



**Head of Communities
The Winch
£40,000pa (0.8FTE)
Maternity Cover (Jan-Aug 2024)**

- Are you passionate about communities being in the driving seat?
- Do you know how to support and develop people to lead with confidence?
- Are you excited by the opportunity to build a shared understanding of what matters to communities in a place?

North Camden Zone is looking for an experienced manager who can bring leadership and community development experience, and an entrepreneurial spirit to its work in making Camden a great place to live, learn and work.

We offer

- Flexible working hours and location
- Scope to develop your role
- A generous training and personal development budget, to help you grow with us
- Small, supportive and dynamic team
- We are committed to enacting our principles of justice, equity, diversity and inclusion ([JEDI](#))
- We are firmly anchored in and driven by our values

Please note that this post will be subject to an enhanced DBS check and we will ask for proof of eligibility to work in the UK. This is a maternity cover post, which we envisage will start on 2nd January 2024 and end on 8th August 2024.

Please go to www.thewinch.org to download the job pack. Apply by sending in a comprehensive CV and a supporting statement outlining how you meet the person specification to jobs@thewinch.org

Deadline to apply is 10am on Monday 6th November 2023

Interviews will be held on Wednesday 15th November 2023



Introduction to The Winch

The Winch is a dynamic children and young persons' charity in Swiss Cottage, Camden. Founded in 1973, when our community repurposed a formerly derelict pub as a much needed youth space, we now engage and work with over 1,600 children, young people and families each year.

The Winch delivers a cradle to community pipeline of opportunity, through play, youth-led, sports and social action programmes, working alongside children, young people and parents to develop their strengths, skills and sense of belonging. To make north Camden a great place to live, learn and grow up in, we help people to read, create and connect at Belsize Community Library and back community-led change through the North Camden Zone.

The Winch's work in Communities

The Winch's Communities Team comprises the North Camden Zone and Family Support services.

North Camden Zone

In the last four years we have worked on three Camden estates, supporting resident-led change. We employed and trained 13 residents as Community Organisers. They have led community research and the design and delivery of programmes to strengthen the voice of residents, improve community connection, improve mental health and to improve the built environment on estates.

Local residents have secured some significant achievements. On the Chalcots Estate we produced a resident owned manifesto. On Hilgrove Estate we delivered new orchards, redesigned gardens, a refurbished community room, a mural designed by young people and new signage welcoming people onto the estate. We helped to set up a food coop, which will continue to enable residents to assist each other through the cost of living crisis. We have also supported residents to come together through our *Know Your Neighbour Nights* and estate-wide events.

We have formed strong collaborative working relationships with Camden Council. Together we are delivering a ground-breaking participatory budgeting project, to share more power with residents. North Camden Zone is piloting an initiative in which residents decide on the allocation of a significant part of Camden's service budget for their estate.

We have recently secured new funding from the National Lottery Community Fund for The Good Neighbourhood Project. We will bring neighbours together in Swiss Cottage and Kilburn to consider the future they want for the place they live, deliberate about collective priorities, influence local decision-making, and take practical action towards realising the future they want to see. As the Head of Communities (Maternity Cover), you will be responsible for leading the initial design, set-up and development of this work.

You will lead our work alongside residents on the *first* of two missions. The first mission will build a fairer neighbourhood, addressing the rising cost of living. The second will build a greener neighbourhood through strengthening environmental local action. Each mission will run for eighteen months successively over a three-year period and involve three distinct phases:

- **Neighbourhood Exploration:** gathering evidence and input at neighbourhood-level, and delivering activities to enable the collective imagining of a fairer and greener neighbourhood;
- **Neighbourhood Inquiry:** recruiting local residents who will deliberate about local priorities found in the Neighbourhood Exploration and find solutions; they will produce a set of recommended actions for policy makers and service providers.
- **Neighbourhood Action:** resident-led testing of ideas that help address the mission at neighbourhood level, and provide a blueprint for how life in the neighbourhood might be different in the future.

