



# Haringey Circle CEO Application Pack

**September 2022**



<b>Job Title:</b>	Haringey Circle CEO
<b>Salary:</b>	£40,000.00 FTE (+3% pension contribution)
<b>Working hours:</b>	22.5 hours per week
<b>Contract length:</b>	12 months with potential to extend
<b>Based:</b>	Haringey

## What is Haringey Circle?

Everyone has the right to a flourishing, independent life. A life in which people are able to do the things they want to do in the ways they want to do them, especially those in later life and those with learning disabilities.

Haringey Circle is a wholly owned subsidiary of Public Voice CIC a Social Enterprise based in Haringey. Haringey Circle is an independent membership-based programme providing services to Haringey residents over 50 and adults with learning disabilities who are over 18. We provide activities, events and support to help our members to connect, get active, keep learning, and to stay independent.

We aim to increase social connections, reduce isolation and loneliness and improve the wellbeing and self-esteem of older people over 50 and adults with learning disabilities who are over 18. Based around a varied social calendar developed by members and volunteers, our membership programme helps to grow diverse friendship groups that offer practical and emotional support.

We recognise and celebrate the diverse skills and experiences that our members have to offer and support them to develop peer support activities, hold community events and deliver training and workshops that address the priorities of people in their locality and enable the sharing of skills.

The service also includes a competitively priced 'At Home' offer for those who need additional support in and around the home, enabling both members to access handy people, gardeners and our 'Home help' domestic support team.

## **Statement of intent on equality, diversity and inclusion**

Haringey Circle is an equal opportunities employer and an anti-discrimination, pro-diversity and inclusion organisation.

We aim to go beyond the narrow scope of legislative compliance and follow best practice, making equality, fairness and diversity a fundamental part of all our activities.

We want to make sure that everyone is treated fairly and with dignity and respect by challenging discrimination and removing barriers. We recognise the benefits of different values, abilities, and perspectives, and celebrating people's differences. This means promoting an environment that welcomes and values diverse backgrounds, thinking, skills and experience.

We positively welcome applications from disabled candidates and people from all ethnic groups.

We celebrate the diversity within our staff team who are representative of the diversity in our local communities and continually strive to provide equal access to all.

Dear Applicant,

I am delighted that you have expressed an interest in applying to be the CEO of Haringey Circle.

Haringey Circle constituted as a CIC in September 2019 has a mission to reduce social isolation and loneliness experienced by many older people and those with learning disabilities in Haringey, through facilitating social networks and peer support. Development of social activities has been impacted by COVID-19 lockdowns with many vulnerable older people remaining at home, self-isolating. The Pandemic destroyed many social networks and the social capital supporting them for financial and other reasons. We currently have 315 Haringey Circle members, and the number is growing each week towards our target of 500+ by March 2023.

Public Health research suggests that the impact of loneliness on health is equivalent to smoking thirty cigarettes / day with a higher risk of high blood pressure, heart disease, obesity, weakened immune system, anxiety and depression. Those with learning disabilities have suffered disproportionately from the COVID-19 pandemic and evidence suggests that they are seven times more likely to experience isolation and loneliness.

We have developed a partnership with Vibrance to develop an offer for those with learning disabilities and Autism who, as a demographic, have been particularly impacted by the pandemic and the lockdowns. Our walks are inclusive, including both able bodied members and those with learning disabilities and their carers. We have submitted a bid to the Henry Smith Trust to fund an Activities Lead and sessional staff to develop this work which includes employing staff with learning disabilities.

Haringey Circle also provides three 'At Home' services – handyperson, gardening and home help services for members who need support to remain independent in their own homes. These are paid for services and the member can be confident that the person coming into their home has been vetted through DBS checks, has the appropriate insurance in place and has provided two references. Our home help team have induction training that includes Safeguarding and identifying risks and concerns that should be reported back to the manager.

**Haringey Circle aims to:**

1. Help people grow friendship groups that offer practical and emotional support.
2. Increase social connections.
3. Improve wellbeing and self-esteem.
4. Build social capital by strengthening community infrastructure.
5. Offer trusted home help, handy person and gardening services to those who need this support

The Circle CEO will provide the leadership, drive and stakeholder relationship building that is required to deliver our membership targets in 2022-24 and beyond. Leading a small team who manage the members services and facilitate social activities the CEO will prioritise the recruitment of Circle volunteers from the membership base to host activities and help in other ways to support the programme of work.

For more information see our website [www.haringeycircle.com](http://www.haringeycircle.com) which includes information about our services, recent events and our programme of activities.

If this is a role that appeals to you, and you have the skills and experience set out in the role specification I would love to hear from you.



**Sharon Grant OBE, Chair**

## **Job Summary**

To manage the promotion and development of Haringey Circle's membership base and facilitate a wide range of inclusive social activities for older people (50+) and those with Learning Disabilities (18+) to reduce social isolation and loneliness.

