



Executive Director  
Candidate Information Pack  
May 2025

# Welcome

Thank you very much for your interest in the Executive Director role at Boiler House Spaces. It's a really exciting time for our small Hackney community charity.

We are now ready to find a new permanent Executive Director to lead the staff and volunteer team and take forward our community work in two community centres in Hackney.

The Hackney communities we work alongside are facing the impact of the on-going cost of living crisis, so our continued work is badly needed.

The next phase in our development includes overseeing further phases of significant capital project to uplift and expand our facilities at the original Boiler House on George Downing Estate. We have a fresh strategy in place with plans to maximise our community spaces and ways to involve and support the local community. This comes after weathering some substantive challenges in recent years, most recently under the leadership of our interim, Mark Lister who is supporting the recruitment and a smooth hand-over.

You will work closely with the trustee team - 4 local volunteers with a good mix of expertise and experience - who share a passion for the area and have overall responsibility for the charity.

If you have the skills and experience we need, and a passionate commitment to Boiler House Space's work alongside people in Hackney, we'd love to hear from you.

*Eleanor Wright*

**Chair of Trustees**



## About us

Boiler House Spaces is a community charity (registered name Boiler House Community Space) in Hackney. It was set up by two local women in 2010, against a background of local communities facing some of the UK's highest levels of multiple deprivation including food poverty, mental and physical health inequalities, isolation, poor housing, and acute gaps in essential services. After a previous divisive redevelopment of the George Downing Estate, our founders, local residents Anna Iskander-Reynolds and Claire Ferrigi, negotiated for the management of an underused space, the decommissioned Boiler House, and created a welcoming and usable area in which to build back lost social capital for residents.

Boiler House Spaces is about local people helping each other in tough times and recognising the diverse talents of local people who are best placed to shape initiatives to create lasting change. The charity is led by local people. We have a history of establishing local initiatives in under-used spaces with and by the community to promote social cohesion and wellbeing, provide practical opportunities for learning and employment and much-needed practical support in times of crisis.

### **We work to support disadvantaged people of all ages and cultures**

We operate in two main ways:

- We run community services often in partnership with others
- We open and hire out our safe and warm spaces for a wide range of community groups so people can meet others, get support, and make key improvements to their own and the lives of others.

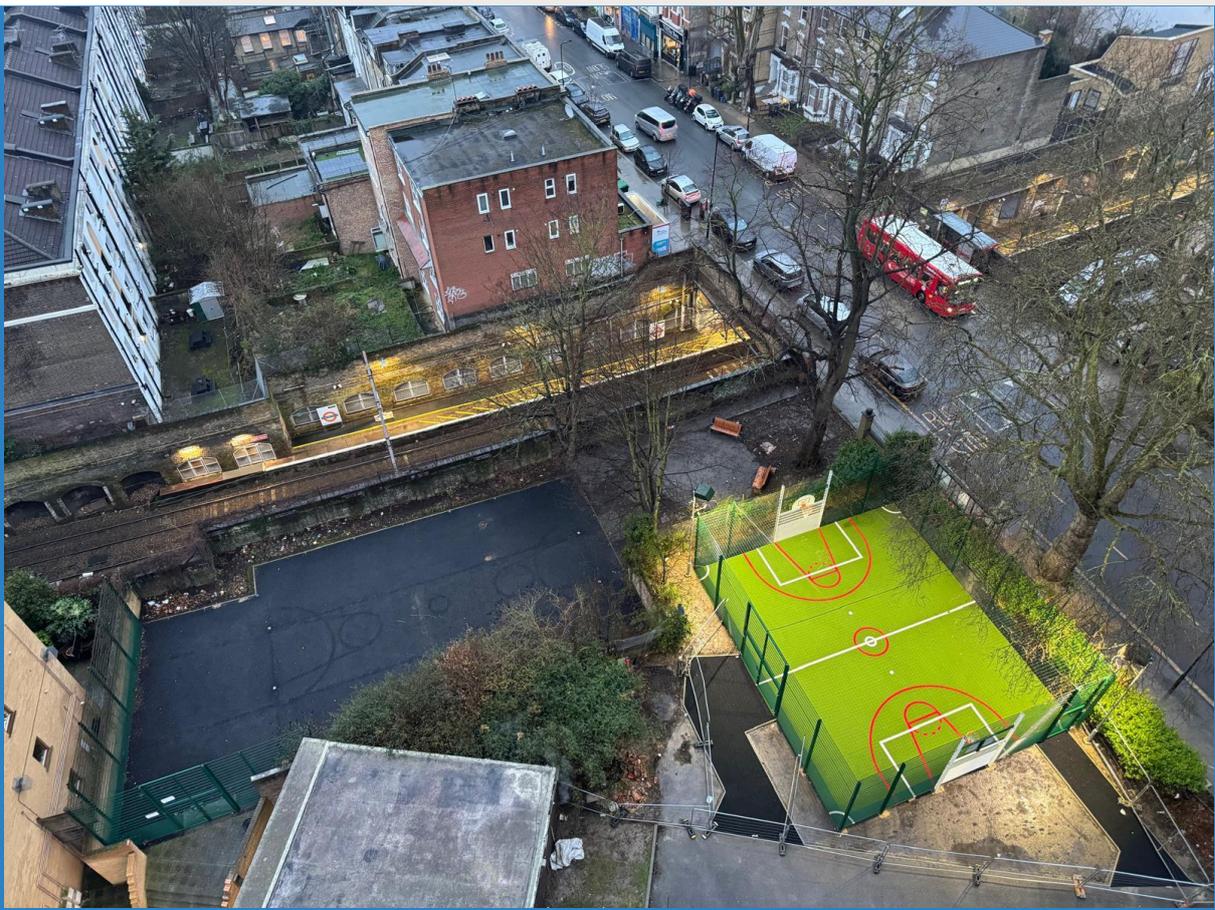
We manage the following resources:

