

Job Title: CEO - Meanwhile Gardens Community Association

Salary: £41k

Location: North Paddington / North Kensington, London

Hours: Full-time

About Us

Meanwhile Gardens Community Association (MGCA) is a charity that manages a 4-acre community garden in North Paddington and North Kensington. Founded in 1976, MGCA provides an important green space for local residents who are an extremely diverse population across wealth, class and race dimensions. MGCA aims to enhance the lives of local people by maximizing the garden’s potential through ecological, educational, and horticultural projects. MGCA, together with a long-term partner organisation, the Metronomes Steel Pan Orchestra, is currently working on an ambitious capital project, the Factory Project, to transform on-site facilities for the benefit of the two organisations and the local community.

Role Purpose

The CEO is responsible for providing strategic leadership to the Meanwhile Gardens Community Association (MGCA) and ensuring that its activities are aligned with the organization’s vision and mission. The CEO will lead the planning and implementation of the Factory Project from Meanwhile’s perspective and oversee the charity’s overall growth and development. The CEO will manage the staff team, including the Operations Manager, to ensure that operational activities align with the strategic goals agreed by the board.

Key Responsibilities

1. Strategic Leadership

- Provide leadership and strategic direction for MGCA, ensuring alignment with the organization’s vision and values.
- Lead the development and successful delivery of the Factory Project in collaboration with the Metronomes Steel Orchestra, the local authority, and other stakeholders.
- Develop and implement strategies that support the growth and sustainability of MGCA.

2. Partnership Development

- Develop partnerships with other organizations and foster collaboration to support the achievement of MGCA’s goals.
- Engage with local government officials, partners, and the local community to promote Meanwhile Gardens and advocate for its needs.

3. Fundraising and Financial Management

- Lead fundraising activities to secure funding for ongoing operations

- Lead fundraising for new projects consistent with the strategic goals of the organisation
- Lead the capital fundraising for Meanwhile's share of the Factory Project
- Develop joint fundraising with the Metronomes for common initiatives, including common elements of the Factory Project

4. Operational Oversight

- Oversee the operational management of the gardens by providing guidance to the senior staff, including the Operations Manager.
- Ensure effective performance of the senior staff and support their professional development.

5. Governance

- Work to build the organisation's membership into an active part of the gardens' governance, with a particular emphasis on serving and involving the local community
- Work with the board of trustees to ensure good governance and effective decision-making processes.
- Report regularly to the board on the progress of projects, organizational performance, and other key issues.

6. People Management

- Oversee the recruitment, selection, and training of staff.
- Develop and implement a performance appraisal and personal / professional development framework.
- Nurture a positive staff culture, centred on the principles of equity, diversity and inclusion.
- Motivate and engage staff, volunteers, beneficiaries, and prospective funders / donors.

7. Risk Management

- Identify, assess and prioritise risks facing the organisation.
- Identify and implement actions to mitigate the severity and likelihood of these risks in order to negate or minimise their impact.
- Ensure that organisational risks are kept under review and that the charity's Risk Register is updated annually.

8. Legal and Regulatory Compliance

- Keep up to date with changes in legislation and regulation
- Ensure MGCA complies with all relevant legal and regulatory requirements
- Keep compliance policies up to date and communicate them to staff
- Advise on and manage changes to the charity's governing documents
- Ensure the charity's activities are conducted safely and that Health and Safety policies are followed

- Ensure that the collection and protection of personal information complies with Data Protection regulations
- Ensure MGCA is carrying out its purpose for the public benefit

9. Communications

- Develop a narrative that effectively communicates Meanwhile Gardens' purpose and strategic priorities, internally and externally.
- Work to create an internal culture of open, honest, efficient, and transparent communications.
- Act as an effective advocate for MGCA's vision, mission, values, and activities, seeking opportunities to promote these externally.