



Westminster Homelessness Partnership – Partnership Manager and Facilitator

The Project Manager and Facilitator of the WHP is a leadership role instrumental in driving the progress of the partnership. The role requires an experienced professional able to work in a collaborate, sensitive way, supporting leaders and others to explore and respond to challenges and opportunities together. The role is hosted by [The Passage](#).

Location: Flexible, home working with some travel, usually within London

Hours: Part time – three to four days a week depending on successful candidate’s preferences, 12 month fixed term contract

Salary: Pay-scale 28- 32 - £39,245 - £41,390 pro rata

Alternative arrangements: Proposals for consultancy/ freelance arrangements considered, please get in touch if you would like to discuss.

Application process: Please provide send your CV along with a personal statement outlining how you meet the Person Specification and why you are interested in the role to becky@accendo-consult.co.uk. Please cc in jenny.travassos@passage.org.uk

Deadline: The deadline for applications is 29th October 2021

Questions about the role / requests for an informal discussion are welcome and can be addressed to Becky Rice becky@accendo-consult.co.uk

Interview dates:

1 Background Information

Westminster Homelessness Partnership is an established and active partnership of key delivery organisations working together to end rough sleeping in Westminster. The partnership emerged from a Week of Action lead by St Mungo’s, part of the World Habitat End European Street Homelessness Campaign. Initially called Westminster Homeless Action Together (WHAT) and focusing on community development work, the partnership rebranded in 2019, with a shift of emphasis to focusing on partnerships at a senior strategic level for a period. The partnership remains a member of the World Habitat campaign.

Member organisations of the WHP are: Connection at St Martins, St Mungo’s, The Passage, West London Mission, Westminster City Council, Look Ahead, SHP, Turning Point, Great Chapel Street, Groundswell, Housing Justice.

The WHP has recently published its strategy for 2021 – 2023, with detailed plans for the current financial year and more flexible plans for the rest of the period. The structure for the WHP including a forward plan for key meetings to the end of the financial year and Terms of Reference are in place and funding is secured for the coming two years. Communications including a newsletter, website and Twitter feed are also established. (<https://whpartnership.org.uk/>).

2 About the role

WHP is looking for a skilled individual to coordinate and facilitate the partnership. At the heart of the role is providing the space for organisations and individuals to work together and foster a learning and reflective environment, where collaboration is viewed as essential to success.

The role is a truly unique opportunity to be at the heart of partnerships in an area critical to our collective work to reduce and end rough sleeping, ensuring a future where homelessness is brief, rare and non-recurrent. The successful candidate will work with a wide range of people including leaders from key agencies, commissioners and direct service delivery staff.

The post holder will also help to push projects forward from the ideas stage to proposals and scoping papers and promote the partnership through a communications plan. A proactive and independent approach is required. The Passage will host the role, and additional support will be provided through external supervision.

Flexibility is essential as demonstrated by the Covid-19 pandemic, when the emphasis of the partnership switched to providing space for regular contact between leaders of organisations and longer-term projects were put to one side.

3 Role summary: WHP Partnership Manager and Facilitator

Responsible to:	Westminster Homelessness Partnership Strategic Group External support and supervision provided
Role Purpose:	<ol style="list-style-type: none">1. Facilitate the partnership; ensuring that WHP acts as a vehicle for collaborative work to tackle rough sleeping in Westminster.2. Provide a framework, including meeting structures, enable WHP members to make and assess progress in line with strategic aims3. Ensure that the work of the partnership is communicated internally and externally.4. Identify opportunities for deepening and/ or widening the partnership through networking and research.
Contract:	12-month fixed term contract – consultancy / freelance arrangements would also be considered.

4 Main Objectives

1 Facilitate the partnership; ensuring that WHP acts as a vehicle for collaborative work to tackle rough sleeping in Westminster

- Taking ownership of the forward plan of WHP meetings and events, with ad hoc support from an external administration service and partner organisations.
- Ensuring that all activities are linked to the WHP strategy and vision, mission and values.
- Support WHP to contribute and input on Westminster City Council's strategic planning as a priority area, ensuring that the WHP is a trusted and useful voice 'greater than the sum of its parts' in this vital work.
- Providing a sounding board and reflective spaces for members to explore ideas, frustrations and helping to guide organisations through challenging aspects of partnership working. This includes through one-to-one meetings, targeted 'trouble

shooting' efforts, and by encouraging a sense of professional curiosity, collaboration and shared purpose in all WHP activity.

