

## LONDON BLACK WOMEN'S PROJECT



*Working for Women, Working against Violence*

### RECRUITMENT PACK FOR THE POST OF DIRECTOR OF LBWP

6 MARCH 2019

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#### JOB ADVERT

London Black Women's Project (LBWP) is a leading women's organisation in East London. LBWP was set up in 1986 under the name Newham Asian Women's Project (NAWP). The organisation changed its name in 2016 to reflect the need for diversified access to services from minoritised women and girls and to ensure the continued development of an intersectional black feminist organisation to meet these needs. LBWP provides specialist VAWG services to minoritised women, girls and children. Our services include: accommodation-based services for women and children, counselling and therapeutic support, early intervention and prevention services dedicated to young women and girls, and a woman's advice service. In addition to services, the organisation also undertakes policy, research and capacity building work. Please visit the website at [www.lbwp.online](http://www.lbwp.online) for a full description of all services and projects we deliver.

We are seeking to recruit the post of Director to undertake and oversee the strategic development of the organisation in the next stage. We seek a woman with specialist knowledge, skills and expertise working strategically around a human rights framework addressing VAWG. She should have executive level management and directorship experience, planning, project and service development experience, strategic knowledge, and be an analytical thinker who is able to lead the vision of the organisation manifesting the principles of black feminism in every aspect of the work developed and delivered.

If you feel you are able to meet this requirement and seek a dynamic opportunity where you will be able to demonstrate leadership around social change then please do the following:

Contact [info@lbwp.online](mailto:info@lbwp.online) for an application pack.

Visit [www.lbwp.online](http://www.lbwp.online) for recent vacancies and download an application pack for the post.

**Closing date for applications: Tuesday 26 March at 12.00 noon**

**Interviews will be held on 8 April.**

## **LONDON BLACK WOMEN'S PROJECT (LBWP)**

### **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Director</b>
<b>JOB REFERENCE NUMBER:</b>	<b>LBWP/DLBWP/02.19</b>
<b>SALARY:</b>	<b>P07 SCP 49 to 52 £45,666 to £48,489</b>
<b>HOURS:</b>	<b>35 hours per week</b>
<b>RESPONSIBLE TO:</b>	<b>Management Committee of LBWP</b>
<b>LOCATION:</b>	<b>LBWP Resource Centre (main office)</b>
<b>APPLICATION DEADLINE:</b>	<b>26 March 2019 at 12.00 noon</b>
<b>INTERVIEW DATE:</b>	<b>Monday 8 April 2019</b>

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#### **Job Purpose**

To serve as Director of LBWP developing and delivering the strategic work programme and ensuring stability at all levels of organisation; providing executive level and strategic leadership to the organisation; and, strengthening the human rights framework by delivering VAWG as consistent with the organisation's mission. The Director should be a woman who identifies as a black feminist as integral to her lived experience and works intersectionally. The Director is the leader of the organisation and responsible for the strategic development in line with the organisation's ethos, vision and mission statement. The Director offers leadership by example. The Director provides an expert voice in matters related to by and for ending VAWG specialist organisations working under an intersectional approach to address oppression and violence in the lives of women, girls and children.

#### **Key Responsibilities**

Manage the organisation at strategic and operational level providing leadership, direction and guidance to staff, services and projects and ensure good governance and stability through strategic planning. This means developing and delivering strategic plans, undertaking high level analysis inclusive of policy and the macro-environment and guiding the organisation's development.

Ensure the organisation works within the VAWG context and international convention, and equalities and human rights frameworks.

Strengthen the planning infrastructure for the organisation through direct contribution to the strategic planning function.

Develop and deliver effective fundraising and tendering strategies ensuring constructive relationship-building with funders, commissioners and others.

Undertake fundraising and tendering activities as a planned and strategic activity ensuring sufficient funds are available to deliver the work of the organisation.

Deliver an effective resource management strategy for the organisation considering the needs of both infrastructure and human resource management.

Liaise with external stakeholders including housing associations in areas such as policy and development, commissioning strategy, good practice and partnership development.

Provide appropriate level contribution to partnerships, consortia and other formations where the organisation is involved.

Ensure the development of constructive and production partnerships and collaborations working across the by and for ending VAWG sector and other sectors as appropriate to meet the strategic aims of the organisation.

Undertake and/or provide guidance on performance management and quality assurance learning evaluation framework.

Implement project management systems and processes and offer leadership and guidance to staff to do the same.

Assume responsibility for HR management with delegated authorities, staff development and early intervention HR systems based on performance and commitment.

Provide oral and written responses in areas of policy, strategy, legislative proposals and other issues/initiatives affecting women's rights and VAWG as appropriate to the sector-wide initiatives, campaigns and other work.

Ensure ongoing development of second tier management offering support, guidance and leadership through structures and plans to ensure the effective delivery of the overall strategic plan.

Work closely with and service Management Committee in business planning processes, financial management and governance according to Charities Law.

Undertake internal reviews and audits to ensure compliance with statutory and quality assurance frameworks and others as appropriate.

Strengthen the organisation's quality functions through quality assurance and provide leadership on best practice.

Ensure democratic development of the organisation respecting at all times the voice and representation of women, girls and children who use services and continually improve upon empowerment based approaches for the whole organisation.

Ensure representation of the organisation in external fora reflecting all areas of work including violence against women and domestic violence, mental health, equalities, social care, and third sector development.

Undertake organisational development through infrastructure development, HR systems development and policy framework.