In addition to setting up the project, the maternity cover role will involve leading the 'Neighbourhood Exploration' phase of the first mission.

Family Support Services

You will manage the Winch's Family Support programme, which delivers individual and peer support for parents and their children under 5. We assist over 300 parents a year.

We focus on parents facing disadvantages in Camden. This includes supporting parents living in temporary accommodation and parents experiencing poor mental health. We aim to build peer support between parents and to better link them into the community and the wider services and opportunities available to them. We work in partnership with Camden's Family Learning Team to deliver training and skills building programmes. We connect parents with opportunities, such as volunteering and employment. We create self-care spaces for parents to improve their own physical and mental health and wellbeing. Our Parent Assembly ensures that parents' guide and shape our services, so that we can realise the hopes and meet the needs of the community we serve.

Job Description and Person Specification

Post:	Head of Communities
Salary:	£40,000 pa (pro rata)
Contract:	7 months (Maternity Cover)
Hours:	32 hours per week, with some planned evening or weekend work
Location:	Flexible. Home/Office (Based at 21 Winchester Road, Camden, London, NW3 3NR, with work in other community locations)
Accountable to:	CEO, The Winch
Start Date:	2 January 2024 (with some planned handover)
Responsible for:	See <i>Winch Communities Team Chart</i>

The Head of Communities will lead the design, development and delivery of North Camden Zone and Family Support programmes. They will work alongside residents, local organisations and established partners. They will take a system-wide approach in supporting everyone in bringing about change.

The role of The Head of Communities requires a balance of hands-on engagement and management, alongside strategic planning and delivery. It is a proactive, outward-facing role that involves planning, promoting, connecting and building the programme, in order to make a positive difference with, by and for underserved communities in North Camden.

The Head of Communities is a member of the Winch's Senior Management Team and has leadership responsibilities for the wider work of the organisation.

The main roles and responsibilities

Leadership

- Provide values-based leadership, acting as a role model and ambassador for the Winch
- Develop, coach, mentor and manage staff team and volunteers ensuring effective and open communication

Strategy and Development

- Keep up to date with the local, regional and national policy landscape and strategies
- Collaborate across Winch teams, with the community and other stakeholders to inform and develop our strategy and thinking
- Use a systems-change approach to identify where structures could be improved

Operations Management

- Manage service planning, delivery and internal systems and ensure they meet the operational needs of the programmes of work
- Manage the finances of the Communities programme, achieving budget goals
- Select, contract and oversee the work of consultants as appropriate
- Take responsibility for safeguarding

Service Development

- Be committed to using co-production and participation techniques to build and share power, ensuring that residents and parents are genuinely involved
- Develop innovative services and solutions that build on the strengths, assets, insights and aspirations of individuals and communities.
- Identify resource and potential funding sources and initiate applications to support the goals and priorities of the Communities programme

Partnership

- Build and steward impactful partnerships, including those with local residents
- Help identify and recruit additional cross-sector stakeholders to resource and participate in achieving the community's goals
- Convene stakeholder meetings with residents to create opportunities for shared power and community-led change

Impact Measurement and Learning

- Ensure that robust monitoring processes are in place and that information is regularly and consistently being captured and applied to inform our work
- Provide regular reports on progress against goals and indicators, and share learning
- Ensure regular reflective practice and learning with teams so we are able to work in an adaptive and agile way to meet the needs of the community

Communication

- Develop effective communication to promote and reach community members and other stakeholders through email marketing, social media and printed materials
- Use technology and different online platforms to support your work so that you can be efficient.

