

Senior Programme Manager

(Fixed term maternity cover until 31 July 2019)

Recruitment Pack

Deadline: 27 April 2018

Senior Programme Manager – fixed-term maternity cover

The London Community Foundation is seeking a new member to join its team. We're looking for an experienced charity professional to join us on a fixed term maternity cover contract.

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

Job summary:

Role Name:	Senior Programme Manager
Reports to:	Director of Programmes and Strategic Partnerships
Role Purpose:	To lead a portfolio of grant programmes that support small, community-based groups across London to achieve social impact. To become an expert in the issues affecting London and use this knowledge to raise awareness about how communities are making a difference. To manage two members of staff
Contract:	Full Time (35 hours per week), fixed term Maternity Cover until 31 July 2019
Salary Range:	Circa £36k
Location	Brixton, London
Application deadline:	27 th April 2018
Planned interview date(s):	w/c 7 th May 2018

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're proud to be rooted in the communities we serve, and as such we actively try to ensure our team reflects those communities and shares our commitment to them.

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, 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 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, and with managing and developing people.

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

- At least four years' experience of working in the charity sector.
- Experience of managing multiple projects at the same time.
- Strong research and 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 and stand by them, show maturity and strength of character.
- Ability to process information accurately, write succinct reports, and to 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.

Key Deliverables

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 support the organisation to measure its impact, and produce an annual Impact Report.

To effectively manage two Programme Officers, so that they continue to provide high-quality support to the organisation's grant making activities.

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.

How to Apply

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

- Why you want to work for the London Community Foundation
- How you meet the requirements of the person specification
- How your experience meets the deliverables required by the role

to jointheteam@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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