

## Job Description

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| <b>Job Title:</b> London Ending Homelessness Delivery Lead: Prevention                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Service Area and Team:</b><br>Ending Homelessness Accelerator programme |                                       |
| <b>Grade:</b><br><b>Band E</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Post Number and evaluation number:</b>                                  | <b>Date last updated:</b><br>19/08/26 |
| <b>Reporting to (Line manager of post):</b><br>Programme Director (London Ending Homelessness Accelerator Programme)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Responsible for (Inc Staff and budget responsibility):</b><br>n/a       |                                       |
| <p><b>Our Values:</b></p> <p><b>Trust Through Collaborations</b> - We believe collaboration helps us learn, grow, and explore new ideas – giving us the confidence to experiment, be creative, and deliver a real impact. We foster a culture of trust where open, honest conversations are valued and it’s safe to challenge.</p> <p><b>Rooted in respect</b> - We respect the different cultures, backgrounds, and perspectives represented within London Councils, our partners, and all who live and work across London’s boroughs. We create space for every voice to be heard and valued. We call out current, historic, and systemic prejudice, seek out different views, and act with integrity to achieve fairer, more equitable outcomes</p> <p><b>Driven by Purpose</b> - We are driven by our individual and collective purpose to make London a better place for everyone who lives in, works in, or visits the city we’re proud to call home. Our commitment to making a positive, meaningful, impact across all London boroughs and communities shapes our actions and guides our decisions.</p> <p><b>Equality and Diversity</b> - We are committed to and champion equality and diversity in all aspects of employment with the London Councils. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work</p> <p><b>Health and Safety</b> - Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.</p> |                                                                            |                                       |

### Overall Purpose of Job:

- To support the implementation and successful delivery of the London Ending Homelessness Accelerator Programme (EHAP), working in close partnership with local authorities, Greater London Authority, London Housing Directors' Group and key partners.
- To lead implementation and support for the EHAP Prevention Plan of Action and Thematic Group, providing expertise and information about options, coordinating borough and stakeholder activity, and supporting programme and workstream delivery.
- To coordinate and support pan-London delivery of EHAP programme initiatives and interventions, working closely with boroughs, GLA, the Voluntary and Community

Sector (VCS) and other stakeholders, and assure London Councils senior management team that risks and performance are being closely managed.

### **Job Summary:**

The postholder will play a key role in supporting the successful implementation and delivery of the London Ending Homelessness Accelerator Programme, working in partnership with the Greater London Authority (GLA), London Housing Directors' Group, local authorities, and a wide range of partners.

They will support the delivery of the Prevention Plan of Action and Thematic Group, providing expert policy and delivery support to drive a strategic shift towards prevention — reducing homelessness and rough sleeping across London. The role involves coordinating borough and stakeholder activity, ensuring strong collaboration, innovation, and the sharing of best practice across the capital.

The postholder will also support pan-London coordination of prevention initiatives, ensuring programme risks, performance, and progress are effectively managed and reported. They will represent the Programme at key meetings and forums, building strong partnerships across local government, the voluntary and community sector, and national bodies to embed sustainable, preventative approaches to ending homelessness in London.

### **Key Tasks and Accountabilities:**

*Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.*

### **To undertake all responsibilities listed below:**

1. To lead and co-ordinate EHAP activity to help London take a turn towards prevention; and to prevent homelessness and rough sleeping, working with local authorities, GLA, MHCLG, and providers as appropriate.
2. To provide policy and delivery expertise to inform the EHAP, and be responsible for project managing delivery of the Prevention Plan of Action
3. To collaborate with and support colleagues across the EHAP Delivery Team, in London Councils, GLA, Sub-Regions and partner organisations, to ensure the team's success in implementing a programme centred around prevention, including but not limited to temporary accommodation, supported accommodation, single homelessness, and data improvements.
4. To support innovation, including through test and learn, and facilitate best practice sharing between boroughs and partners.
5. To support success by ensuring partners are able to contribute and there is good visibility of progress through updates and regular reporting.
6. To represent London Councils and the LEHAP at a range of meetings related to homelessness and rough sleeping, including with Housing Directors, Heads of

Housing Needs, GLA, MHCLG, Home Office, HMT, DWP, Landlord Representatives and service providers.

