



Dear Applicant,

Re: Deputy CEO & Head of Programmes – Peer Power Youth

Thank you for your interest in working with Peer Power. This application pack contains information about who we are looking for, how to apply, the job description, and the person specification.

I founded Peer Power as a response to what children and young people across the country said needed to change to improve support services like youth justice, mental health and social care, and because of my own experiences of adversity and trauma.

Our empathy-based and relational charity creates system change and individual change with and for young people. Young people at Peer Power with lived expertise make real changes in support services for their peers, increase their positive peer networks and improve their wellbeing. You can learn more about our work and our vision, mission and values by exploring our website www.peerpower.org.uk.

We are a small, warm and open team, and the successful applicant can expect to work in a positive, emotionally responsive and flexible environment. It is a real opportunity for someone to have a substantial influence on a small, creative, and fast-growing local charity achieving system change nationally.

We are all really looking forward to welcoming you into our team.

With my best wishes,

A handwritten signature in black ink, appearing to read "Anne-Marie Douglas".

Anne-Marie Douglas
Founder & CEO

Deputy CEO & Head of Programmes

We are looking for an energetic, positive and ambitious person, with an established track record, and someone who is absolutely committed to our mission and values and excited by the opportunity to grow the charity with us in our Senior Management Team.

About you: An experienced leader, bringing excellent interpersonal, project management, and line management skills, and able to motivate your team to deliver high quality projects and engagement. Innovative, authentic, adaptable and action orientated. You have excellent communication skills with an ability to build strong relationships across a complex range of stakeholders. Most importantly, you agree with and live our values, have personal integrity and an absolute commitment to diversity, and anti-oppressive practice and in particular anti-racism.

- ★ you have a high level of knowledge and understanding about diversity and can demonstrate how you work to eradicate oppression throughout your career
- ★ you have excellent interpersonal skills, calm under pressure, and have a high level of social and emotional intelligence. You are empathic, fair and kind, and can relate and connect with people from a wide range of backgrounds and experiences
- ★ you are ambitious, and you thrive working in fast paced environments, getting stuck in, solving problems and you love to work in a place where you can influence growth and innovation
- ★ you will relish the challenge and autonomy this role presents, and in getting involved with all aspects of a young charity, by putting processes, manuals and systems in place to support our growth
- ★ you really understand coproduction, collaborative working, and are excited to work alongside young people, sharing decisions and budgets
- ★ you are passionate about social justice, opening opportunities for young people and 'going the extra mile' to demonstrate that you care to young people and those you work with

Information: The charity was founded in 2016, and has an operational office base in Vauxhall, London.

We now have a substantial and growing portfolio of projects, with some national work, and significant opportunities to scale our work nationally. We deliver our work across London mainly, and more recently we have begun to deliver our first substantial project outside of London in the South East. We have delivered some projects with national reach in the last few years. Projects span work in communities, and in secure settings in London including Young Offenders Institutes, Secure Children's Homes and Secure Training Centres.

We work in partnership with statutory agencies such as Youth Justice Services, Child and Adolescent Mental Health Services and Children's Social Care, and with Government and Public Health bodies such as NHS England and Improvement, Youth Justice Board, Home Office and the Ministry of Justice.

Our most recent annual report can be found [here](#)

Our team: The charity has been doubling in size each year, and currently consists of:

- ★ Young Partners: Peer Leaders, Peer Power Experts, Young Campaigners.
- ★ Core team: p/t Communications Manager, p/t Operations Manager, Head of Finance, 1 x 28 hrs Youth Engagement & Coproduction Manager, 1 x 28 hrs Peer Engagement Worker, 1 x 35 hrs Youth Engagement & Coproduction Manager
- ★ Associates/Casual: 1 day p/w Fundraiser, 2 days p/w Training, Learning & Design Lead, 2 therapists and Clinical Supervisor, Peer Engagement Worker
- ★ Trustees and Advisory Board information [here](#)

More details about the job role and the person we are looking for can be found on the next pages.