To ensure the effective delivery of the 'At Home' services for those members who need support to remain independent in their own home. Manage the Circle team and comply with the reporting requirements of the Haringey Community Navigator Grant Programme, Haringey Reach and Connect and any other grant programmes. Provide regular reports to the Haringey Circle Board to enable board members to fulfil their governance responsibilities. Work with the Board to review the business model considering future developments and challenges.

## **Main duties**

1. To promote and develop the membership of Haringey Circle and ensure that members represent the diverse communities of Haringey from all parts of the borough.
2. To oversee membership renewals and work to retain members through feedback from satisfaction surveys.
3. To manage and keep under review the Haringey Circle Business Plan in consultation with the Haringey Circle Board.
4. To draft bids for grant funding and sponsorship proposals.
5. Provide regular activity and financial monitoring and performance reporting to the Haringey Circle Board.
6. To set up and support the Circle Board Reference Group to co-design service offers and evaluate existing services.
7. To work with the Finance Manager on budget setting and invoicing to ensure Haringey Circle remains within budget and effective credit control processes are complied with.
8. Submit regular reports, including case studies, to the Reach and Connect Programme Manager and other grant funders as required.
9. To ensure that client information relating to membership, activities and services and the details of sub-contractors are up to date and securely stored on the Charity-Log CRM.
10. To manage the staff through regular one-to-one review meetings, quarterly work programmes and team meetings.
11. To contribute to and oversee the design of promotional materials and organise promotional activities and events.

12. To develop new offers for older people and those with learning disabilities in response to their requests for social and community activities or support to remain independent at home.
13. Build partnership with other local organisations and identify opportunities for joint working.
14. To recruit and develop volunteers to support Circle activities and events in liaison with the Public Voice Volunteer Manager.
15. To work with the Public Voice HR Manager to recruit Home Help staff and contractors.
16. To lead and participate in social activities and events to retain contact with members and support the team, while promoting inclusion.
17. To identify and engage with local retail and other organisations providing services or goods in the borough which may sponsor or support activities in kind or financially.
18. To maintain, review, update and create policies and procedures as required.
19. To oversee the Health and Safety of staff, volunteers, and members on activities, through regular risk assessments addressing any areas of concern.
20. To understand adult Safeguarding and the appropriate measures to take if alerts need to be raised.
21. To ensure the service remains compliant within legal requirements, such as contractors' insurance cover, and operating within Haringey Circle policies and procedures.

<b>Person specification</b>		
<b>Qualifications</b>	Essential	Desirable
Degree level or equivalent in accredited qualification from work experience		•
<b>Experience</b>		
Working in a multi-cultural, diverse urban environment	•	
Programme / Project management in a community setting	•	
Project monitoring and evaluation in a performance management environment		•
Working with older people in a community setting		•
Developing business and financial plans		•
Experience of managing a staff team	•	
Experience of working with people with a learning disability		•
<b>Knowledge</b>		
Knowledge of the challenges facing many older people and those with Learning Disabilities in fulfilling a satisfying life	•	
Understanding the role of a Board and good governance requirements	•	
Understanding the implications of equality and diversity, diverse ethnic groups and LGBTQIA+, in the population for support and service needs	•	
Knowledge of data protection legislation, and rights of confidentiality	•	
Knowledge of the community and voluntary sector organisations in Haringey or in a comparable environment		•
The basic requirements of financial management and reporting	•	
How to identify and engage with older people who are socially isolated	•	
Knowledge of Health and Safety including risk assessments	•	
<b>Skills</b>		
Well-developed inter-personal skills and the ability to empathise with older people and those with learning disabilities including good listening skills	•	
Strong verbal and written communication skills	•	
Good I.T. skills and the ability to work with databases / CRM systems	•	
Ability to work with and oversee volunteers, and to work in a collegiate way with colleagues in partner agencies	•	
Good organisational and time management skills	•	
Ability to be pro-active in putting people and opportunities together in creating local networks or arranged activities	•	
Ability to carry out risk assessments	•	

<b>Personal qualities</b>
Passionate about improving the wellbeing of older people
Warmth and understanding
Entrepreneurial / self-starter and good team player
Creative problem solver
<b>Other</b>
Able to work flexibly on evenings and weekends as necessary
To undertake training in Safeguarding, Dementia Friends and Learning Disabilities

## Application and selection

To apply, you are asked to provide:

- A copy of your CV.
- A personal statement detailing why you are applying and how you meet the person specification criteria – all applications will be reviewed against the person specification criteria, so it is important to address these in your personal statement.
- A completed monitoring form.

You are also asked to supply contact details for two referees, one of whom should be a current or recent employer or someone who has known you in a professional capacity.

Applications should be submitted via email to [info@publicvoice.london](mailto:info@publicvoice.london)

The deadline for all applications is Monday 26th September 2022.

If shortlisted, you will be invited to an interview, where there will also be a practical test relating to the job role.

If you require the application pack in an alternative format or for any other enquiries, please call the office on 020 3196 1900.