7. To establish and maintain strong relationships with local authorities (in and outside London), sub-regional leads and other relevant stakeholders who may have a role to play in delivering the intended outcomes.
8. To create and maintain appropriate project documentation, including servicing the Prevention Thematic Group, ensuring that those who need it are provided with up-to-date information about London's work to end homelessness and rough sleeping.
9. To provide updates through the appropriate governance routes at a local, sub-regional and pan-London level.
10. To carry out all tasks and allocated work within agreed timescales and budgets.
11. London Councils is committed to, and champions, equality and diversity in all aspects of policy and employment. All employees are expected to understand and promote equality and diversity within their work.
12. To take care at all times to uphold health and safety at work for self and others. To observe London Councils Health and Safety policy and related procedures at all times
13. To uphold the highest standards of ethical conduct in line with the expectations of a local government officer and to lead staff to adhere to such standards in order to uphold the reputation of London Councils and local government in London.
14. To adhere to London Councils' policies, procedures, regulations and protocols

**Any other duties commensurate with the role**

**This is a politically restricted post, under Section 2 of the Local Government and Housing Act 1989.**

## Personal Specification

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|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------|
| <b>Job Title:</b> London Ending Homelessness Delivery Lead: Prevention                                               | <b>Service Area and Team:</b><br>Ending Homelessness Accelerator programme |                                       |
| <b>Grade:</b><br><b>Band E</b>                                                                                       | <b>Post Number and evaluation number:</b>                                  | <b>Date last updated:</b><br>19/08/26 |
| <b>Reporting to (Line manager of post):</b><br>Programme Director (London Ending Homelessness Accelerator Programme) | <b>Responsible for (Inc Staff and budget responsibility):</b><br>n/a       |                                       |

### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the CV and/or sifting questions, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

### EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Councils. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

| CRITERIA- Essential                                                                                                                                                                                                                                                                                                                                                                                                         | METHOD OF ASSESSMENT     |
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| <b>EXPERIENCE:</b> <ul style="list-style-type: none"> <li>Significant experience of working with, or commissioning services for, people who are at risk of homelessness, are homeless or sleeping rough</li> <li>Experience of project management</li> <li>Experience of negotiating, collaborating and influencing to achieve outcomes for people who are homeless or at risk of homelessness</li> </ul> <b>KNOWLEDGE:</b> | Sift Questions/Interview |

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| <ul style="list-style-type: none"> <li>• An excellent understanding of the options/solutions/approaches that may be successful in preventing homelessness and rough sleeping</li> <li>• A good understanding of the statutory framework underpinning boroughs' homelessness duties and best practice in discharging them</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  | Sift Questions/Interview/Test |
| <p><b>SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Ability to engage and effectively influence borough leaders and key stakeholders;</li> <li>• Highly developed written and oral communication skills – able to present complex information, clearly and concisely, to a range of audiences</li> <li>• Relationship building skills, and evidence of the ability to network with relevant contacts;</li> <li>• Able to represent London Councils with a range of organisations including MHCLG and GLA;</li> <li>• Excellent organisational skills, including ability to collate accurate data and to maintain accurate records and exemplary time management skills;</li> <li>• Proficient in the use of ICT.</li> </ul> | Sift Questions/Interview/Test |
| <p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <ul style="list-style-type: none"> <li>• A strong team player, comfortable with matrix working;</li> <li>• Highly organised, able to manage a varied workload and competing priorities, and to meet tight deadlines</li> <li>• Ability and credibility to persuade and influence senior partners and stakeholders in furtherance of achieving desired outcomes</li> <li>• Willing to carry out duties in accordance with the organisation's equal opportunity policy, actively promoting equality, and preventing and overcoming disadvantage and discrimination.</li> </ul>                                                                                                                             | Sift Questions/Interview/Test |

### Trusted through Collaboration - How we demonstrate this Value (behaviours):

- We create **trusting relationships** where we value feedback and it's safe to challenge, and we treat sensitive information with respect
- We are transparent, **accountable, and open** in how we work with each other, our members, and our partners
- We **communicate** clearly and openly, ensuring information flows freely across all levels and functions, so everyone feels included and valued
- We **learn, develop, and innovate** through our collaborative approach – sharing our knowledge to deliver better outcomes

### Rooted in Respect - How we demonstrate this Value (behaviours):

- We engage respectfully, by **listening** actively and **responding** thoughtfully, recognising the value in others' contributions and feedback
- We embed **equity** and **equality** in our decisions, processes, and daily actions
- We **challenge** bias and remove barriers to fairness and inclusion, recognising that fairness requires addressing unequal starting conditions
- We create a welcoming, **inclusive** environment where everyone feels they belong

### Driven by Purpose - How we demonstrate this Value (behaviours):

- We **work together** to maximise our personal and collective impact
- We **listen** carefully to our members, communities and partners, making sure their needs shape our shared goals
- We **adapt** quickly and **learn** continuously to continue delivering meaningful change
- We stay **united** and **focused**, even when priorities shift and challenges emerge