



Barnet Community Projects

Director

full-time, £30,000 - £32,000 depending on experience
based in Barnet EN5

We are looking for a DIRECTOR to take overall responsibility for the running of Barnet Community Projects (BCP) and its services delivered from the Rainbow Centre. You'll be stepping into the shoes of our founder and into a great opportunity to build on our existing foundations and take us to the next level.



Background

We are a local charity and run the Rainbow Community Centre on one of Barnet's housing estates. Working closely with many partners, we offer support services and activities for local residents struggling with poverty and disadvantage.

Currently, we have a focus on food poverty with a 3-year Big Lottery grant to run three food projects/services alongside a money advice service, a job club, and a range of social, arts and sports activities for all ages – including Switch, our mobile skate park, our first project.

Reaching out to and building trusted relationships with residents and users, and establishing working partnerships with local service providers and organisations is a key part of our work. BCP offers volunteer placements and trainee jobs for local residents and all staff are actively involved in supporting them in these roles. It also involves giving ad-hoc support to residents who drop into the centre with problems and crisis and handling community tensions.

BCP has been built from the ground up working directly with local residents, growing local project and youth workers, facilitating the take-over of the Rainbow Centre when the council closed it, renovating it and developing services alongside the local community.

The Opportunity

5 years on, we run a busy and much valued community centre with regular services and support programmes, seen as a model community hub in/for Barnet and a leader in grassroots community development work. **Our focus is now on sustaining our services, maintaining our reach within the local community and remaining responsive to changing needs.** The estate is currently undergoing substantial regeneration, bringing upheaval and change, and we ourselves have to move in 2019. And there is scope for BCP to develop social enterprises and practical start-up support for other community hubs and start-ups.

This is a great opportunity for someone ready to take on a leadership role in a community organisation; you'll find strong foundations to take the organisation to the next level and to forge the shape of the centre in new premises.

Rainbow Centre, Dollis Valley Drive, Barnet EN5 2UN Registered at 5 Hillside Gardens, Barnet, EN5 2NG
020 8441 9837

admin@barnetcp.org.uk <https://barnetcommunityprojects.wordpress.com/>

registered charity 1139376

In this, you will work closely with the Centre & Café Manager and be actively supported by our Board of Trustees and a Fundraiser & Organisational Development Advisor. You will also have an opportunity to work closely with core partners, including the award-winning Art Against Knives (www.artagainstknives.com), locally grown CIC Community Souls (www.communitysouls.co.uk) and the Young Barnet Foundation (www.youngbarnetfoundation.org.uk) with scope for hands-on CPD, skills exchanges and mentoring.

Main purpose of the job

To manage Barnet Community Projects, ensuring that the organisation delivers focused, sustainable, community-led projects and services to agreed standards, outcomes and budgets; to lead on and co-ordinate forward planning, community engagement, income generation and external and internal reporting.

Reporting to: Board of Trustees

Responsible for: BCP staff team – see organigram

Key Duties:

Project management

- Develop a robust framework for the management of all existing BCP projects and services, including financial management, monitoring and evaluation and internal/external reporting, ensuring that BCP is capable of assessing needs and impact effectively
- Manage the delivery of BCP's Big Lottery-funded food projects
 - oversee all project staff, ensuring they meet outputs and outcomes, maintain records and provide timely monitoring data and reporting
 - with the Fundraiser/Organisational Development Advisor, maintain the project outcomes and monitoring/evaluation system and provide reports to the Big Lottery
- Oversee the delivery of BCP project and services in line with agreed outputs, outcomes and budgets and ensure timely and full reporting by managing and support project leads/staff
- Ensure that all partner organisations are delivering their services/projects well, that they have the right support/facilities to do so; and act as a central point of contact for them
- With colleagues
 - develop a communications plan for all activities/services and manage/support the Admin & Communications Assistant and project leads in delivering it, ensuring that our work has the widest possible reach and that all services/activities are well attended

Project Development

- Build and maintain positive relationships with the community, delivery partners, local organisations and stakeholders
- Be a trusted presence at the centre and in the community, engage with residents and users and carry out ongoing engagement/outreach to identify needs, challenges and aspirations
- Respond to emerging needs and ideas/proposals for services and activities by
 - liaising proactively with partners, assessing their proposals and testing them against needs and viability
 - supporting individuals with developing project ideas proposals and fundraising

- with colleagues, develop services and projects in response to identified need and provide project information/details to the fundraiser for applications

BCP management:

- Working with the board of trustees and senior colleagues,
 - lead on the development of a 3-year business plan with clear strategic priorities, and on its implementation
 - draw up an annual organisational budget and ensure sound financial management in line with it
 - produce annual accounts/report in compliance with charity commission rules and to required deadlines
 - identify new premises and plan BCP's move once the current centre has to be vacated in 2019
- With the Fundraiser/Organisational Development Advisor
 - develop an annual fundraising plan, oversee progress against it and lead on grant management
 - ensure that all necessary policies and procedures are in place, that all HR processes are managed well and that BCP complies safeguarding requirements and charity commission regulations and reporting
 - co-ordinate quarterly Board meetings and oversee the production of internal reports and management accounts
- Oversee and proactively support the Centre & Café Manager in the smooth and effective running of the centre
- Ensure that the BPC and Centre diaries are kept up-to-date and all delivery is well co-ordinated
- Lead on regular team meetings and carry out regular supervision

