

# Programme Manager

Recruitment Pack

January 2020

Deadline: 9am, Tuesday 3 March 2020

[londoncf.org.uk](http://londoncf.org.uk)

# About Us

**The London  
Community  
Foundation**

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.

You can find our more information about what we do, how we do it, and our team on our website, [londoncf.org.uk](https://londoncf.org.uk).

**[londoncf.org.uk](https://londoncf.org.uk)**

# Job specification

The London Community Foundation is seeking a new member to join our team. We're looking for an impact-driven professional grant maker with experience of the social sector to join us on a permanent basis as a Programme Manager.

For full details of the vacancy, read on through this pack, and if you have any questions, please email [pm@londoncf.org.uk](mailto:pm@londoncf.org.uk) and we'll do our best to get back to you promptly.

Role Name:	Programme Manager
Reports to:	Head of Grant Operations
Role Purpose:	<p>To lead a portfolio of grant programmes that support 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> <p>To support LCF to understand and improve the impact of our work.</p>
Contract:	Full time (35 hours per week), permanent (subject to satisfactory probation period)
Salary Range:	c£32k per annum
Other key benefits:	Defined contribution pension, with employer contributions doubling the employee's up to 10%; 25 days annual leave (plus bank holidays); season ticket loans; childcare vouchers
Application Deadline:	9am, Tuesday 3 March 2020
Planned interview date(s):	1 <sup>st</sup> interview 11 or 13 March 2 <sup>nd</sup> interview 19 March

## Key Deliverables

- To lead on a portfolio of grant making programmes. This includes working with high value donors to develop criteria, advertise and assess applications, and work with our grant making panels to make decisions.
- To nurture relationships with our donors to enable the retention, renewal and growth of funds.
- To become knowledgeable about the issues affecting London, developing deep expertise in one or two thematic areas (to be agreed).
- To support the London Community Foundation to understand and improve its impact.
- To develop and share insights with key audiences to support the development of our work
- To build networks, knowledge of boroughs, organisations and communities, to support future programmes

- 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 colleagues on annual budgets for each programme.
- Challenge and contribute to the overall performance of LCF Programme operations
- 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.

## About You

You will be a dynamic, enthusiastic 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 thorough understanding of the social sector is important, and experience of working for a grant funder is essential. You should have a good understanding and experience of grant making – both small and large grants - with excellent relationship management skills. You will enjoy building relationships with donors and beneficiary organisations, and be able to confidently represent the organisation. 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.

## Person Specification

- Experience of grantmaking, including carrying out assessments, due diligence checks and financial assessments (E)
- Experience of working with high value donors and / or funds (E)
- Experience of building and managing complex stakeholder relationships with flexibility, diplomacy and high regard for confidentiality (E)
- Experience of managing multiple projects or programmes of work at the same time (E)
- Strong financial literacy, with an ability to read and interpret accounts (E)
- Confident communication and presentation skills, both verbal and written – with the ability to

adapt to different audiences (E)

- Ability to conduct research into the issues affecting London, and to synthesize this insight into written reports or blogs for external audiences (E)
- Demonstrable interest in London's civil society (E)
- Ability to make consistent decisions, show confidence and resilience (E)
- Ability to process information accurately, write succinct reports and work to deadlines (E)
- Proficiency with IT and computer-based information systems, including CRM systems (Knowledge of Salesforce an advantage) (E)
- Self-starter and team player, able to adapt and manage changing and competing priorities (E)
- Can-do attitude and open-minded approach to ways of working (E)
- A working knowledge of social impact, including developing Theories of Change, developing and reporting metrics (D)
- Strong analytical skills with the ability to interpret and report on data (D)
- An understanding of London's philanthropic landscape (D)

# How to Apply

To apply, send a copy of your CV along with a covering letter setting out

- Why you want to work for the London Community Foundation
- How your experience meets the requirements of the person specification

to [pm@londoncf.org.uk](mailto:pm@londoncf.org.uk)

## Selection process

Applications will be reviewed against the criteria set out in this recruitment pack, with the candidates with the best applications invited to interview. The planned interview date is set out at the start of this pack.

The interview will contain a mixture of values and competency-based questions designed to test both your ability to fulfil the role, and your commitment to the aims and values of the London Community Foundation. If there are any additional requirements for the interview, you will be notified at the point at which you're invited to attend. For some roles, there may be additional interview stages, and we'll let you know if that's the case.

Unfortunately, we will be unable to provide feedback on applications from unsuccessful candidates, but we will try to provide at least general feedback to candidates who are shortlisted for interview. We reserve the right to close the vacancy early depending on the volume of applications, so please apply as soon as possible.

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