



# The Ocean Regeneration Trust

## Director

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To discuss this role further please contact Allyson Davies at  
[ORT@allysondavies-consultant.com](mailto:ORT@allysondavies-consultant.com)  
or call 020 7828 3855 or 0796 855 6164

**Ocean Regeneration Trust is committed to best practice  
in Equality, Diversity and Inclusion**

**Job Share applications are welcomed**

The Ocean Regeneration Trust is a registered charity, number 1151871

## ABOUT OCEAN REGENERATION TRUST

### What we do

ORT's vision is to improve the quality of life for all those who live and work on the Ocean Estate in Stepney, east London, and to increase the numbers of people in the area who contribute actively to making the Ocean and surrounding neighbourhoods a better place. The Ocean estate is in a culturally rich and diverse area and includes people from Bangladesh, Britain and Somalia.

ORT's main income stream every year is from ground rents from properties built as part of the Ocean Regeneration Scheme and we use this for the benefit of the local community. This income is used to provide the following initiatives.

### The community grants programme

ORT manages a small community grants programme which provides around £45,000 a year. This supports local charities and community groups to deliver projects in the area which focus on:

- Further education, skills building, training and entrepreneurship
- Engaging young people in positive activities
- Promoting wellbeing and inclusion
- Connecting older people

The grants given have a positive impact in the local community and the relatively small sums given (on average £5k per grant) can allow transformative and creative schemes to take place, as well as enable the delivery of some key services in the area. Some of the projects and activities recently supported include:

- A pre-ESOL adult capacity building course for hard-to-reach and disengaged BAME women
- ESOL and ICT classes for Somali women
- Half term and summer holiday activities for young people aged 8–19
- Creative play sessions for pre-school aged children and their parents/carer
- Family learning holiday activities at the Ragged School Museum
- Chair-based exercise classes for older Ocean residents
- A trip to Dinosaurs in the Wild for Year 6 pupils at Halley Primary School
- A weekly coffee mornings and befriending service for elderly and vulnerable Bangladeshi women

### The Stepney Life Centre

The trust provides an annual grant to the Stepney Life Centre, a women-only training and skills development centre which provides a range of courses; from confidence building, to financial awareness, to ESOL courses, to apprenticeships. The recent achievements of the Centre include:

- Over 200 women attending one or more education and training courses with impressive levels of educational attainment, even during the lockdown

- Working in partnership with Whitechapel Gallery to deliver an empowerment course through creative learning
- An exemplary track record of feedback from women on their experience of training. One woman said,

*“If it wasn’t for [the Stepney Life Centre] I would never have been able to achieve what I have, let alone believe it possible that I could train and actually secure a job! I’m now so motivated to get others in my community to do the same, to have ambition and to know that you can achieve it with support that the women’s programme offers.”*

### **Support to other projects**

ORT has also provided support to a range of other projects in the area which cover:

- Support for a Universal Credit caseworker
- Outreach work in hotspots of anti-social behaviour to provide employability support, coaching and awareness raising
- After-school drama sessions in response to the need for more creative activities for young people
- A bursary scheme for young people
- Coffee mornings, pilates classes and walking groups

So, for a small organisation our impact is significant. We are committed to continuing our work in the area and to developing our work over the coming years.

### **The need to do more**

ORT has a guaranteed income every year and this provides a strong foundation for our work, and whilst there has been progress on some levels, the Ocean Estate remains one of the most deprived areas in Tower Hamlets and many of the challenges the community face are likely to be added to by the effects of the pandemic. So, there’s a lot more to do! The Board is committed to remaining at the heart of the community, continuing our work to further its economic and social development. There are many opportunities to work with and listen to the community and to develop projects which support and contribute to the development of the residents. We are also committed to working in partnership with other charities to provide services and support. It’s an exciting time, there is a supportive and ambitious board, and there is a lot of potential for the new Director to have an impact.

### **A high impact, hands-on role, with scope for creativity and innovation!**

The opportunities for the Director to make a real contribution are manifold, including:

- Working with the community, the Board, the Community Development Manager and others in the area to develop strategies, plans and ways of working for the future.

- Managing the community grants programme, including assessing applications for funding and presenting to the Board at quarterly meetings.
- Engaging with the community and grassroots voluntary organisations in a period of major change.
- Building on our collaboration with the community and other charities working in the area
- Engaging with the voluntary sector, other funders, and networks such as ACF and IVAR, enhancing ORT's profile and enabling its involvement in innovation.

## About you

The Director could come from a range of relevant backgrounds and be someone who is ready to lead a small organisation for the first time, or who already has experience of being a Director. Whatever your background, we will be delighted to hear from you, especially if you have a strong track record of:

- Voluntary sector experience at grassroots level
- Knowledge and understanding of grant making
- Developing and delivering community projects
- Relationship building and networking
- Commitment to diversity, equality and inclusion.

**We value and respect all the differences that make us who we are, including: age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, and social background.**

## JOB DESCRIPTION

**Job Title:** Director

**Salary:** £40,000-£50,000 per annum (pro rata)

**Hours of work:** 28 hours per week (9am to 5pm with one hour for lunch)

**Contract:** Fixed until 31 August 2023

**Location:** Harford Street Multicentre, 115 Harford Street, London E1 4FG

**Paid leave:** 25 days plus public holidays (pro rata)

**Probationary period:** Six months

**Direct reports:** Community Development Manager

Responsible to the Board of Trustees as a whole and line managed by the Chair of Trustees on behalf of the Board.

