

**SOUTHWARK CHARITIES
REGISTERED CHARITY 1137760**



HEAD OF RESOURCES

RECRUITMENT PACK

**2026 - DEADLINE EXTENDED TO APPLY
30TH SEPT**

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NOT YOUR ORDINARY CHARITY

Since the 1700's, based on our founder's philosophy, we have prided ourselves on being generous to those in need in Southwark.

We provide genuinely affordable housing.

We provide grants for organisations working with older people.

We provide financial support and social activities to older people in need, hardship or distress.

Through out our 300 year history we have helped 1000's of people in Southwark.

We are now in a period of growth. In the next 10 years will be increasing our affordable housing stock and more than doubling our grant and support programme. This means we will be helping even more people in need, just as our founder intended.

We are increasing our staff capacity to help with this period of growth. The Head of Resources is a new role and will be responsible for ensuring the effective running of Southwark Charities' corporate functions and oversight of facilities, including finance and contracts, maintenance, compliance, IT and systems and overseeing an external HR advisory service

Our Vision: Expanding our contribution towards an equitable and inclusive society, where the older residents of Southwark (in need, hardship or distress) have access to long-term, truly affordable housing, allowing them the opportunity to lead independent, enjoyable and dignified lives in a safe, secure and supported environment.

Our Mission: To provide high quality, well-managed and truly affordable housing for the older residents of Southwark in social and/or financial need, as well as helping to enrich the lives of older residents in Southwark generally through grants to local community organisations and charities offering a variety of welfare and support services.

Our Values: In pursuing our Vision and Mission, we aim to be caring, kind and fair, generous, inclusive, ambitious, sustainable and professional in all our endeavours.

“When I moved in I thought I was dreaming. I am so grateful to have a place to call my own. I know you genuinely care. I cannot believe how lucky I am.”

Wendy - Almshouse Resident





Organisation Development

Over the next 5-10 years we will be doubling the amount of housing we provide through 2 new Almshouses based in Blackfriars and Walworth. We will be increasing the staff team, looking for a new CEO and Chair.

Our Approach

We pride ourselves on really knowing our beneficiaries and responding to need quickly. We are passionate about older people and want them to get a fair deal. Our aim is for people in Southwark to live a dignified, healthy & happy life.

Who we work with

We have over 220 individual members who we support with annual stipends of £200 a year and a calendar of trips and parties.

We fund over 40 groups in Southwark ranging from small grass roots projects & tenants associations to large community spaces.

We provide administrative support to several other organisations assisting them with their governance and grant giving

We currently provide housing to 48 people in SE17



WHAT WE VALUE



The things we believe in
that help make this charity
extraordinary.

THE AMBITION TO HELP MORE PEOPLE

Our leadership have had the determination to see through an ambitious building project. The pandemic, planning processes and global unrest has all had an impact but the development at Blackfriars Bridge Road is on target.

FINANCIAL RESILIENCE

You will be joining the Charity as we reach a 100 million pound balance sheet. This means we have the resources to continue serving the people of Southwark. The future looks bright as we have secure income to develop our programmes and staff team.

GETTING HELP TO WHERE IT IS NEEDED

With our flexi and full grants programme we are able to target funds where they get most impact.

PROVIDING STATE OF THE ART HOUSING

Working closely with our developers and architects we are building housing that is sustainable and designed with the end user at it's core.

GENEROSITY

We love making people's lives better. So if that means members using their stipend to treat their grandchildren rather than paying a bill - that's fine by us.

WHAT WE NEED & HOW TO APPLY

Southwark Charities is expanding as we look ahead to a new almshouse in Blackfriars in collaboration with [JTRE London](#) and the increased activity that will result.

We are recruiting for a Head of Resources to underpin all our processes, from Finance to IT, FM to HR.

This is an exciting time in the charity's growth and development and we need a dedicated professional with a wide range of skills to support our mission to improve the lives of older people in Southwark.

Please download the comprehensive job description and person specification



SUMMARY OF THE ROLE

Reporting to the CEO, this role balances hands-on operational and financial management with opportunities to contribute to Southwark Charities' ongoing development, ensuring that systems, processes, and infrastructure are robust, compliant and scalable to support our impact.

The role actively contributes to the Southwark Charities' wider activities, playing a key role as a collaborative, supportive and flexible team member.

Location: St Mary Newington Close, Surrey Square, London, SE17 2LP until ~2028, then Edward Edwards' House, Nicholson Street, SE1 OXL, (with up to two days per week home/remote working)

Contract: Permanent, full-time
Probation period: Six months

Reporting to: CEO Salary: Starting at £55,000-£60,000p/a

Additional benefits: 25 days' annual leave plus public holidays, 8% employer's pension contribution, Death in Service Benefit

HOW TO APPLY

Please send your CV and a supporting statement explaining how you fulfil the person specification to:

info@southwarkcharities.org.uk

Applications must not exceed 5 sides of A4, font size 12. Please submit a word documents so the application can be anonymised for our short listing process. Please complete an equalities monitoring form and include it in your application.

DEADLINE EXTENDED

Closing date for applications: 1pm, 30th September

Interviews will take place in October

**Please download the Job description at:
<https://www.southwarkcharities.co.uk/headofresources>**