- The Boiler House Community Centre, George Downing Estate. A community space at the base of a tower block within a mixed tenure estate of 230 homes offering activities and events which engage the community at the heart of the George Downing Estate, Stoke Newington and Cazenove Wards and close to Stamford Hill West Ward
- Myddleton Grange Community Centre – a 2nd community centre recently re-decorated ready for hire, or for Boiler House Spaces to run services either solo or in partnership with others. A community garden partnership is already in place run by local residents, which covers Brownswood Park and Woodberry Down Wards and is close to Clissold Ward

- We run the Good Place Pantry currently supporting 30 - 40 local households on low-incomes with free food, guidance and support each week held at the Boiler House Community Centre
- Boiler House bee-keeping & N16 Honey. We have 4 beehives and hold a community honey harvest each year to engage local families with nature, producing honey for sale as an example of community social enterprise
- At George Downing Estate our capital project is underway to create c. £600k of new and improved indoor and outdoor spaces: an extension to the community centre; a small 'MUGA' sports / games pitch and a community garden. Community spaces where residents can socialise, build skills and develop their health and wellbeing.

We help people reach their potential and build skills through opportunities to volunteer.

Our aim is to increase participation further, including co-designing new activities with our community.



## Our vision, mission and values

### Vision

Welcoming, connected and confident communities, where everyone can be actively involved and interacts positively with one another.

### Mission

We work with people to use their local spaces to unlock the community's full potential to create happier, healthier and more connected communities.

### Values

We believe that our integrity is based on always operating according to our values to achieve the very best for everyone in our communities. Our Values:

- Participation
- Equity
- Collaboration

### Aims 2025 to 2028

- Understand and respond to local needs
- Develop and deliver programmes
- Identify and maximise the use of local spaces with the community
- Promote health and wellbeing
- Create links and develop relationships between individuals and groups
- Enable communities to drive change locally
- Sustain social integration and community cohesion
- Support/facilitate people and local groups to achieve their potential



## Why is our work needed?

We were established by residents in response to a growing need to connect and deepen local relationships through provision of opportunities within a safe and positive environment. There is still much social isolation, even a divide between some communities and we aim to create deeper connections and participation between them. For example, The Belonging Forum have reported that 38% of Hackney North & Stoke Newington constituent residents feel lonely often/always (compared with 28% for the rest of the UK).

Last year we engaged 108 members at the Good Place Pantry with food and essentials for their families, reaching over 400 residents. 75% reported 'never' or 'not always' having enough money to cover basic household items, a significant increase on the previous result. This was recently backed up by UK Poverty 2024 [JRF], which reported the following key groups have higher rates of poverty:

- children (in Hackney 43% of children are living in poverty)
- people in lone-parent families (in Hackney 54% of Black households with dependent children are lone parent households)
- people in rented accommodation (nearly half of Hackney's housing is socially rented)
- people in households headed by someone who is not white ethnicity (40% of Hackney residents are non-White).

### **Background to the role**

This exciting and multifaceted role is a fantastic opportunity for someone with the skills, energy and vision to make a significant impact with and on behalf of these local communities. With the funding secured for the redevelopment of the Boiler House Community Centre, our new centre in N4 open and ready, the community garden partnership underway, and a host of ideas for more partnership development and engagement, the opportunities are endless. We would welcome someone familiar with Hackney, or who brings knowledge of community development from another area with its own challenges, as well as perhaps bringing your lived experience of one or more of the issues so many people face in our borough.



