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Befriending
Networks

Befriending Networks
Position profile for the appointment of a
Chief Executive

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The Organisation

Founded in 1994, Befriending Networks is a charity with a vision of a society that values befriending, recognises its importance and provides befriending support to everyone who needs it.

The organisation has three main objectives:

- Support front line organisations to deliver well through providing information and support, encouraging organisational development and capacity building, promoting good practice within the Befriending Sector.
- Increase Communication and Networking: provide a network for communication and sharing, develop an evidence base for befriending
- Provide a platform for member voices, raising awareness, representing them and influencing national and local Policy

What is Befriending?

Everyone needs other people, but not everyone has someone.

Befriending offers supportive, reliable relationships through volunteer befrienders to people who would otherwise be socially isolated. Around the UK, there are befriending projects which organize effective support for children and young people, families, people with mental ill health, people with learning disabilities and older people, amongst many others.

The results of befriending can be very significant. Befriending often provides people with a new direction in life, opens up a range of activities and leads to increased self-esteem and self-confidence. Befriending can also reduce the burden on other services which people may use inappropriately as they seek social contact.



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Overview of Befriending Networks

Befriending Networks is an intermediary that connects and supports 390 members across the UK. Originally only Scottish based, the organisation has since diversified its membership with c170 members in Scotland, c200 in England and a small yet growing contingent of members in Wales c 20. This diverse membership ranges from large to small befriending projects, in urban to rural locations, supporting people experiencing loneliness at all ages and stages of life.

The organisation has three main sources of funding:

- (i) Scottish Government
- (ii) The National Lottery (England & Wales)
- (iii) Befriending Networks Limited revenue

This has been critical in ensuring sustainable and steady growth – having increased membership by more than 200 members in the last 5 years.

Once a member of BN, befriending organisations and community projects are committed to the following acts:

- To contribute to the sharing of good information, good practice and outcomes
- To share your learning
- To positively promote the concept of befriending
- To uphold good practice in the running of your befriending organisation
- To inform and actively support the strategic and operational direction of the network

In return, members are entitled to display the BN logo and are certified as offering a safe and effective befriending service to their chosen demographic. Moreover, BN promises to:

- Promote best practice through resources, training, and the *Quality in Befriending Award*
- Support learning and sharing
- Research and distribute information
- Raise awareness about and promote befriending
- Consult and involve members to inform the strategic direction, management, and governance of *Befriending Networks*

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Overview of the Chief Executive role

You will be responsible for the overall leadership of Befriending Networks – both strategically and operationally, and will report into the Board of Directors of Befriending Networks Limited. Moreover, you will be responsible for the full fundraising and income generation process for Befriending Networks.

Strategic role

You will have ownership over the delivery of the 2021–2024 Strategic Plan which focused on three key areas: (i) supporting member organisations to deliver well; (ii) provide a network for communications and sharing; and (iii) represent members voices and influence public Policy.

Supporting member organisations to deliver well

To deliver this, you will continue to drive member's accessibility to training materials, best practise guides, networking opportunities, Q&A sessions and national befriending events. Moreover, it is critical that all of the above are delivered in a efficient manner and that a feedback framework is in place to ensure all support initiatives continue to develop alongside the needs of the member organisations.

Provide a network for communications and sharing

To deliver this, you will oversee a range of networking events, bringing members together, building relationships and developing an understanding for how each delivers its service. In addition, you will lead a monthly managers network for those managing staff or organisations running befriending services.

Represent members voices and influence public Policy

To deliver this, it is crucial that you have an understanding of the policy landscape affecting befriending in the UK and that you are on the frontline, building relationships with key policymakers and other stakeholders in Scotland, England and Wales.

Operational role

You will have full ownership over the operations of the organisation. This will involve managing a small team (8) covering membership, learning & development, quality awards, finance and communications. The team works largely remotely requiring excellent interpersonal and technology skills. You will also lead on compliance areas including human resources, legal and governance aspects.