Role Description

	<h1>Role Description</h1>
Role	Deputy CEO and Head of Programmes
Office Base	London (Vauxhall Gardens Community Centre) with some home working by arrangement. Currently working at home under Covid-19 guidelines.
Salary	£43-50k Full time equivalent (Subject to funding)
Hours	28 hours per week (we are open to flexible working. The role could increase to 5 days if required and pending funding)
Leave	25 days and 8 Bank Holidays plus 2 personal days plus 3 discretionary days between Christmas and New Year
Reporting to:	CEO
About the role:	<p>An exciting and unique opportunity to contribute to the growth and development of a fast growing social justice charity that is rooted in the promotion of empathy. We are looking for an experienced leader, bringing excellent interpersonal, project management, and line management skills, able to motivate their team to deliver high quality services. Innovative, authentic, adaptable and action orientated, we seek someone with an ability to build strong empathic relationships across a complex range of stakeholders and who would love to grow with us in our Senior Management Team. Most importantly, the individual will agree with and live our values, have personal integrity and an absolute commitment to diversity, anti-oppressive practice and anti-racism.</p>

<p>About us:</p>	<p>We are influential in developing new approaches to working with young people in partnership, in order to improve lives individually and change systems for children, teenagers and young adults. The charity engages with the most under-supported and excluded, those impacted by childhood adversity, including abuse, trauma, rejection and loss, and structural inequalities such as poverty, racism and classism. Together, we work to heal trauma and adversity through caring relationships, and transform youth service systems by supporting the young people we partner with to influence and inspire action.</p>
<p>Key responsibilities</p>	<p>The Deputy CEO and Head of Programmes is responsible for all aspects of the delivery work of the charity; ensuring that we operate within our values (Empathy, Respect, Fairness, Open & Honest, Positive and Love), financial constraints and rules, the law, and the expectations of the Charity Commission. You will play a major part in ensuring the young people we work with are involved in determining the strategic direction of Peer Power, and that we achieve our organisational objectives.</p> <p>Specific tasks include:</p> <ul style="list-style-type: none"> ● Lead on the delivery of our range of engagement, social action and coproduction projects and the management and funding of contracts ● Supervise staff to deliver excellent services ● Support the CEO to promote the work of the organisation, develop strategy and income generation ● Promote and support the engagement of young people with the work of Peer Power, being prepared to explain, adapt and collaborate with young people to ensure their meaningful involvement in the organisation

<p>Project and HR/Resource Management</p>	<ul style="list-style-type: none"> • Provide high quality management of pan-London and national programmes for children, teenagers and young adults that achieve positive individual and system change • Day to day responsibility and point of contact for all project and delivery queries internally and externally, ensuring any issues are resolved effectively and in a timely manner • Manage the scheduling of activity and budgets across programmes and workstreams • Review regularly and manage potential organisational, external and reputational risks • Lead in devising and implementing strategic and operational cross programme resource plans, ensuring effective systems, policies, procedures, and monitoring and evaluation are in place for projects and staff development • Take operational responsibility for achieving, monitoring and reporting on project performance, managing data collection and monitoring processes and ensuring programmes achieve their outputs and outcomes on time and to budget • Undertake performance management of staff and contribute to the achievement of positive employee relations through recognition and reward of staff, helping to develop employees and maximise their potential • Take responsibility for ensuring that the organisation abides by all relevant HR, employment and other relevant legislation such as Health & Safety, Child Protection etc., identifying and proposing updates where appropriate
<p>Finance & Income Generation</p>	<ul style="list-style-type: none"> • Provide accurate and timely quarterly reports on the operational aspects of the organisation • Work closely with the Head of Finance to ensure a disciplined approach to budgeting and expenditure so that projects achieve value for money, run on time and within budget, and resources are managed effectively and efficiently, within policies and procedures • Support the CEO in developing and building relationships with

	<p>partners, supporters, funders and potential funders to maximise opportunities for income generation</p> <ul style="list-style-type: none"> • Support CEO and Fundraiser with identifying opportunities, designing programmes, and contributing to writing funding proposals and tenders
External Relations & Communications	<ul style="list-style-type: none"> • Ensure programmes are communicated to relevant audiences to raise the profile of Peer Power and promote our work, including deputising for the CEO • Develop and manage relationships with stakeholders, establish and maintain networks including political decision makers, major donors, existing and potential partner organisations
Strategy Implementation	<ul style="list-style-type: none"> • Support the CEO, young partners, trustees, staff and volunteers in the implementation of strategic planning • Support the development of a culture of continuous improvement throughout the organisation
Governance	<ul style="list-style-type: none"> • Provide leadership to help the charity to deliver its objectives consistent with its values • Supply appropriate, regular information and advice to the Board of Trustees to enable them to execute their duties responsibly in the best interests of the charity • Actively encourage and value the contribution of trustees in their role as critical friends to Peer Power • Working with the CEO, agree any major changes to policy, procedures or plans with the Board
General	<ul style="list-style-type: none"> • Support the organisational culture which actively encourages and values the contributions of all team members, associates and stakeholders and creates a collaborative and integrated environment • Undertake any other duties, as appropriate to the post, as delegated by the line manager