Deliver a programme of research, policy and capacity building work in line with the strategic planning functions and key priorities.

## **General**

All staff working at LBWP must:

- Work at all times with the best interest of LBWP adhering to and the organisations' policies and procedures.
- Ensure that any action or comments made on behalf of or representing LBWP will not cause LBWP's name to be sullied or assist in bringing the organisation into disrepute.
- Ensure that the work undertaken by the organisation is in accordance with Equal Opportunities Policy.
- Work within the policies and procedure framework of the organisation.

## **Flexibility Clause**

In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically referred to above. Such duties however, will fall within the scope of the job at the appropriate grade. This job description will be subjected to review with the post holder, to ensure that it accurately reflects the duties and range of the post. The aim being to improve the quality of service for BME women and all matters relating to their well-being.

## **Conditions**

All posts are subject to the availability of funding. Additionally, this post is subject to a probationary period of six months, which can be extended for an additional three month term at the discretion of the Management Committee. Upon successful completion of the probationary period, a contract will be awarded.

**LONDON BLACK WOMEN'S PROJECT**  
**PERSON SPECIFICATION | DIRECTOR OF LBWP**

<b>Director Person Specification</b>	<b>ESSENTIAL (E) DESIRABLE (D)</b>
<b>Education</b>	
Educated to degree level in a relevant field in the Social Sciences or similar.	E
<b>Experience</b>	
A minimum of two years' experience working in senior and/or executive level management of an NGO or similar organisation.	E
<b>Skills</b>	
Experience of leadership, managing and supervising staff according to HR standards and the policies and procedures of LBWP	E
Day to day office management experience with ability to guide the senior management team in operational matters.	E
Experience and skills of developing services, projects, programmes.	E
Experience of fundraising and tendering.	E
Skills and experience producing strategic plans based on critical analysis.	E
Policy development skills.	E
Ability to liaise and network with all kinds of external stakeholders including statutory, other NGO and voluntary sector and local government and state actors building networks, partnerships and collaborations in the best interest of LBWP.	E
Experience of implementation and monitoring of standards, policies and practices under the guidelines of the various quality assurance systems at LBWP and according to LBWP's policies and practices.	E
Audit, evaluation and assessment experience to prepare the service for accreditation.	E
Excellent project management skills.	E
Monitoring and performance management experience.	D

Excellent communication skills, able to relate to diverse audiences and communicate complex information.	E
Experience of resource management and developing capacity work.	D
Marketing and promotion skills.	D
Able to demonstrate self-motivation and initiative on a daily basis taking ownership and responsibility for the organisation.	E
Able to work independently as required and as a part of team when necessary.	E
Networking ability and able to relate to diverse organisations and sectors to promote and build-up the service.	E
Computer literate. Must have Microsoft Office skills including word and excel.	E
High level report writing skills with experience presenting good quality information to management standard.	E
Consultation skills and experience with service users, providers and professionals	E
Experience and skills in managing and planning work and knowledge of work plan systems including project management	E
Ability to appraise work, provide feedback and follow-up of tasks and projects as assigned and make consistent and constructive progress to achieve a clear and satisfactory output.	E
Able to review strategic documents and policies, and translate these to plans and actions and guide the Management Committee on the same.	E

## **Knowledge**

Knowledge of social and public policy and critical thinking.	E
Knowledge of strategic planning functions and process and current systems and procedures.	E
Knowledge of current issues and debates affecting the by and for ending VAWG specialist sector, and other relevant sectors delivering human rights work.	E

## LONDON BLACK WOMEN'S PROJECT



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### **Key Priorities – 2020 and Beyond**

The Director will support the organisation to meet the strategic priorities by offering guidance, leadership and insight.

The Director will develop and implement strategic plans, undertake strategic communication on all platforms and through all means, and ensure the organisational development in line with such priorities.

The Director ensures that at all times, the plans and priorities operate to achieve the objectives of the three levels of VAWG prevention, address the needs of minoritised women, girls and children and ensure robust intersectional approaches to the work.

The key priorities for 2020 and Beyond are:

Consolidate the provision of accommodation based services for women by developing move-on housing for minoritised women.

Create the next stage of the women's rights and advocacy project developing the East London Advice Service for minoritised women.

Sustain the development of young women and girls services strengthening the empowerment-based approach through creative agency addressing power dynamics around three levels of prevention.

Develop counselling and support services away from clinical approaches and towards alternative person-centred support under holistic frameworks.

Deliver the research programme attached to YWG early intervention and prevention work towards social change, voice and recovery.

Strengthen sector-wide presence in policy work leading in VAWG policy for minoritised women and girls.

Develop the training programme under the capacity-building framework as a form of revenue generation and awareness raising around VAWG.

Implement a 2020 and Beyond fundraising and tendering plan for implementation from Q3 in 2019.

Develop and strengthen by and for ending VAWG consortia and partnership working through strategic leadership within these spaces.

Undertake all aspects of HR management offering advice, guidance and direct support to the organisation.

Develop and sustain management structures offering direct support, advice and guidance.

Develop innovative approaches to services in ways that meet complex multiple intersectional need.

Develop clear strategies addressing discrimination and oppression from the development of frontline support, back office functions to strategic development.

Develop and implement the Strategic Plan 2020 to 2023.

Develop and implement the HR Stage 4 Plan in line with the Strategic Plan 2020 to 2023.

Work with Management Committee to increase membership and strengthen governance to meet the needs of the organisation.