Person Specification

Experience

Essential

- Demonstrable experience in project management and of managing project teams and budgets
- Some senior management experience
- of community engagement and development
- of outcomes-based monitoring and evaluation
- of managing own workload effectively and planning work to meet deadlines
- of developing and maintaining internal administrative processes and systems
- of working at management level and contributing to operational management

Desirable

- of joint project delivery with external partners
- of working with volunteers and trustees
- of community centre management

Skills and knowledge

Essential

- Of project management tools/systems with excellent organisational skills and attention to detail, with the ability to set up and maintain systems
- Strong interpersonal and influencing skills – able to relate effectively and appropriately to a wide range of people and stakeholders
- Strong management skills and ability to lead, develop and motivate your team
- The ability to work closely with others in a non-hierarchical setting
- An understanding of HR management and voluntary sector governance/regulation
- Administratively self-serving with solid IT skills

Desirable

- Local knowledge of Barnet would be an advantage
- Some experience of fundraising and grant management

Qualities and competencies

- Creative thinker
- Solutions focused with adaptability and flexibility
- Ability to remain calm under pressure and in conflict situations, and to act as a mediator
- Resilient with the ability to think on your feet, spot problems before they happen and handle a busy environment with often competing demands
- A passion for delivering change and a commitment to promoting an inclusive environment

Working Hours / Terms & Conditions

Contract:	fixed-term to March 2018 with intention to extend funding permitting
Location:	Rainbow Centre
Working hours:	Flexible, but co-ordination with the Centre Manager's hours is required as is some out-of-hours and weekend working on a regular basis
Holidays:	28 days' per annum, excluding bank holidays. Some leave needs to be taken during the centre's closures over Easter and Christmas
Pension:	BCP will join the workplace pension scheme from July 2017
Safeguarding:	an enhanced DBS check is required for this post
Probation period:	3 months
Notice:	4 weeks during probation, 3 months thereafter

The Rainbow Centre has a café on site, which is open during the centre's public opening hours of 9.30am – 3.30pm TUES – FRI, 9.30am – 1pm SAT and 2pm – 6.30pm SUN.

We can only consider applicants who have the right to work in the UK.

To apply

Please complete our application form, which you can find on our website or by emailing us below and send it with your current CV to admin@barnetcp.org.uk.

Deadline: SUN 25 SEP. Interviews will be held on WED 28 SEP.

This post is 75% funded by the Big Lottery



Who we are and what we do

BCP was established in 2010 to support local residents in the most deprived areas of the London Borough of Barnet. Since 2012, we have been based at the Rainbow community centre on Dollis Valley Estate, which we manage on behalf of users and partners. We aim to equip local residents with the confidence, skills and tools to take more control of their lives and circumstances so they can build resilience and improve their life chances. Together with local partners, we run services and activities that help them overcome poverty, worklessness and disadvantage through:

- *money advice service (under umbrella of CMA)
- *ESOL, IT, literacy/numeracy and art classes (delivered by Barnet College)
- *job club helping with job applications, interview preparation, career development, training/further education (delivered by Community Souls CIC)
- *nail bar, offering training and support to females (delivered by Art Against Knives)
- *community kitchen – healthy eating sessions
- *children’s art and craft sessions (delivered by Acorns2Oaks)
- *holiday lunch club for children on free school meals
- *skatepark, football, basketball, dance and martial arts sessions for 8-18 year-olds
- *Equip It service for local events
- *Gypsy Roma Traveller support project (CommUNITY Barnet)
- *toddler group
- *workplace training for the unemployed (in conjunction with A1 social care)

Other services that regularly take place at the centre include a breastfeeding support group, an Albanian Saturday School and a young carers support group. Currently, there are 16 regular weekly activities/services. The centre has a café and hires out space for private functions, e.g. family and community celebrations.

Services offer volunteering and work experience to local people as a pathway to employment; through this, they are helped into work-readiness, training and paid work.

Many services and activities are developed with involvement of local people and with BCP bringing in partners to address needs identified through our work. We do this by being a constant and trusted presence and resource on the estate: we are embedded in it; we have an open door; we encourage and support local people to get involved; and we help them along their journey over time and with all the challenges they may face. Local volunteers and youth/community workers from the estate are essential to this.

We regularly survey the estate with the help of local volunteers; the last survey in summer 2013 has informed our Community Development Plan, which drives our activities and provides a means of monitoring change and tracking needs.

Who we support

We support local residents of the Dollis Valley Estate who struggle with poverty and disadvantage, it being the 3rd most deprived area in Barnet and among the 12% most deprived in the country. This includes long-term unemployed people, lone parents, a traveller, and a Somalian refugee community, and in particular, children and young people.

BCP and partners reach/support approx. 900 people every year.

