

Job Description

Chair of the South Lewisham Working Group

Introduction

This is an exciting opportunity to support creative and cultural activity in south Lewisham, including Bellingham, Downham, Grove Park, Hither Green and Catford South wards.

The South Lewisham Working Group is part of the Lewisham Cultural Partnership Board. The Group brings together:

- Arts and cultural organisations
- Community and voluntary organisations (VCSOs)
- Health and housing organisations
- Freelancers
- Community leaders

All Group members have experience and local knowledge of south Lewisham.

The Group works to deliver actions from the Lewisham Cultural Strategy that focus on South Lewisham. The aim is to improve access to culture and creative activities in the south, where there are fewer opportunities to take part.

As Chair, you will help lead the Group. You will support members to work well together, agree clear actions, and make progress that benefits local communities.

Purpose of the Group

The Group exists to deliver the south Lewisham actions in the [Lewisham Cultural Strategy 2023–2028](#). These are:

Access

“We will work collaboratively across cultural, voluntary, and public sector organisations to improve access to cultural and creative activities and events in parts of the south of the borough where people have fewer opportunities to participate.”

Spaces

“We will work together to identify and activate places in the south of the borough for cultural activity, including libraries, family hubs, youth centres, parks, outdoor

spaces, pop-up venues, and community centres. We recognise that cultural venues operate well in clusters and seek to spread cultural activities to areas with fewer dedicated spaces.”

Agreed Principles for Working Together

The Group has an agreed set of Parameters and a Working Agreement for how we will work together. This includes our Principles for Working Together, which are:

- We will commit to the Group’s shared goal: improving access to cultural activity and cultural spaces in South Lewisham.
 - We will look ahead and stay focused on what the Group is here to do.
 - We will make decisions in an open and clear way, putting investment in South Lewisham first and recognising the skills, knowledge and assets that already exist locally.
 - We will welcome open and constructive challenge, while always treating each other with respect.
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The Role of the Chair

Fee:

- £50 per hour, including meeting attendance and preparation time
- Up to £250 per meeting

Time commitment:

You will be expected to:

- Chair 4 full Working Group meetings per year, held in person (usually 1.5–2 hours each)
- Occasionally Chair further meetings if needed
- Prepare for meetings by reading agendas, papers and presentations sent in advance (at least one week before)
- Read and respond to emails and documents between meetings where needed
- Occasionally attend meetings with funders
- Occasionally attend cultural events and activities in South Lewisham

Length of appointment:

- One year, with the option to extend
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Key Responsibilities

Leadership

- Lead the Working Group and keep it focused on its shared purpose
- Help the Group stay aligned with the Lewisham Cultural Strategy
- Support members to work together and make shared decisions

Delivery

- Support the Group to develop and agree a clear action plan
- Help track progress against agreed actions and outcomes
- Lead an annual review of the Group's work and achievements

Inclusive practice

- Chair meetings in a fair, welcoming and supportive way
- Make sure all members have an equal chance to speak and be heard
- Be considerate of diversity and lived experience

Governance and partnership working

- Uphold the Group's agreed ways of working and expected behaviours
- Work with Council Officers to share updates and feedback with:
 - The Lewisham Cultural Partnership Board
 - The Lewisham Strategic Partnership
 - Other relevant boards where needed
- Work constructively with the Council to support shared goals

Administration

- Agree meeting agendas and papers with Council Officers and Group members
- Clearly summarise decisions and actions from meetings so everyone understands what happens next

Additional responsibilities (where relevant)

- Support fundraising activity and help identify funding opportunities

- Promote the Group's work and impact through your networks
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Qualities and Experience

Essential

- Experience working in an arts or cultural setting
- Good knowledge of south Lewisham and local networks
- Experience chairing or facilitating meetings with a diverse range of people
- The ability to create a respectful and inclusive space for discussion
- Strong communication and people skills
- The ability to be calm, neutral and independent
- A commitment to putting the Group's shared goals above personal interests
- A proactive and reliable approach

Desirable

- Experience of fundraising or knowledge of funding networks
 - Understanding of Council structures and public funding
 - A strong commitment to equality and cultural access
 - Good organisational skills
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Safeguarding

The Chair will support safeguarding principles and help ensure meetings are safe, respectful spaces for everyone involved.

How We Will Support You

You will receive:

- Administrative support from Council Culture Officers (including meeting papers, meeting set-up and follow-up)
- Ongoing strategic support from Council Culture Officers, including regular check-ins
- Access to key documents, contacts and networks

Timeline for Applications

- Monday 18 May – Applications open
- 11:59 pm on Sunday 21 June – Applications close
- Monday 22 – Thursday 25 June – Shortlisting
- Friday 26 June – Interview invitations sent
- Monday 29 June – Friday 03 July – Interviews (in person south Lewisham)
- Monday 06 July – Successful applicant notified

We will notify applicants as soon as possible if there are any changes to this timeline.

How to Apply

Please send a short statement (maximum two sides of A4) explaining:

- Your relevant experience
- Why you are interested in this role

Send your application to Claudia on Cultural.Development@lewisham.gov.uk

If you need any adjustments to take part in the recruitment process, or if you have questions, please contact Claudia using the email address provided above.