciting time to join the Trust. The pandemic put a spotlight on the importance of the connections we all have to the places we live, the value of strong neighbourhoods, and why local charities like ours are critical to the wellbeing of the community. Despite the challenges presented by the past two years, we are in a strong financial position, with a number of exciting projects in the pipeline. We are ready to develop a new strategy for the future to enable us to enhance our offer to the local community, and increase our reach and impact. If you believe you have the skills, commitment and passion to help lead this work, we'd love to hear from you.

You can find out more about the Trust here [www.nxgtrust.org.uk](http://www.nxgtrust.org.uk)

### **The role of Strategy and Operations Lead**

This is a key role for the Trust. As one of two senior staff, you will be responsible for overseeing a wide portfolio of tasks to ensure the smooth running of the Trust on a day to day basis, as well as working with the Board to develop and achieve our strategic goals.

You will be someone who enjoys a varied workload, thrives on shaping and delivering strategy, but who also has an excellent eye for detail and getting stuck into the day to day operations. This will involve overseeing our financial procedures as well as our property portfolio, income from which we invest in services for our community. You'll share our vision for the potential of New Cross Gate, and be excited by the prospect of working with local partners, the Board and other stakeholders to ensure we achieve it.

You will be confident and comfortable working as a self-starter with minimal supervision. You will be supported by a highly engaged Board of Trustees, and work alongside committed colleagues and volunteers.

We are advertising this as a flexible role of between 21-28 hours per week so that we have the best chances of attracting the right person for the job. We offer different ways to work

flexibly and will work with the successful candidate to agree the right arrangements for you and the Trust.

## **Background to the NXGT**

The NXGT was established as part of the legacy of the New Deal for Communities programme, to promote regeneration and community development for the benefit of people of New Cross Gate and the surrounding area. The Trust's objectives are to:

- Improve employment opportunities, promote training and development
- Improve health and promote healthy lifestyle choices,
- Reduce crime and improve community safety
- Raise educational achievement and promote quality childcare
- Promote good quality housing and enhance the physical environment
- Be part of a strong voice for the local community, supporting community empowerment and building social capital, while demonstrating effective partnership working and open and robust governance

The Trust is a key partner in the [Besson Street development](#) adjacent to our premises, which will bring new housing, health premises, and community space for the NXGT within the next few years. This signals an exciting new chapter in the Trust's development and our vision for the future. The new postholder will play a key role in shaping our involvement in this development.

## **Employee commitment**

As an employee of the Trust you will be expected to work to the highest ethical and professional standards to deliver the objectives of the Trust. At all times you will work to maintain the reputation of the Trust and our commitment to improve the life chances and the environment for local people.

As an employee you will benefit from a generous package of annual leave, pension contribution and flexible working. You will work alongside a team of highly committed colleagues, volunteers and Trustees who will support you in your role and help promote an inclusive and flexible workplace where you can develop and contribute to our success.

The diversity of New Cross Gate is one of its greatest strengths, and the New Cross Gate Trust wants to be proactive in promoting diversity and equity within our community and within our staff and volunteer team. We want to attract candidates from diverse backgrounds and experiences, and would particularly encourage applications from people who are Black, Asian or from other minoritised ethnic groups; and/or people with a disability.

The New Cross Gate is pleased to be a London Living Wage employer.

## New Cross Gate Trust

### Job Description and Person Spec: Strategy & Operations Lead

<b>Position Title</b>	<b>Strategy and Operations Lead</b>
<b>Reporting to</b>	<b>The New Cross Gate Trust (Board)</b>
<b>Hours</b>	<b>21 - 28 hours per week, permanent contract</b>
<b>Starting salary</b>	<b>£49,500 FTE</b>

#### **The Role:**

The Strategy and Operations Lead acts as one of two senior staff at the Trust, reporting directly to the board of trustees. Working alongside the Centre and Community Development Manager, the role oversees a wide portfolio of tasks to ensure the Trust runs smoothly and achieves its objectives.