The Dollis Valley Estate and Underhill Ward:

- * have deteriorated significantly in the last 4 years
- * have the highest level of education, skills and training deprivation in the borough
- * have a concentration of the 20,000 Barnet households affected by benefit reforms
- * have higher than average numbers of lone parents and individuals on long term benefits
- * 27% of the working-age population have no qualification
- * 58.7% of 25-49 years claim JSA (NOMIS, August 2014)
- * NEET figures doubled from 2012 to 2013
- * the crime rate is the second highest in the borough with high levels of antisocial behaviour. Gang culture is prevalent, exclusions from education and the number of entrants into the criminal justice system are high. In the 2011 London riots, 9 out of the 12 young people arrested from the borough were from the estate.

The estate has only 2 community facilities, no sports/leisure facilities and youth provision except for what BCP provides; poor transport links add to deprivation and isolation.

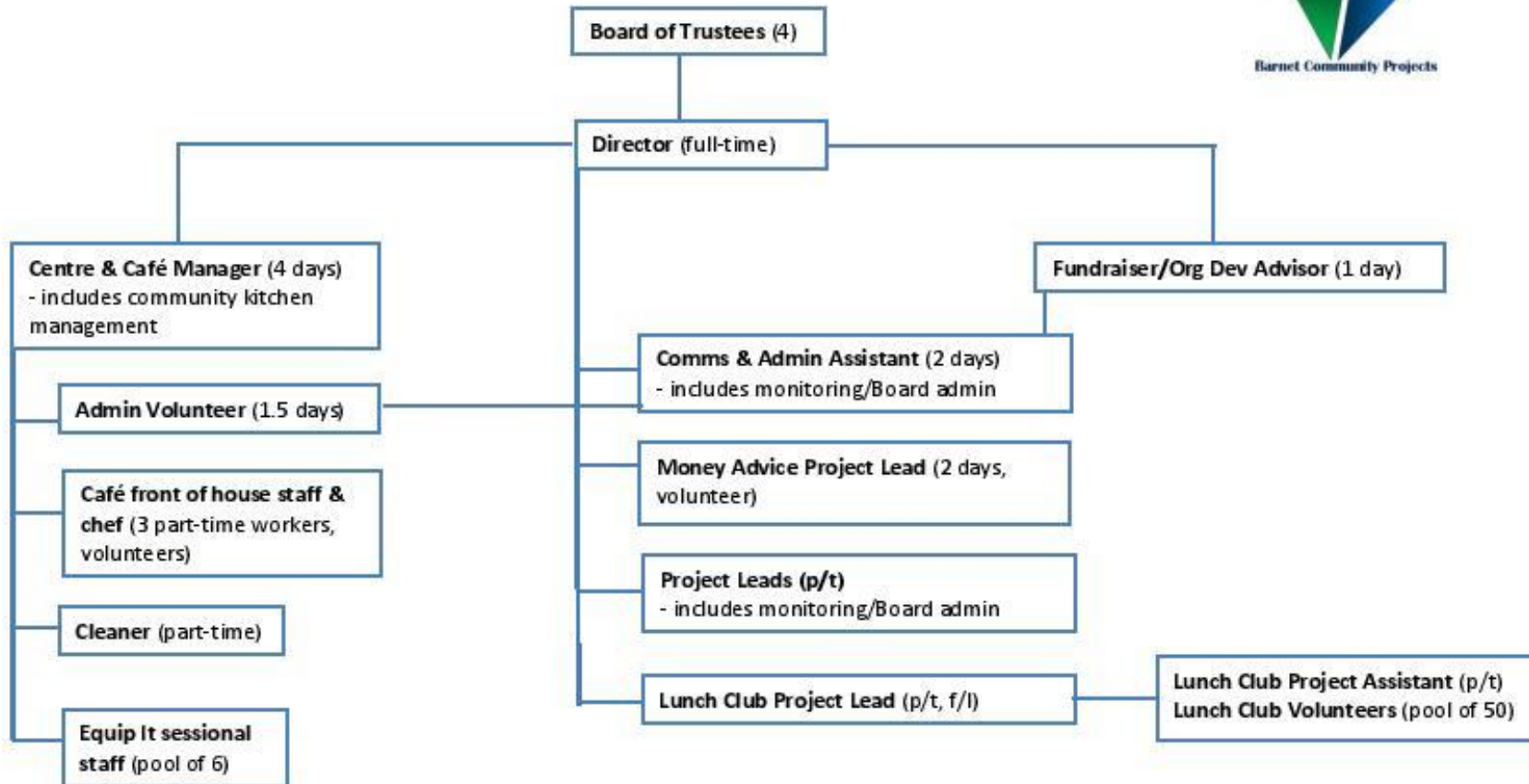
How we are structured

BCP has a Board of 4 trustees. There is a core team of 8 (part-time) staff plus sessional workers, project co-ordinators, volunteers and trainees.

How we are funded

BCP receives no revenue/regular funding from the local authority. Most BCP funding comes in the form of grants from trusts and foundations, alongside our current 3-year Big Lottery grant and some income from the café and our Equip It service. The operations of the Rainbow Centre are covered by hire income.

BCP Organigram



Delivery Partners:

