



# Applicant Information Pack

Chief Executive Officer

May 2025







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## A Welcome from Sally Dixon, Chair

Dear Applicant,

Thank you for your interest in the role of Chief Executive Officer at Pecan. I am delighted that you would like to explore the possibility of joining us.

Working for Pecan is pretty special. Every time I meet the staff and volunteers, I am inspired by their dedication to serving others – the charity really does live its values of Kindness, Belief and Hope. And the impact of this is shown in so many stories of crises averted, lives transformed, hope restored, as Pecan walks alongside people in their time of need.

We are looking forward to a new CEO who can lead the staff and volunteers to take the charity forward and build on the platform of the last 35 years to have even more impact in our community.

The key focus for Pecan in the initial period will include to:

- Bring leadership and energy to enable the staff and volunteers to be their best,
- Revitalise our relationships with our member churches and diversify our funding streams, including strengthening our individual giving and corporate links;
- Increase partnerships with other local charities and agencies, working closer together to magnify the impact.

I firmly believe this role is an exciting opportunity for the right person to make a real difference.

I hope that this pack will give you much of the information you need, to help you decide whether to take your application further. If you would like more information about this impactful role, you can contact Sarah Divina or Sara Ginn of Action Planning's Recruitment Team, who are managing the recruitment process for us, at [sarah.divina@actionplanning.co.uk](mailto:sarah.divina@actionplanning.co.uk) or [sara.ginn@actionplanning.co.uk](mailto:sara.ginn@actionplanning.co.uk).

Thank you again for your interest in working with us, we look forward to receiving your application.

With my best wishes



**Sally Dixon**  
**Chair of Trustees, Pecan**





## ABOUT PECAN



At Pecan, we are passionate about transforming the lives of those in our local community. We do this through:

- holistic practical and emotional support to those in their time of need, both in the moment and empowering lasting change
- connecting services by working in partnership, including with local churches, businesses, charities & councils
- making kindness, belief and hope at the heart of everything we do, from our first interaction and throughout people's journey with us.

Our core values are Kindness, Belief and Hope.

### Kindness

- Embracing diversity and loving every person for who they are;
- Honestly building every person's confidence in their own unique capability;

### Belief

- Believing in the potential of each member of our diverse community;
- Persevering alongside people through every challenge;

### Hope

- Starting, living, and ending every encounter in hope.





## OUR CURRENT PROGRAMMES



### Employment Support

In our Employment Support project, we deliver contracted programmes that support up to 1,000 people on their journey to employment – from Parent and Carers programmes to supporting people 50+ back into employment. The team runs various in-house training sessions and workshops, working with external partners to provide qualifications such as SIA, First Aid and Customer Service. We always want to help people out of unemployment as one of the best ways to relieve poverty.

We are currently significantly ahead of target for the programme and have recently extended our contract.

*“Since being referred to Employment Support and the Families Programme, my caseworker has helped me put together a CV, which I used to apply for a position at the NHS. I wouldn’t have been able to do that myself. They also helped with my council tax account, which saved me money. But most of all, the constant reassurance and not give up. I really appreciate the support, thank you.” – Employment Support Client*

### Together

Our community hub, Together, is a warm, inclusive space at our offices at the heart of Peckham, bringing people together to build friendships, share skills, and find support. It offers a welcoming café, coffee mornings, arts and crafts, advice and guidance, wellbeing activities, and workshops.

We have recently secured new funding so that from mid-2025, a dedicated Community Engagement Officer will provide personalised one-to-one support, helping older residents and regular clients access local services, engage in meaningful activities, and feel part of a caring community.

### Southwark Foodbank

Southwark Foodbank provides emergency food to people in crisis. We are proud to be part of the Trussell network and, like them, our vision is a Southwark without the need for food banks and where everyone can afford the essentials.

Southwark Foodbank supports about 90 households each week with emergency food parcels which feed a household for at least 3 days. In 2024, our 4728 food parcels helped feed over 6000 adults and 3000 children. We partner with the Felix Project to include fresh fruit and vegetables to ensure those who use our service can eat as nutritiously as possible.

We also host partner organisations at our foodbank sessions to provide access to support on underlying issues behind food poverty. We host the Southwark Food Action Alliance (SFAA) coordinator and, with them, are active in working on wider community food challenges.

### Peckham Pantry

Peckham Pantry, a membership-based social supermarket, operates from our main shop five days a week, including Saturdays, and a day each at two pop-up locations. Two more locations are planned. Members pay £5 per visit which enables them to receive over £15 worth of food of their own choice including fresh meat, fruit and vegetables. In 2024 there were 1700 members and a total estimated saving for members of £214k. We also signpost to healthy eating habits and wider support services.

### Women’s Services

The Southwark and Lewisham Women’s Hubs offer safe, welcoming, one-stop-shop support for those affected by the criminal justice system, and for women seeking support, information, and community.

We provide gender-specific and personalised support, helping to equip women with the tools and resources to address their needs in a relaxed and welcoming space. The service offers trauma-informed one-to-one advocacy support, group activities, workshops and events.

*“I went along to the hub lunch that they provide and found it such a warm, non-judgmental and supportive space...”*



## ABOUT THE ROLE



### Chief Executive Officer - Job Purpose

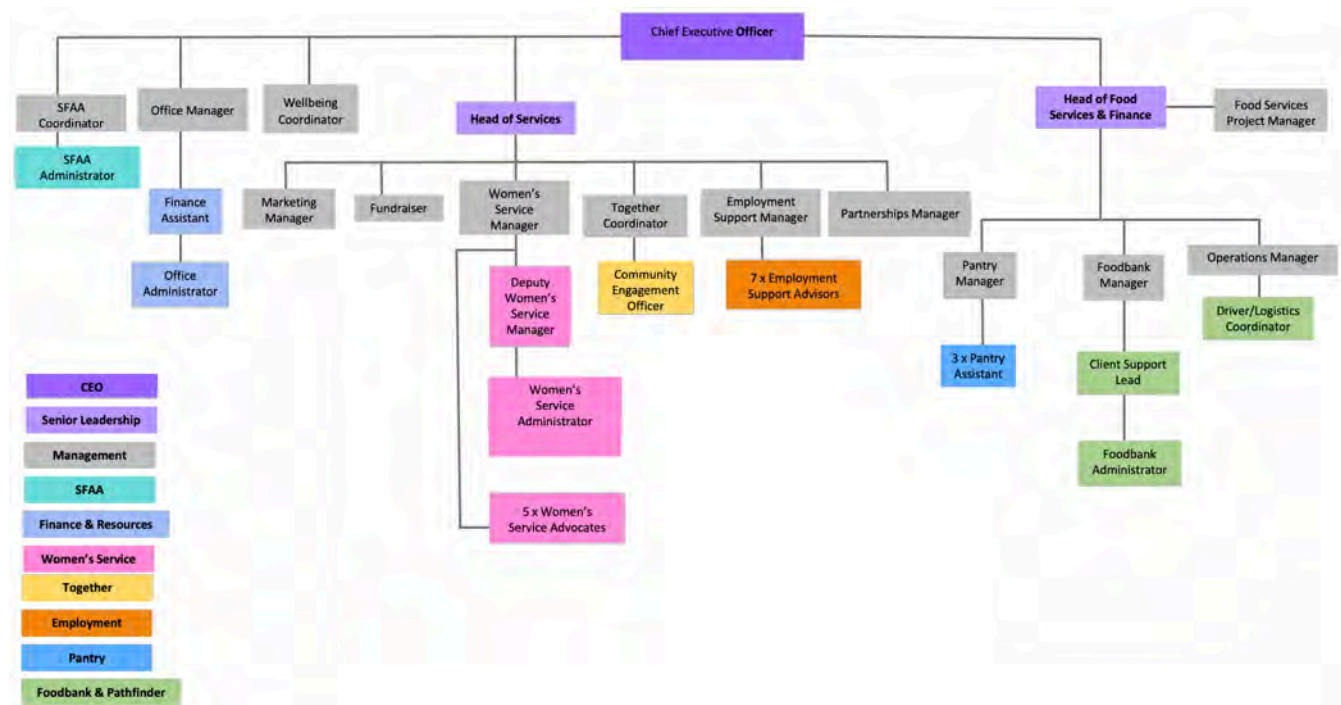
As our next CEO, you will lead our dedicated team of c40 staff and around 100 volunteers, oversee the delivery of our strategic goals and act as the public face of the charity.

You'll work with and advise the Board of Trustees in relation to Pecan's activities, governance, performance and strategic direction. You'll be a key link with external stakeholders including funders, the Council, the Peckham churches who are our Members and develop increasing links with other charities / bodies working in similar fields in the area.

A key part of your role will be to raise local and wider awareness of our activities, bring in new funding, and contribute to the public discourse on alleviation of poverty in Southwark. You will embody our values of Kindness, Faith and Hope.

As a Christian charity, there is a genuine occupational requirement in our Articles for the CEO to be a Christian and a part of your role will be to nurture key relationships with local churches, so you'd be comfortable in a church context and to pray with and talk to them about opportunities to support the work of Pecan.

### Organisation chart







## JOB DESCRIPTION



We're looking for a dynamic, people centred, compassionate and emotionally intelligent leader committed to making a difference in the lives of the disadvantaged in Peckham.

### Key Responsibilities:

- Lead the delivery of Pecan's charitable purposes and strategy to alleviate poverty in Peckham. Effectively manage all operational activities, monitoring and reporting to the Board on performance against objectives.
- Working with the Trustees, be actively involved in leading the strategic direction of the charity, nurturing it and taking it forward.
- Provide vision, leadership and support to the staff team. Ensure processes are in place – underpinned by a supportive culture - for the effective engagement, motivation, performance management and support of staff, consultants, and volunteers. Personally line manage the senior leadership team.
- Establish and develop relationships with our funders and potential funders, our supporter churches, government and agencies, other charities in the area and stakeholders in the local community. Be the face of Pecan; raise its profile and its connections.
- Enable the fundraising team to be successful as they maintain and develop sources of revenue-generating work; help to identify and secure funding from trusts, foundations, corporates, churches and other donors. Ensure timely reporting and great supporter care.
- Oversee robust financial, reporting, compliance and governance processes. Update, consult with and support the Trustee Board.





## PERSON SPECIFICATION - ABOUT YOU



We are looking for a CEO who can bring their strong leadership experience, ideally gained in the charity sector, and you will have a passion for Pecan's work.

### Essential attributes and experience:

- An inspiring leader, with a personal commitment to Pecan's values of Kindness, Faith and Hope and a passion to help alleviate poverty in Peckham. You will lead by doing sometimes, as well as developing others and enabling those around you to succeed.
- Experience of working at senior management level in the charity or Not for Profit sector, including experience in leadership and staff management, strategy development, fundraising, operational oversight, project management, governance and finance.
- Excellent at relationship-building and communication, with proven networking and interpersonal skills. You will have an ability to genuinely relate to people at a range of different levels and a variety of background and faiths, including member churches, funders, staff, volunteers, clients of our services and other local stakeholders in order to inspire support. You'll be keen to make connections at other charities and local agencies to work together effectively.
- You'll bring a non-hierarchical and consultative approach, taking a deep and practical interest in the on-the-ground projects, but able to step back to see the strategic picture. You will have vision and new ideas; combined with great listening skills, humility and the ability to unite stakeholders around the chosen direction.
- You will be resilient and have experience of leading calmly in times of change or setback, as well as times of growth.
- A practicing Christian who supports Pecan's statement of faith and can also empathetically lead a workforce of diverse faiths and none.