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications/ Education/ Knowledge	Senior management level knowledge	<ul style="list-style-type: none"> Professional qualification in management or leadership Knowledge of child & youth sector: justice/health/social care
Experience	<ul style="list-style-type: none"> Administrative leadership and management experience in the areas of operational delivery, project management, resourcing and risk assessment Experience of working effectively at a senior level, with a range of different organisations & stakeholders Experience in devising and implementing collaborative staff development plans Experience in assimilating and communicating complex information and data for different audiences Experience in leading, managing and motivating others 	<ul style="list-style-type: none"> Experience of working in a voluntary sector environment Experience of safeguarding Experience of income generation Monitoring and evaluation experience
Abilities and Skills	<ul style="list-style-type: none"> Outstanding time management and prioritisation skills, works well under pressure Able to relate and connect with people from a wide range of backgrounds and experiences Excellent people management skills and knowledge of HR practices 	

	<ul style="list-style-type: none"> • Able to influence, exercise diplomacy, and build strong relationships, partnerships and consensus, within teams and among funders, policy makers, partners and stakeholders • Collaborative and well organised team-leader, able to play to different people's strengths and make use of their abilities • Willing to learn quickly and adapt to new situations • Well developed IT skills, including MS office • Understanding of Customer Relationship Management systems 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Strong commitment to Peer Power values • Highly motivated self-starter • Positive about working alongside and with young people, coproduction and sharing decisions and budgets • A willingness and flexibility to work evenings and weekends occasionally by prior agreement. • Ambitious, innovative, able to solve problems in a fast paced environment • Passionate about social justice and opening opportunities for young people, willing to go 'the extra mile' to demonstrate that you care 	

Our offer: We offer supportive, wellbeing focused, flexible working. We take a socio-therapeutic and trauma responsive approach and as a member of the Engagement Team you will be part of group and individual clinical supervision. Other benefits include:

- Opportunities for career progression including sabbatical leave & individual training budgets
- Generous and flexible maternity, paternity and shared leave arrangements
- Employee Assistance Programme

How to Apply: Please send a CV and letter (2 sides of A4 maximum) outlining why you would like to apply for the role at Peer Power, demonstrating how you meet each of the essential criteria and personal qualities on the role description – this will be used for shortlisting. If you meet any of the desirable criteria, please also indicate this too.

Please send to info@peerpower.org.uk and mark the email 'for the attention of Anne-Marie Douglas'

Important: Please indicate in your application the date at which you are available to start work, (subject to references and employment checks)

At Peer Power, we believe that there are many ways of meeting the requirements for the position. Candidates may have acquired relevant knowledge or skills through life experience as well as through work, if you believe this is the case, please try to demonstrate this in your CV or letter.

We expect to appoint someone at the start point of the salary scale or near too, unless in exceptional circumstances.

For an informal chat about the role you can contact the CEO Anne-Mare Douglas (from 6th January 2021) on 07925 127327 or email amdouglas@peerpower.org.uk

Closing Date: The deadline for applications is Monday 18th January 2021 at 12 noon

Equal Opportunities: We are committed to equal opportunities and welcome applications from all sections of the community, including those with criminal records, and regardless of any protected characteristics. We especially welcome applications from people who have overcome significant adversity in their lives and are now able to inspire others positively through their journey and progress.

Peer Power, in compliance with the Disability Discrimination Act 1995, will seek to make reasonable adjustments to the physical office environment to overcome barriers to employment caused by disability, and encourages applications from these candidates. If you need any reasonable adjustments please contact: Lucy Hill, Office Manager at lucyhill@peerpower.org.uk.

Recruiting Applicants with Criminal Records: We recognise the contribution that people with criminal records can make as employees and volunteers, and welcome applications from them. A person's criminal record will not, in itself, bar that individual from being appointed to a post at Peer Power.

All cases will be examined on an individual basis and will take the following into consideration:

- whether the conviction is relevant to the position applied for
- the seriousness of any offence revealed
- the age of the applicant at the time of the offence(s)
- the length of time since the offence(s) occurred
- whether the applicant has a pattern of offending behaviour
- the circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned, and
- whether the applicant's circumstances have changed since the offending behaviour.

Further advice and guidance on disclosing a criminal record can be obtained from [Unlock](#).

Our work involves regulated activity with children, young people and vulnerable adults. It is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales).

Safeguarding: We recognise our responsibility to safeguard the welfare of all children and young people, and commit to recruitment practices which protect them. We require all employees, associates/contractors and volunteers to undertake an enhanced DBS disclosure, employment checks, work assessment and reference checks.

If you are offered a role at Peer Power you will need to give us an up-to-date copy of your Enhanced DBS check, or give us permission to access your DBS on the registration system. If you are not registered with the DBS service, we will need to process an enhanced DBS check application.