To perform well in this facet of the role, it is critical that all processes, controls and policies are clearly defined and understood by all members of staff. Moreover, it is important that each is continuously reviewed to ensure they are fit for purpose and in line with regulatory requirements. Thus, it is critical that you have strong leadership experience and capabilities with a passion for operational excellence. It is also critical that you have a comprehensive understanding of good charity governance and compliance requirements under OSCR (Office of the Scottish Charity Regulator).

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Fundraising & income generation

A huge part of the your role as Chief Executive will be the ownership of the end to end grant funding process for the organisation. This involves the application process through to delivery as well as reporting on outcomes. It is imperative that you are able to demonstrate a keen understanding of the requirements and nuances of this process. Moreover, it is critical that you are able to forge and develop strategic relationships with funders to ensure the sustainability and growth of the organisation.

Values

Finally, you must identify with Befriending Networks core values, which are:

- Inclusion
- Innovation
- Inspiration
- Insight
- Support

Without this, and a passion for befriending, you will not be fit to lead Befriending Networks on the next, exciting phase of its journey.



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Duties & Responsibilities

People & Organisational Management

- Management oversight and leadership of the day to day running of the organisation and delivery of the organisation's strategy.
- Manage the current staff team of 8, (2 are based in England, 1 in Wales and other staff work hybrid between the office and home), therefore all require to be managed remotely through 1:1 support and supervision, team meetings and appraisal processes.

Strategy / Profile Raising

- Developing the strategy and vision for the organisation in partnership with the Board of Directors, staff and membership of Befriending Networks.
- Developing contacts and where appropriate collaborative work with voluntary, public, academic and private sector organisations in order to progress Befriending Networks' strategic direction.
- Enhancing the profile of Befriending Networks and acting as the voice of the befriending sector through building and maintaining connections with policy staff and elected officials within the devolved governments across the UK. Take an active role in policy work including written responses and through policy and advisory groups.

Financial Management

- Agreeing and setting budgets, ensuring that the organisation operates in line with these budgets and in line with sound financial processes, reporting to the Treasurer and Board of Directors on a regular basis.
- Writing funding proposals, applications, and related supporting documentation. Ensuring current funders receive high quality timely reports demonstrating the impact of Befriending Networks.
- Developing Befriending Networks' business potential by maximising current income generation streams and exploring new opportunities.
- Working with the Board of Directors to ensure the continued financial viability of Befriending Networks and ensure legal compliance.

Legal Requirements

- Completing and filing information required by OSCR (Office of the Scottish Charity Regulator).
- Acting as Company Secretary, keeping the Board of Directors informed of practice in accordance with the Memorandum and Articles of Befriending Networks, and keeping Companies House records up to date.
- Working with the Board of Directors to develop and operate within appropriate organisational and HR policies and procedures, ensuring legal compliance and governance.
- Liaising with the landlord regarding rent and other tenancy issues.

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Candidate Requirements

- 5 years' experience of working in a leadership role in the third sector
- Experience of managing and supporting staff at a senior level
- Knowledge and experience of working with the Office of the Scottish Charity Regulator (OSCR)
- An ability to influence key internal and external stakeholders including policymakers and government officials
- An ability to generate income from a range of sources
- Experience of participating in campaigns
- Experience of being involved in the financial planning process of an organisation
- An awareness of policy landscapes across the UK (ideally relevant to the befriending sector)

Remuneration & Benefits Package

- £55,000 - £60,000 per annum base salary
- 35 hour working week
- 35 days annual leave
- Up to 6% matched employer contributions pension through NEST

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Recruitment Process

All applications should include a CV and supporting statement detailing the reasons you are interested in applying for the role and why you are a good fit. This should be sent to our recruitment partner, Jack Ramage at Meraki Talent – jack.ramage@merakitalent.com

Jack can be contacted on 07590437339 for any questions or queries, all enquiries shall be treated with the strictest confidence.

Application closing date is 20th January 2023. 1st stage interviews for the position will take place w/c 30th January 2023.

Please note any direct or third-party applications will be sent to Meraki Talent for review and assessment.



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