

# The House of St Barnabas

LONDON

<b>Job Title:</b>	<b>Director of Engagement (maternity cover)</b>
<b>Reporting to:</b>	Chief Executive
<b>Responsible for:</b>	Two direct reports: Head of Membership & Communications; Head of Income. Total engagement team of nine people.
<b>Hours:</b>	35 hours a week worked flexibly, with core hours of 11am to 4pm. In addition to this we hope that the successful candidate will wish to host and socialise at the club out of hours (at least a few times a month) and be part of the leadership presence at the club.
<b>Contract:</b>	Full-time (will consider four days a week) maternity cover. Contract from 1 <sup>st</sup> November 2020 to 1 <sup>st</sup> July 2021.
<b>Salary:</b>	£61,547
<b>Location:</b>	The House of St Barnabas, 1 Greek Street, W1D 4NQ
<b>Start date:</b>	1 <sup>st</sup> November 2020 (ideally with some handover days in October)

*“Enter The House of St Barnabas - A public-minded private members’ club in London is demolishing stereotypes” – Dazed and Confused*

The House of St Barnabas (HoSB) is a charity pledging to break the cycle of homelessness. We run a social business, our social purpose members’ club in our Grade I listed home on Soho Square to help people prosper through paid employment, allowing them to break their cycle of homelessness. We are seeking to re-define the notion of a private members’ club, challenging stereotypes around ideas of exclusivity and creating a community united by a passion for social change.

Academy participants and graduates are at the heart of all we do. The journey for trainees starts with a 12-week Employment Programme offering onsite work experience and training throughout the club and charity offices, and continues with 12 months of mentoring and ongoing support from our Academy team.

When our programme is in progress, participants will be on work experience throughout the House; in the club spaces and in our offices. The HoSB team act as professional buddies to those in office-based roles, working closely with them to provide skills training and to set a positive example of ways of working. This one to one support throughout the programme gives the participant a nurturing environment to learn and flourish.

As part of our new five-year strategy, we have an ambitious goal to engage, grow and diversify our community to increase our impact, income and influence. Our Engagement Team leads this work, shaping our membership and communications strategies and curating the member and programme offer within our Club.

We are looking for a special individual to join us who is excited to play a part in people’s journey towards lasting paid employment and independence.

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## Job description

We are looking for a confident engagement professional who can maintain momentum in the implementation of our strategy, lead our Engagement Team and be accountable for this area of our business as at our Senior Leadership Team during this period of maternity cover.

Specific priorities include:

- **Curate and deliver an engaging and coherent cultural programme at the club and online that delivers our engagement strategy, including;**
  - Impact events that engage members and the public with our mission
  - Events that build collaboration and community within our membership
  - DJs, concerts and entertainment aligned to the ethos of the club
  - Indulgent food and beverage tasting and promotions in collaboration with our Hospitality Partner
- **Line manage and support the Head of Membership and Communications to maximise our brand, profile and member experience**
  - Raising our profile to engage our community
  - Maximising member experience to drive income and impact
  - Ensuring accurate and timely membership data is collected and used to inform decision making at all levels
- **Line manage and support the Head of Income to develop and implement an Income strategy for the charity, reporting back to SLT on progress and forecast**
  - Being accountable for our Income Strategy at SLT and to the Board of Trustees
  - Support the Income Team to deliver our ambitious income targets across fundraised and private hire income
  - Act as an ambassador for the House of St Barnabas with stakeholders and funders
- **Play a leadership role as a member of our Senior Leadership Team**
  - Be part of the corporate leadership of the organisation
  - Lead and develop the Engagement Team
  - Lead the planning and budgeting for the Engagement team for 21-22
  - Be accountable at SLT for engagement team objectives and budgets
  - Foster and encourage collaboration across the House of St Barnabas
  - Present and report to the Board of Trustees as required

## Person specification

We recognise that this is a unique role and that candidates might come forward from a range of backgrounds. We are looking for someone who can bring vision and a strategic and commercial approach to the House of St Barnabas, whilst also being pragmatic in making things happen and bringing energy and fun to the House.

### Essential

- Proven experience of developing and delivering strategy to engage and inspire communities, creating experiences, either in a membership, communications or audience-focused role
- Experience of event programming or production
- Excellent verbal and written communication skills
- Excellent relationship building abilities
- Ability to multitask, deliver under pressure and to deadlines
- Experience of leading a team, and working as part of a high performing leadership team
- Demonstrated commitment to diversity and inclusion in your programming and communications

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## Personal Qualities

- A commitment to ending the cycle of homelessness and deliver social impact
- Highly collaborative and a desire to work as part of a team
- Flexible schedule - the role will require some work outside standard hours and the opportunity to enjoy the club socially
- Creatively driven and culturally in tune to develop/foster a network and knowledge to execute a diverse range of events
- Thrives in a fast paced and diverse environment

## What we can do for you – why working with us is great

- 33 days per annum holiday (including Bank Holidays)
- 35 hour working week
- Flexible working in line with business needs, with core hours between 11:00 – 16:00
- Opportunity to work alongside participants on our programme as the participate in work experience
- Half a day extra leave for your birthday so you can celebrate in style
- Free barista coffee from our club downstairs
- Autoenrollment into pension
- Access to a whole host of talks gigs and events

## How to apply

Please send a covering letter outlining why you would be suitable for this role together with your most recent CV to [jobs@hosb.org.uk](mailto:jobs@hosb.org.uk)

**Closing date:** 9am on 30<sup>th</sup> September 2020  
**First round interviews:** 6<sup>th</sup> October 2020  
**Final interviews:** 9<sup>th</sup> October 2020