



## **CANDIDATE PACK - Chair and Member Recruitment**

### **Independent Advisory Steer Group (IASG) Black Community Action Plan**

#### **Background**

In July 2020, Brent Council committed to delivering a 10-year Black Community Action Plan (BACP) to tackle structural disadvantage and inequalities faced by the borough's Black communities. Following a recent refresh of the action plan, co-produced with the community, the Independent Advisory Steering Group (IASG) has been established to help shape delivery of the revised Black Community Action Plan, 2025 – 2029. The IASG will provide support, advice and challenge to officer-led Equality, Diversity, and Inclusion work.

#### **Board Composition**

The IASG will be made up of a Chair and eight members. The Chair and four members will be appointed externally. The Lead Member for the BCAP and Brent Council's Director of Community Development, along with an additional Brent Councillor, will also be members of the IASG to help ensure effective connections between the IASG and Council activity.

#### **Role Purpose**

The IASG will play a vital role in overseeing the allocation of project funding and evaluating the effectiveness of delivery aligned with the BCAP. The IASG will ensure the needs and inequalities identified through the BCAP are actively addressed. In addition, the group will help shape future priorities through co-design and support the identification of external funding opportunities to enhance impact.

#### **Key Responsibilities (Chair and Members)**

- Provide regular updates and insight to Brent Council's internal Equity, Diversity, and Inclusion Board.
- Oversee the allocation of resources in line with BCAP priorities.
- Monitor the delivery, performance, and impact of the BCAP.
- Offer subject-matter expertise, critical insight, and constructive challenge to delivery partners.
- Act as a critical friend to partners shaping related policy and thematic workstreams.

- Identify and recommend external funding sources to strengthen delivery outcomes.
- Ensure transparency and accountability in reporting progress to residents and stakeholders.
- Add value through lived experience and/or expertise, complementing the skills of IASG members and senior council officers.
- With the support of Brent Council, help organise and participate in at least one public meeting annually.

In addition to the responsibilities listed above, the Chair will also be responsible for:

- Effectively planning, coordinating and facilitating productive and inclusive IASG meetings, public discussions, and other relevant stakeholder group meetings.
- Representing the IASG in external forums and high-level discussions with integrity and authority.

## **PERSON SPECIFICATION - MEMBERS**

### **Knowledge and Experience**

#### **Essential**

Applicants must have knowledge and/or lived experience of Black communities, along with expertise in at least one of the following areas:

- Early Intervention, Children and Family Development
- Health and Health Inequalities
- Management or Operation of Community Assets
- Housing (Social Housing, Private Rented Sector, Housing Associations) and Property ownership
- Employment, Skills, and Business Enterprise
- Community Engagement and Development
- Fundraising and Income Generation

#### **Desirable**

- Previous board-level experience, either executive or non-executive
- Knowledge of the London Borough of Brent, including its diverse communities and local context
- Understanding of governance, accountability, and reporting structures in the public or voluntary sector

### **Skills and Abilities**

- Ability to critically digest, analyse, and question reports and presentations.
- Effective communication skills, with the ability to actively listen and constructively challenge.
- Building and maintaining positive, collaborative relationships with stakeholders.
- Proven ability to engage with harder-to-reach or underrepresented communities.

- Competence in interpreting budgets, performance data, and KPIs
- Creative problem-solving skills and an ability to propose innovative, realistic solutions.
- Ability to represent, advocate and advise on behalf of the BCAP.
- Ability to oversee and/or contribute to programme delivery and implementation.
- Commitment to evidence-based practice and continuous learning.
- Familiarity with outcome monitoring, evaluation frameworks and performance improvement.
- Collaborative leadership style, with the ability to both support and challenge constructively.
- Willingness to support and help shape seminars, public events, and community conversations.
- Ability to work across various disciplines aligned with BCAP priorities, considering intersectional impacts (e.g. race, gender, disability, age)
- High-level interpersonal and professional communication skills
- Capacity to identify and pursue strategic funding opportunities.
- Strategic thinking and a commitment to continuous improvement and long-term impact

## **PERSON SPECIFICATION – CHAIR**

In addition to the requirements listed above, applicants for the role of Chair must demonstrate:

### **Knowledge and Experience**

- Experience of chairing boards, groups, or committees (regional or national level preferred)
- Significant leadership experience, with the ability to guide independent advisory bodies or multi-agency partnerships.

### **Skills and Abilities**

- Ability to represent the IASG in external forums and high-level discussions with integrity and authority.
- Be confident in facilitating inclusive, productive meetings and public discussions.

## **TERMS OF APPOINTMENT**

### **Eligibility Criteria**

Candidates must agree to:

- Observe the Black Community Action Plan (BCAP)
- Complete a Conflicts of Interest form and declare any political activity or affiliations, especially at a local level, which may affect public perceptions of independence.
- Uphold the principles of independence, objectivity, and impartiality in all IASG activity.
- Ensure availability to attend IASG meetings and public facing meetings.

## **Remuneration and Time Commitment**

Candidates must be able to dedicate sufficient time to effectively fulfil their responsibilities and actively contribute to the IASG.

## **Members**

Annual remuneration: £1,110

- Commitment: Attend a minimum of six meetings per year, held in person at Brent Civic Centre. Each meeting will last approximately 2 hours, excluding personal preparation time. This arrangement will be reviewed after the first six months.
- Participate in a minimum of one public meeting per year, organised with the support of Brent Council.

## **Chair**

Annual remuneration: £1,800

- In addition to the above member commitments, the Chair is expected to allocate approximately half a day per month to collaborate with the Community Development Team in planning and agreeing IASG meeting agendas and receiving ongoing updates.

## **Additional Commitments**

- Beyond formal IASG meetings and preparation, members may be invited to attend occasional extra meetings with council officers to discuss specific topics.
- Members might also engage with external stakeholders from time to time to support the work of the IASG and the BCAP.

## **Tenure**

The term of appointment will be 4 years. The maximum tenure for members is two four-year terms.

## **How to Apply**

We hope you will consider making an application. If you have any questions about the role or would find it helpful to have an informal conversation, please contact [CommunityDevelopment@brent.gov.uk](mailto:CommunityDevelopment@brent.gov.uk).

To apply, please submit your CV, along with a short supporting statement that outlines your motivation for applying and your key skills and experience aligned with person specification. In your application, please indicate if you are applying for the Chair, Member, or both roles.

We would also appreciate it if you could complete the Equality and Diversity monitoring form via the online application process. This form is for monitoring purposes only and will not form part of your application.

**Timetable**

Closing date: Wednesday 08 October 2025 (midnight)

Interview date: Week Commencing 20 October 2025

The interviews will be in person held at Brent Civic Centre.