

VAWG Fund Manager

Recruitment Pack

February 2020

Deadline: 9am Monday 2 March 2020

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.

About the VAWG Grassroots Fund

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The Mayor's Office for Policing and Crime (MOPAC) has established this fund to strengthen and support grassroots organisations providing services for victims and survivors of violence against women and girls (VAWG) in London. LCF has won the contract to manage this £3m VAWG Grassroots Fund, with delivery partner The Social Innovation Partnership (TSIP), on MOPAC's behalf.

The objectives of the funding programme are to:

- a) increase capacity and provision for women and girls affected by VAWG issues in London;
- b) sustain current effective interventions that are facing challenges in continuing service delivery, including maintaining any existing investment with an emphasis on funding for organisational stability;
- c) increase accessibility to ensure investment is made available for grassroots organisations who can best respond to the needs of London's diverse communities such as women from marginalised groups including BAME, LGBTQ+, disabled women and women with no recourse to public funds for whom mainstream, generic provision is not always appropriate or safely accessible;
- d) be responsive to 'communities' at grassroots level, including by funding services that develop tools which are accessible to survivors 'cross borough', particularly in local areas where a gap has been identified to provide access to a specialist service that may not be commissioned locally due to low density of users, but where specialist services would benefit women across Local Authority/geographic boundaries and areas;
- e) support long-term engagement provision options to ensure survivors can achieve long term recovery and independence and lead to a wider reduction in high rates of re-victimisation;
- f) evidence best practice models of working through standard recognised safeguarding, clinical and recovery frameworks to validate delivery models and outcomes for survivors;
- g) develop networks of experts in VAWG and service transformation to build capacity; and
establish robust performance and evaluation methods to demonstrate outputs and cost efficiency, including identifying what support and resources are needed to achieve this ahead of awarding funding to grantees.

We are looking for an experienced grants manager, with experience of running large programmes, and knowledge of issues pertinent to VAWG and gender-informed service delivery in grassroots charities in London for this exciting new post. We are also recruiting a VAWG Coordinator to support the programme.

Job specification

The London Community Foundation is seeking a new member to join our team to manage the VAWG Grassroots Fund. We're looking for an impact-driven professional grant maker with relevant thematic knowledge of VAWG and experience of programme and contract management in the social sector to join us as the VAWG Fund Manager.

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

Role Name:	VAWG Fund Manager
Reports to:	Head of Grant Operations
Role Purpose:	<ul style="list-style-type: none">• To take operational lead on the MOPAC VAWG Fund in achieving the overall aims of the programme• To ensure LCF meets its contractual obligations to MOPAC• To promote the needs and impact of grassroots organisations in tackling VAWG in London
Contract:	Full time (35 hours per week), permanent (subject to satisfactory probation period).
Salary:	£35k 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 Monday 2 March 2020
Planned interview date(s):	1 st interview – Tuesday 10 March 2 nd interview – Thursday 19 March

Key Duties and Responsibilities

- Responsibility, as lead operational contact for MOPAC, for performance, relationship and contract management, and operational delivery
- Responsibility for operational programme management of all VAWG applicants and grantees
- Responsibility for contract and performance management of LCF's sub-contractor TSIP

- Responsibility, as lead at LCF, for promoting the fund, its objectives and learning