2 Provide a framework, including meeting structures, to enable WHP members to make and assess progress in line with strategic aims

- Ensuring that all meetings and events are well organised and structured including checking agendas with WHP members, following up actions, arranging online or in person meeting facilities.
- Ensuring that the meetings are facilitated, recorded and supported to a high professional standard (though the coordinator's own input and / or through use of a budget for facilitation and administrative assistance).
- Creating regular check points and review dates for the Terms of Reference (including membership and financial contributions), strategy, budget and meetings forward planner and communications plan.
- Undertaking financial management of the WHP, including applying for funding as appropriate, feeding back to existing funders as required and ensuring that as many WHP organisations as possible contribute to the cost of the partnership.

3 Ensure that the work of the partnership is communicated internally and externally.

- Action the communications plan including a seasonal newsletter, twitter account, website and blogs.
- Subcontract/ commission communications support as required in line with budgets and priorities.
- Action specific requests to speak as a WHP or a group of WHP members reactively (e.g. voluntary sector members) on particular issues that arise.
- Act as the main link between the WHP and the World Habitat Campaign to End European Street Homelessness, attending regular meetings, providing data and producing blogs and presentations occasionally.
- Act as a link between the WHP and other relevant Pan-London workstreams as and when required, for example relevant work by London Councils or the GLA.
- Represent the partnership at other events and meetings as appropriate.
- Contribute to work which seeks to increase understanding of rough sleeping across a wide public and business audience in Westminster, including through attending Hidden Network meetings and inputting on campaign materials.

4 Identify opportunities for deepening and/ or widening and increasing the impact of the partnership through targeted projects.

- Work with the WHP strategic group to identify priority areas where subgroups or projects are appropriate and specific work needs to be undertaken as WHP.
- Seek opportunities to extend the input of people with experience of rough sleeper services in Westminster to the partnership.
- Undertake preliminary research and develop proposals for action to take to WHP's strategic group.
- Lead on, or contribute to, funding applications for WHP projects including for research.
- Contribute to the commissioning, initiation, reporting and evaluation of projects as appropriate.
- Report progress and ensure the maximum use of WHP project outputs (e.g. research reports or learning) through dissemination and targeted work with WHP members and more widely.
- Keep abreast of developments within rough sleeping and related fields including partnerships, commissioning and systems change locally and more broadly to ensure possible areas to deepen or widen the reach of the partnership are identified.

5 Person Specification

This role requires someone with experience of working proactively in the homelessness (or related) policy and practice environment and facilitating and enabling people to work together effectively; this could be through a range of projects or service delivery or policy, research or strategy work. Also critical to the role is the credibility and skills to secure and hold the confidence of a diverse group of stakeholders including senior leaders. The table below sets out the essential, relevant and desirable experience and abilities needed for this work that you should evidence in your application as appropriate.

1. Qualifications and training	
We do not require any particular level of qualification (e.g. degree level)– you may outline any qualifications and how they are relevant to this role.	Relevant – not required
2. Knowledge	
An understanding of the causes of homelessness and the needs of people experiencing or at risk of homelessness and rough sleeping specifically and how services seek to respond to these;	Essential
An understanding of the differences between commissioned and non-commissioned services and how the impacts on staff and services	Desirable
Good knowledge of current policy on rough sleeping, homelessness and related areas and how this is influenced	Essential
Awareness of systems and systems change and leadership, and how these might apply to tackling homelessness.	Desirable
3. Experience	
Gathering and collating feedback from a range of sources (e.g. through research or policy consultations)	Essential
Organising meetings, workshops, training and small events	Essential
Taking minutes of meetings and disseminating these to participants	Essential
Submitting trust funding applications	Desirable
Working with a wide range of partners to explore ideas and differences and achieve consensus	Essential
3. Abilities and Skills	
Understanding the different perspectives and pressures experienced by a range of organisations and individuals who are key to the work of ending rough sleeping in Westminster.	Essential
Preparing and present information effectively, both verbally and in writing, to a wide audience.	Essential
Managing time, work flexibly and prioritise a challenging and fluctuating workload effectively;	Essential
Engaging with a wide range of stakeholders including people with experience of rough sleeping, senior leaders, volunteers and staff in services to generate meaningful feedback to inform strategy and service delivery.	Desirable
Building confidence and developing positive relationships with a wide range of partners.	Essential
IT skills	Essential