# Role description: Executive Director

<b>Location:</b>	Hackney, London with some home-working
<b>Time Commitment:</b>	17.5 hours per week (or higher if fundraising targets achieved)
<b>Salary:</b>	£55,000 pro rata
<b>Responsible for:</b>	Admin & Support Services Manager; Good Place Coordinator, Good Place Guidance & Support Officer (vacant), Finance & marketing volunteers
<b>Reports to:</b>	Chair and Board of Boiler House Spaces

## Overall aim

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To lead Boiler House Spaces internally and externally, to lead the charity's strategy, community programmes and projects working towards the charity's vision and mission.

## Key objectives

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### Leadership & people

- To provide leadership internally for the staff and volunteer team and externally among stakeholders. To supervise and appraise Boiler House Spaces staff who report to the postholder and support their professional development.
- To work with the Good Place Coordinator to ensure high quality Good Place delivery and with the Admin & Support Services Manager to ensure effective use of Boiler House community spaces. Provide cover for direct reporting staff when on leave.

### Strategy & Strategic Partnerships

- To represent and promote Boiler House Spaces to stakeholder groups, to develop effective strategic partnerships including with Hackney Council, Southern Housing and community organisations.
- To work with the community, partners and Boiler House Spaces' teams to develop and lead the delivery of community work - the Good Place programme.

### **Finance, Fundraising & Marketing**

- To take lead responsibility for the charity's finances working with the finance volunteers, auditors and payroll agency. Report quarterly on the financial position and progress towards the budget.
- To lead on securing funding to cover Boiler House Spaces' agreed costs and to develop new programmes; to develop relations with new and existing major supporters, prepare funding bids and ensure delivery of funders' reporting requirements.
- To work with the Admin & Support Services Manager to raise Boiler House Spaces' profile and communicate with priority target audiences.

### **Governance**

- To work with and support the Board to fulfil their trustee responsibilities including to develop and review the organisation's strategy, budget and organisational structure. To ensure that Boiler House Spaces meets its constitutional and legal responsibilities and support the board in their governance obligations including risk management.
- To work with the trustees and staff to shape the organisation's strategy. Once agreed by the board, to lead the delivery of the strategy and business plan to meet the agreed objectives keeping within the approved budget and adapting to the changing environment.

### **Capital project and other duties**

- To lead the implementation of the capital project drawing on external professional advice as needed and working with the staff, trustee and volunteer capital project teams.
- To adhere to Boiler House Spaces' values and policies/procedures e.g. health and safety, GDPR and safeguarding and act as final point of contact for emergencies.
- To undertake other duties as reasonably required.

## Person Specification

### Essential

#### Experience

- Proven track record in a senior leadership role
- Proven track record of fostering successful relations and partnerships with a range of organisations and diverse stakeholders
- Proven track record in income generation
- Experience of managing teams and establishing a productive working culture; leading and motivating others to deliver
- Proven track record of budget planning and financial management

#### Key Skills and Knowledge

- Effective communication and presentation skills, able to present Boiler House Spaces to diverse audiences
- Well-developed leadership skills to empower, motivate and develop individuals and teams
- Ability to think strategically and creatively
- Highly developed interpersonal and people management skills
- Understanding of the community sector and work alongside local people or ability to learn quickly
- Able to handle a complex workload with multiple priorities

#### Personal Attributes

- A proactive, collaborative, 'can-do' approach, resilient, flexible and willing to roll up sleeves to help in a small team
- A strong commitment to community development and the values of Boiler House Spaces

### Desirable

#### Qualifications

- Degree or equivalent professional qualification

#### Experience

- Experience of community development and community service delivery

## Key Skills and Knowledge

- Knowledge of Hackney



# How to apply?

[Eastside People](#) is supporting [Boiler House Spaces](#) in the recruitment of this role. Please [click here](#) to apply by submitting your CV and a cover letter, both in Word doc. format.

Please use the cover letter (max 2 pages) as an opportunity to add to the information you have shared in your CV and ensure that you cover the following:

- Why are you interested in the Executive Director role, and why with Boiler House Spaces?
- How can you contribute to Boiler House Spaces as our Executive Director?

Please highlight relevant experience and demonstrate how your skills match the specific requirements of the role as set out in the role description and person specification.

If you would like to discuss the role with the interim Executive Director, please email Lucinda Shaw, [lucinda@eastsidepeople.org](mailto:lucinda@eastsidepeople.org) who will arrange a convenient time. Having a call of this kind will not influence the success or otherwise of your application.

**The closing date for applications is 4 June.**

## Diversity and Inclusion

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.



Eastside People



# Eastside People

Eastside People  
Canopi  
82 Tanner Street  
London  
SE1 3GN

0203 821 6174  
[eastsidepeople.org](http://eastsidepeople.org)

Eastside People is the trading name for Eastside Consulting Ltd. Company number: 4958922.