Key Deliverables

- Ensure LCF maintains an impactful relationship with MOPAC VAWG Team through proactive communication, solution-orientated approach
- Ensure the VAWG operations are managed effectively internally through proactive and regular engagement with colleagues, record keeping, reporting and programme management
- Work closely with Finance to ensure effective cost management of the Fund and Programme
- Work closely with Finance to ensure effective contract management of third-party providers
- Ensure all elements of the grant making process are managed within the boundaries of the Fund, timelines and LCF's processes and criteria
- Manage operational performance of third-party providers
- Oversee contract requirements for Fund programme delivery, including shortlisting, assessment and deployment of grants, monitoring, reporting, performance measurement and management
- Oversee the launch of the Fund against agreed eligibility criteria, then manage appropriate assessment, due diligence and grant management processes
- Work closely with the VAWG Coordinator to ensure first class communication with the VAWG sector, the grantee cohort, MOPAC, and other key stakeholders
- Ensure effective data and insights collected from the grantees are captured, recorded, analysed and reported back / shared as needed
- Manage any risks and issues, keeping records and escalating as appropriate
- Ensure timely, high quality reporting and engagement with MOPAC
- Oversee the work and delivery of the VAWG Coordinator, liaising with the Head Of Grant Operations to manage time and capacity across the dual role
- Work closely with Communications to ensure effective promotion of the Fund, its impact, learnings to the wider sector
- Work closely with Communications and third-party providers to deliver high quality engagement and learning events with the VAWG sector
- Ensure LCF builds a cohort of VAWG grantees through effective communications, case studies, network and engagement
- Deliver capacity building support and training, as needed in tandem with TSIP's plan, and ensure relevant resources are available for grassroots VAWG organisations around

information, advice and guidance on funding

- Keep abreast of VAWG issues affecting London, sharing learning and promoting the work of the Fund
- Any other tasks which are commensurate with the role which may be required from time to time. This might include work or events in the evening / out of regular working hours

About You

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

A thorough understanding of the issues pertinent to VAWG is vital, as well as an awareness of the issues facing the grassroots sector – particularly the barriers and challenges regarding access and capacity in relation to funding. An understanding of intersectionality combined with a desire for intersectional approaches to ending VAWG are integral in this role. Experience of working for a grant funder is essential, with a track record in VAWG programme areas. You should have a good understanding and experience of grant making with excellent organisational skills gleaned from your experience with contract and project management. You will have excellent relationship management skills, ideally with experience of working with statutory partners.

You will enjoy building relationships with key stakeholders and be able to confidently represent the organisation. It's important that you are organised, with an ability to manage a large programme of work 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 continuously develop your understanding and knowledge about VAWG issues and be able to distill this knowledge into valuable insight that will be shared with others.

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. We particularly welcome applications from BAME candidates as they are currently underrepresented within the team.

Person Specification

Criteria	Essential/ Desirable	Application (A) Interview / Test (I)
Knowledge of issues pertinent to VAWG including BAME, gender informed service delivery, an understanding of intersectionality, combined with a desire for intersectional approaches to ending VAWG	Essential	A, I
Experience of grantmaking, ideally within a VAWG specialism, including carrying out assessments, due diligence checks, monitoring etc	Desirable	A, I
Experience of contract / project management including monitoring, reporting, risk management, performance and data management, supplier / subcontractor management and impact measurement	Essential	A, I
Experience of developing and managing funding programmes from start to completion	Essential	A, I
Experience of building and managing complex stakeholder relationships with flexibility, diplomacy and high regard for confidentiality	Essential	A, I
Experience of managing high value funds, with multiple stakeholders	Essential	A, I
Understanding and awareness of issues facing the grassroots sector in London	Essential	A, I
Confident communication and presentation skills, both verbal and written – with the ability to adapt to different audiences	Essential	A, I
Strong financial literacy, with an ability to read and interpret accounts, manage budgets and track / report on expenditure	Essential	A, I
Strong analytical skills with the ability to interpret and report on data	Essential	A, I,
Highly organised, with excellent record keeping and attention to detail	Essential	A, I
Ability to make consistent decisions, show confidence and resilience	Essential	I
Proficiency with IT and computer-based information systems, including CRM systems (Knowledge of Salesforce an advantage)	Essential	A
Self-starter and team player, able to adapt and manage changing and competing priorities	Essential	I
Can-do attitude and open-minded approach to ways of working	Essential	I
Operational experience of working within 'funder plus' model	Desirable	A

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 as VAWG Fund Manager
- How your experience meets the requirements of the person specification criteria with an 'A' next to them

to jointheteam@londoncf.org.uk

Selection process

Applications will be reviewed against the criteria set out in this recruitment pack, marked with an 'A' in the person specification table, 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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