As the Strategy and Operations Lead, you will hold responsibility for a variety of key areas of work including finance, HR, strategy, fundraising, and policy. In addition, you will support the board to ensure strong governance and compliance, and work alongside Trust staff to ensure the Besson Street Community Garden is a welcoming and accessible place for local residents.

#### **Main tasks and responsibilities:**

##### **Strategy & Governance**

- Act as the Trust's most senior officer, providing strategic leadership to ensure the organisation delivers against its strategy and annual delivery plan
- Support the board of trustees, ensuring that the Trust has strong governance and is compliant with all relevant legislation
- Lead on risk management, including health and safety
- Attend, and report to, full board meetings, the finance and general purposes committee, the HR committee, and other committee meetings as required
- Ensure policies and procedures are compliant with relevant legislation and kept updated
- Alongside the HR committee, ensure good HR practice

##### **Finance and fundraising**

- Lead on financial planning, including setting the annual delivery plan, monitoring and interpreting cash flows, preparing budgets and supporting with the preparation of annual accounts
- Manage the day-to-day finances of the Trust including raising and paying invoices, salary payments and monitoring bank accounts
- Lead on fundraising strategy, including identifying viable funding streams, building links with funders, bid writing, building budgets, and monitoring progress against targets
- In partnership with the Trust's appointed estate agency, oversee the management of the Trust's property portfolio

- Manage and distribute the Community Investment Fund, a grant-giving scheme for local organisations

### Other responsibilities

- Ensure the Trust has effective digital communications and support with the development and delivery of a communications strategy. There are already plans underway to redevelop our website and other aspects of our communications.
- Promote and support capacity building within the local community, including through partnership working
- Oversee quality assurance, data collection, and impact management for Trust activities
- Actively engage with relevant partners and maintain the Trust’s influence on local issues and developments, including the new development on Besson Street
- Line manage staff as required, including induction, supervision and appraisal
- Carry out all duties within the Trust’s equality, diversity and inclusion policy and ensure that all members of the public are treated with equal respect
- Work alongside Trust staff to ensure that the Trust, and Besson Street Community Garden, are accessible, welcoming, and safe for local residents

### Person specification

<b>Experience and track record</b>
Track record of strategic leadership, working with others to bring about change
Experience of successful fundraising from a range of sources
Experience of project management across the lifecycle of projects
Proven track record of effective financial management including monitoring and interpreting cash flows, producing financial reports and managing budgets
Proven track record of developing and maintaining effective working relationships with a range of partners
Experience of staff management, and track record of using and developing strong HR practice
<b>Knowledge &amp; Skills</b>
Knowledge of good charity governance
Knowledge of financial systems and ability to manage and report financial information – knowledge of Quickbooks is desirable
Ability to organise, prioritise, and manage competing deadlines and work with minimal supervision using a high degree of personal initiative
Good understanding of urban regeneration and community development initiatives in a multi-cultural inner city context
Strong understanding of risk management and health and safety
Excellent interpersonal, written and verbal communication skills
<b>General requirements for the role</b>
Commitment to empowering local people and working collaboratively
A commitment to embedding equality, diversity, and inclusion into all areas of your work
Willingness and ability to operate in accordance with the values and policies of the New Cross Gate Trust
Willingness and ability to work flexibly in response to changing organisational requirements

## How to apply

To apply for this role, please send:

- your CV
- a supporting statement (of no more than two sides of A4) explaining **how you meet the requirements for this role.**
- a completed copy of the Equality Monitoring Questionnaire (see attachment). This will be separated from your application prior to it being reviewed, and is used for internal purposes only.

You should send these to [recruitment@nxgtrust.org.uk](mailto:recruitment@nxgtrust.org.uk)

The deadline for submitting your application is **6<sup>th</sup> June 5pm**. Please note we are unable to accept late applications.

### **Supporting people with disabilities**

We are committed to improving employment opportunities for people with disabilities. If you require support or modifications to assist you with the recruitment process, please also include brief details about this.

If you would like to speak to someone informally about the role or Trust, please contact the Chair of Trustees [helen.mathie@nxgtrust.org.uk](mailto:helen.mathie@nxgtrust.org.uk)

We look forward to hearing from you.