### Key responsibilities

- Together with the Chair, to enable the Board of Trustees to fulfil its duties and responsibilities for the proper governance of the charity and to ensure that the Board receives timely advice and appropriate information on all relevant matters.
- Working with residents and other agencies to identify community needs and concerns and to assist in the development and implementation of action plans and projects to meet prioritised needs.
- Working closely with, and giving financial support, to the Stepney Life Centre.
- Supporting existing and new organisations on the Ocean Estate.
- Promoting and administering the ORT community grants programme.

### Duties and tasks to fulfil the key responsibilities

#### Leadership

- Support the Board in agreeing the values, ethos, vision and mission of the charity.
- Work with the Board to develop a strategy for the Trust within its objects, vision and mission.
- Implement the agreed strategic plan, ensuring that the charity is focused on achieving its priorities.
- Work with the Board, the Community Development Manager, the community and others to develop ideas for projects to further the charity's mission and aims.

#### Management

- Ensure the proper and effective management of the charity.
- Report to the Board on the progress of the organisation and on all matters relevant to the discharge of its responsibilities.
- Work with the Board on strategic planning for the organisation, identifying opportunities for organizational development and providing advice on their suitability and viability.

### Community development and external relations

- Work with the Community Development Manager to ensure that all sectors of the community are actively involved and contributing to the community development process.
- Establish and maintain effective links, partnerships and working relationships with organisations and agencies from the private, statutory and voluntary sectors including appropriate local, regional and national networks and forums.
- Plan, implement and monitor the organisation's social media strategy.

### Grant making

- Provide leadership and management on grant making, including working with Trustees to maximise the effectiveness, impact and reputation of the grant making.
- Liaise with and provide support and guidance to the charities throughout the application process (in conjunction with the Community Development Manager).
- Provide high quality assessments of applications to the funding to the Board for decision making.
- Develop ways of evaluating grants that are helpful and informative but which do not add unnecessary bureaucracy and burden to grantees.
- Promote the Ocean Estate Bursary Scheme.

### Staffing

- Advise the Board on the appropriate staffing requirements of the organisation.
- Ensure that all staff are recruited in accordance with the organisation's equal opportunities policies and the requirements of the law.
- Ensure that all staff receive appropriate levels of induction, supervision, support, appraisal and training.
- Keep abreast of developments in employment law that might affect the Trust.

### Finance and risk

- Have responsibility for financial management and budgetary control, including the maintenance of appropriate financial systems and records, and at all times complying with the requirements of LBTH and other funders.
- Monitor expenditure and take corrective action, if necessary, to ensure that agreed financial targets are appropriately met.
- Ensure that timely, accurate data is routinely reported to the Board to enable scrutiny of financial performance.
- Ensure the major risks to which the charity is exposed are reviewed regularly by the Board and systems are established to mitigate these risks.

### Resource development

- Develop a strategy to identify additional sources of funding to enable the development and growth of the organisation.
- Build relationships with potential funders from the trust and foundation community and potential other sources of funding.

- Explore other potential sources of income to support new projects.

#### Legal and regulatory compliance

- Ensure compliance with the requirements of company and charity law including the prompt return of all necessary documentation, annual returns, reports, etc.

#### General

- Implement equal opportunities in all aspects of service delivery and management of the organisation.
- Service meetings of the Board.
- Undertake any other duties and responsibilities commensurate with the grade and responsibilities of this post that may be reasonably required.

## PERSON SPECIFICATION

### Experience required

- Degree, or equivalent, or able to demonstrate a suitable level of practical experience.
- Networking, building relationships and partnership working at a senior level.
- Experience of preparing business plans, management reports and budgets.
- Staff and budget management.
- Experience of business development and income generation and of delivering against targets.

### Skills, abilities and behaviours

- Collaborative with strong listening skills and an ability to build consensus.
- Entrepreneurial with a flair for developing ideas and building new initiatives.
- Ability to assimilate and interpret complex written and financial information.
- Experience of developing and working on a range of projects concurrently and of balancing competing priorities.
- Self-supporting, preparing and producing high quality reports and documents for both internal and external use.
- Highly motivated, able to create and sustain a vision of growth and success and deliver against agreed targets.
- A confident and competent networker who is able to communicate well.

### Knowledge

- Knowledge of grant making and supporting small, community groups.
- An understanding of the statutory, voluntary and community sectors and the complexity of the environment in which the organisation operates.
- Knowledge of the legal duties and responsibilities of trusteeship with an understanding of the role the Director plays in enabling Trustees to perform to the best of their ability.
- Knowledge of economic development and a commitment to urban regeneration.
- An understanding of and commitment to equality of opportunity and diversity.

## RECRUITMENT TIMETABLE

<b>Deadline for applications</b>	<b>Friday 6 August at 10am</b>
Screening interviews	By arrangement
Panel interviews	16 August
Decision made & successful candidate notified	20 August

## HOW TO APPLY

If you would like to apply for this role, please complete the **Application Form** (which you can download from [this link](#) and the **Equal Opportunities Monitoring Form** (downloaded from [this link](#)). Attach a **CV** outlining your career to date, with any academic and professional qualifications.

Please send these three documents, **by 10am on 6 August**, to Allyson Davies at [ORT@allysondavies-consultant.com](mailto:ORT@allysondavies-consultant.com)

### Note to Job Share Applicants

Job share applicants are welcome. Please make it clear if you are applying with a potential job share.

### Information

If you require any further information or you would like to discuss anything in more detail, please contact Allyson Davies at the above email, or call 020 7828 3855 or 0796 855 6164.

### Data Protection

The personal information that you provide will be used to process your application for employment with the Ocean Regeneration Trust. Personal information about unsuccessful candidates will be held securely for six months after the recruitment exercise has been completed, it will then be destroyed or deleted. If your application is successful and you take up employment, the information will be used in the administration of your employment with us. It will be kept secure and will only be used for purposes directly relevant to your employment.