Person Specification

You must have:

- At least 5 years of relevant work experience, including at least 3 years managing high-performing teams in a challenging non-profit, social enterprise, start-up or statutory environment
- Experience of managing a complex portfolio of projects with a minimum budget of £200k per year
- Experience of successfully developing and delivering community led solutions through co-design and co-production
- Experience of using participatory methods and techniques
- Strategy and planning skills, including ability to think strategically on both organisational and systemic levels over the long-term
- Excellent facilitation skills and experience of writing and delivering workshops and training
- Good grasp of data and impact measurement principles and practice
- Good experience of working with funders
- Outstanding communication and interpersonal skills, with the ability to build authentic collaborations with a diverse set of high profile stakeholders
- Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment
- Willingness to 'roll up one's sleeves' and extend beyond formal responsibilities based on the needs of the work

You must be:

Essential:

- Able to:
 - develop effective working relationships with young people, parents, staff members, volunteers and diverse partners to envision, motivate and empower
 - organise self and others, including in the effective use of technology
 - work in a busy and complex environment which is regularly accessed by the wider public
 - work sensitively and respectfully with the community, representing their lives, their ambitions and the challenges they face with dignity, respect and care
 - catalyse and lead innovation
 - think on your feet and demonstrate high levels of initiative
- Highly motivated, self-starting and resourceful
- Flexible and able to respond to the emerging needs of the community

- Confident in the use of Microsoft Office packages, Google docs and other online platforms to support shared online working
- Confident in managing and leading safeguarding practice for children and adults facing risk
- Committed to:
 - own learning and development
 - Winch's goals and values
 - safeguarding children and adults at risk
 - enacting the principles of justice, equity, diversity and inclusion

Desirable

- Awareness of service design methodologies
- Systems thinker
- Experience of managing and /or delivering family support services

The Winch Values

We're committed to the following values:

- Act with integrity because we believe that authenticity must lie at the heart of what we do.
- Be ready for anything because we recognise that others' lives and situations require us to be flexible and responsive.
- Go the extra mile because we understand that additional commitment is often needed to make a difference, whether to a child or a professional.
- Show compassion because we see each person we work with as a unique individual and part of our family.
- Take the initiative because we feel that too often interventions fail or systems miss the point because nobody is being proactive and seeking out solutions.
- Work collaboratively because we believe that children, parents and everyone committed to supporting them hold part of the solution.

What else do I need to know?

The Winch is based at 21 Winchester Road, London NW3 3NR, just a minute's walk from Swiss Cottage underground station and within walking distance of multiple bus routes.



This part-time role includes some planned evening work and weekends. We can be flexible about working patterns.

The Benefits

We offer a training budget. You will also be asked to complete mandatory accredited training, which counts towards your continuing professional development.

The Winch has an Employee Assistance Programme with Health Assured. This includes access to a wealth of services including counselling, legal information, bereavement support, medical information and CBT online. There is also access to a virtual library of wellbeing information.

We offer new employees 30 days' holiday pro rata per year (including Bank Holidays) and the opportunity to join a contributory pension scheme.

Important Note

The Winch is committed to keeping children, young people and vulnerable adults safe from harm. The successful candidate will be subject to Enhanced DBS checks and be required to undertake safeguarding training. We will undertake online checks of our preferred candidates, as part of our safer recruitment processes and in line with statutory guidance.

The Winch is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.

You can read more about The Winch on our website at <https://thewinch.org>. You can read more about the North Camden Zone, which is a project of the Winch, at www.northcamdenzone.org and twitter on @greatplaceNCZ

How to apply?

Please apply by sending in a comprehensive CV (maximum 3 pages) and a personal statement outlining how you meet the person specification. Your personal statement must be no longer than 2 pages of A4, with a minimum font size 12. We will not consider applications without a personal statement.

You will be asked to provide the names, positions, organisations and telephone contact numbers of two referees, one of whom should be your current/most recent employer. References will **only** be taken once your permission has been granted. In addition, a satisfactory enhanced DBS check is required for employees at The Winch.

Please apply via [Charity Jobs](#) or send your completed application to jobs@thewinch.org and title the email Head of Communities application.

Please submit your application before **10am on Monday 6th November 2023**.

We welcome your interest in this role. If you would like to speak to someone to find out more or to discuss the opportunity, then please contact Alice Robson, Head of Communities by emailing alice@thewinch.org