### Desirable attributes and experience:

- Personal experience of working directly with disadvantaged people and/or lived experience.
- Experience working in one or more of the specific areas of Pecan's current projects.
- An understanding of, and interest in, the Peckham community and its social issues, with a desire to build Pecan's connections in that community. Or bring knowledge of a similar community profile with a passion for social justice and equality of treatment and opportunity.
- Experience in change management and organisational growth.
- Understanding of charity finance; application for and administration of grants and council contracts; evaluating project outcomes.
- Experience in enhancing donor experience and senior donor relationships.
- Experience of working with trustees or other volunteer governance roles.
- Experience of leading/managing staff in hybrid environments.
- Experience of building networks and links between charities or organisations.
- Experience of influencing policy development.





## OUR SALARY AND BENEFITS PACKAGE



We are able to offer the successful applicant a highly competitive salary and benefits package.

<i>Job Title</i>	<b>Chief Executive Officer</b>
<i>Base Location</i>	<b>Pecan, 121a Peckham High Street, London SE15 5SE.</b> <b>Some hybrid working available with minimum three to four days on site a week. Initially there may be more in person time required as you connect with colleagues and our impact services.</b>
<i>Salary</i>	<b>Circa £60,000 - £65,000 per annum, negotiable dependant on experience. Reviewed on an annual basis.</b>
<i>Hours of work</i>	<b>Contracted hours are 36 hours per week. As expected in a role of this nature and seniority the job holder will be willing and able to work extended and at times outside of office hours to attend board meetings or other meetings.</b>
<i>Holiday</i>	<b>30 days annual leave plus Bank Holidays.</b>
<i>Pension scheme</i>	<b>Pecan will provide a pension contribution of 8% of salary.</b>
<i>Life Assurance</i>	<b>Life Assurance cover of four times annual salary.</b>
<i>Disclosure and Barring Service Check</i>	<b>The appointment will be subject to a satisfactory Enhanced DBS (Disclosure and Barring Service) check at enhanced level.</b>

## HOW TO APPLY



The closing date for applications is **9.00am on Monday 23rd June 2025**.

Applications should be sent by email to [sarah.divina@actionplanning.co.uk](mailto:sarah.divina@actionplanning.co.uk)

Please enclose:

- A full CV, including educational and professional qualifications, full employment history showing the more significant positions, responsibilities held, relevant achievements, budget and staff responsibilities.
- A covering letter, of no more than two pages in total, summarising your proven ability to address the areas set out in the Job Description and Person Specification and your reasons for applying.
- Pecan invite you include relevant experience from both inside and outside of your professional experience that would support you in the role as a part of your cover letter.
- A completed Personal Details Form – available on the Action Planning website at [www.actionplanning.co.uk/jobs-board](http://www.actionplanning.co.uk/jobs-board)

If you have any questions about this post, please address them in the first instance to [sarah.divina@actionplanning.co.uk](mailto:sarah.divina@actionplanning.co.uk)

All applications will be treated as confidential.

### Processing applications and Interviews

All applications will be considered after the closing date and candidates informed if they have been shortlisted for interview as soon as possible.

Initial screening will be conducted by Sara Ginn, Consultant, Action Planning, across the 20th, 23rd and 24th June 2025 (or before where possible).

Interviews will take place at the Pecan office location, Peckham High Street, London on the 3rd July 2025 with several members of the Pecan Board of Trustees, including a presentation task (details will be provided), and a chance to meet some of the wider staff team and service leads.



#### PECAN

121a Peckham High Street, London SE15 5SE  
[www.pecan.org.uk](http://www.pecan.org.uk)  
registered charity number 801819

#### Recruitment consultant

Sara Ginn  
Action Planning, 15-17 Foster Avenue,  
Beeston, Nottingham, NG9 1AE