

Programme Manager

Recruitment Pack

Deadline: 9am Monday 20th November 2017

About Us

We're passionate about London, its people, its communities and its vitality. But we also know it's a place that can exclude and marginalise. We want to improve the lives of the most disadvantaged, and build a stronger and more vibrant London for everyone.

We believe grassroots organisations hold the key. Charities, social enterprises and groups that spring from the communities they're trying to help often have a deep understanding of the gaps that need filling. Many are set up or run by people who have specialist knowledge from years of living within those communities. They know what works and what doesn't, how to gain trust, meet people's needs and build lasting relationships.

But while there's a lot to gain from grassroots beginnings, community groups can struggle to keep going. Often surviving on the passion of dedicated volunteers, it can be hard to find the time, resources and support they need to grow opportunities. We're here to harness ideas and talents in the community to tackle deep-rooted problems that can't be solved elsewhere.

We do this by advising and directing philanthropists, companies, trusts and public bodies to target investment towards projects that are changing Londoners lives. And we help the people who run them find the funding they need. We spot bright ideas that make a big impact, so we can confidently invest in work that's truly effective.

We also help small, grassroots organisations grow. We strengthen and nurture these groups, as well as supporting them with crucial funding. Whether it's advising on sustainability or streamlining the way they work, we believe in sharing our knowledge to help people improve projects so they make an even greater impact.

About You

You will be a dynamic, organised person with a commitment to supporting communities across London. Your experience will have taught you about how civil society operates and the challenges faced by groups in accessing funding.

A background in the charity sector is important, but experience of working for a grant funder is not essential.

It's important that you are organised, with an ability to manage several projects to strict deadlines. You'll be comfortable with the balance of administration and creativity that we all have in our roles.

You will be intellectually curious, with a desire to develop your understanding about how communities are tackling a range of social issues – from the integration of refugees and asylum seekers, through to improving the environment or reducing crime. You will be able to distill this knowledge into valuable insight that will be shared with others, including potential donors to our cause.

Finally, you will be someone who thrives in a supportive environment that encourages you to take on new challenges, learn and improve. Your ambition will match ours – to see a strong and vibrant London for everyone.

Key Deliverables

Role Name:	Programme Manager
Reports to:	Senior Programme Manager
Role Purpose:	<p>To lead a portfolio of grant programmes that support small, community based groups across London to achieve social impact.</p> <p>To become an expert in the issues affecting London, and use this knowledge to raise awareness about how communities are making a difference.</p>
Salary Range:	£28,000 to £36,000

To lead on a portfolio of grant making programmes. This includes working with donors to develop criteria, advertise and assess applications, and work with our grant making panels to make decisions.

To become knowledgeable about the issues affecting London, developing deep expertise in one or two thematic areas (to be agreed).

To share this insight with our key audiences through our blog and specially produced publications.

To nurture relationships with our donors to enable the retention, renewal and growth of funds.

To build personal networks, knowledge of boroughs, organisations and communities, so that we can use this to design future programmes and develop appropriate partnerships.

To develop engaging, informative reports on the impact of funds for our donors.

To manage budgets for multiple programmes, keeping accurate financial records, authorising payments in accordance with the Foundation's procedures, and liaising with the Senior Management Team on annual budgets for each programme.

Representing the Foundation at community meetings, events, seminars and at donor meetings, developing relations with external partners, networks and support agencies.

Through all tasks, to help increase the profile of the Foundation as a hub for community giving, philanthropy, and as a supportive, approachable and responsive funder.

Person Specification

At least two years' experience of working in the charity sector.

Experience of managing multiple projects at the same time.

Strong analytical skills.

Experience of managing external relationships.

Strong communication and presentation skills, both verbal and written – with the ability to adapt to different audiences.

Ability to make consistent decisions, show maturity and strength of character.

Ability to process information accurately, write succinct reports and work to deadlines.

An understanding of budgeting, financial accountability and reporting.

A demonstrable interest in London's civil society.

Proficiency with IT and computer based information systems.

Undergraduate degree.

How to Apply

To apply for this role please submit the following to lauren.palmer@londoncf.org.uk by 9am Monday 20th November 2017:

1. A covering letter of no more than two sides of A4 demonstrating how you meet the criteria set out in the person specification.
2. A CV of no more than two A4 sides.

Interviews will be held during the week commencing 27th November 2017 at our offices in Brixton.

If you have any questions about the role, please call 020 7582 5117

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