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**Candidate Information Pack**

**Programme Director**

**Please find enclosed:**

## Background Briefing

## Job Description and Person Specification

* Application Form
* The Recruitment Process

For background information on Cripplegate Foundation please go to [www.cripplegate.org](http://www.cripplegate.org) and [www.islingtongiving.org.uk](http://www.islingtongiving.org.uk)

Background Briefing

**Cripplegate Foundation**

Cripplegate Foundation is a highly successful, independent charity working in Islington and in parts of the City of London. We spend about £1.4m a year on grants to organisations and local residents. We work in Islington to address poverty and inequality. Our grants make a real difference to people’s lives.

Islington is one of the poorest boroughs in England. Great wealth sits cheek by jowl with poverty. Islington has the second highest level of child poverty in London, over 30% of young people live in a household where no one works, a third of children live in overcrowded households and we have the least open space of any local authority in the country. Islington has high levels of mental ill health with the highest levels of depression in England. Life expectancy for men is one of the lowest in London. At the same time Islington is home to wealthy residents and there are world class opportunities on our doorstep.

Our aim is to make the most difference in Islington. In 2008 we published research on Invisible Islington which highlighted the isolation of our poorest residents and identified issues to action. In 2013 our Distant Neighbours Report showed that poverty is deepening and inequality is widening. A five year programme of action is now in place. The Foundation will continue to use commissioned research and evidence from its grants programmes to inform its work.

We have a clear programme strategy, which we have developed in the past 3 years, which identifies how and where the Foundation’s work can make a difference. We are developing a new programme with partner funded organisations with whom we will work closely to shape and develop our work. As a place-based funder we can and do respond quickly and flexibly to ensure that we can maximise opportunities.

We visit all applicants for funding and maintain links with organisations when grants are awarded. We have a deep knowledge of community organisations and aim to strengthen their work so that they can effect change.

As well as running our own grants programmes, we work with others. We run a small grants programme with Islington Council – Islington Council Community Chest – which provides grants to over 100 small organisations each year. This ensures that grassroots action can be supported and developed. In 2013 we joined with Islington Council to set up an innovative Resident Support Scheme giving residents grants for basic household goods and linking them to effective support to change their lives.

In September 2010 Cripplegate Foundation with four other funders set up Islington Giving, bringing together ‘unusual suspects’ – trusts and foundations, residents and businesses – to give money, give time  and make change in one of the poorest places in England. This place-based model of philanthropy has brought new resources to Islington, whether this is through Businesses for Islington Giving bringing jobs and skills from large companies into the borough or through residents donating money and time. We have raised £3.5m in three and a half years to fund a grants programme of £500,000 a year which enables organisations to ‘unlock’ Islington for our poorest and most isolated residents. Now a permanent campaign in the borough, Islington Giving has inspired London’s Giving, which is helping new ‘Giving’ models to develop across London.

We have strong links with other local, national and London funders. We work with Islington Council, Islington CCG, the Corporation of London, and businesses in Islington and the City. We are actively involved in local partnerships ranging from neighbourhood initiatives to a Debt Coalition. Cripplegate Foundation has 17 Governors who are engaged and active, attending meetings, leading working parties and being ambassadors for our work.

We increasingly use evidence from our work to influence public policy as it affects Islington. In 2014 we convened and coordinated a successful ‘Keep the Safety Net’ Campaign with national funders and voluntary sector organisations to maintain central government funding for local welfare schemes.

We are now looking at how we use all our assets – an endowment of £35m, our premises and our knowledge – to do more. We’ve moved from a traditional grant maker to fundraising, working with others long term, and if necessary campaigning on issues that affect Islington residents.

Building on our success we are now looking for an exceptional person who can strategically lead and deliver our ambitious grants programmes and develop new partnerships to leverage resources for Islington. The primary focus of this post is about developing and delivering effective action to tackle the local issues, and ensure that we can respond to a fast changing environment.

Find out more about our work at [www.cripplegate.org](http://www.cripplegate.org) and [www.islingtongiving.org.uk](http://www.islingtongiving.org.uk)

**The role**

This post provides opportunities to shape the role and contribute to the strategic development of the Foundation’s programmes and partnerships.

You will have a leadership role as a member of the Management Team and deputise for the Director of the Foundation. You will contribute to the Foundation’s strategy , supporting and managing a team of 3 Programme Officers. You will have responsibility for developing, coordinating and monitoring grants programmes and evaluating their impact. You will also manage a portfolio of grants.

You will represent the Foundation externally and develop and maintain relationships with key organisations.

**Key Areas of Responsibility:**

1. **Strategic**Lead and shape the Foundation’s programmes and partnerships to ensure that they make a difference to Islington.
2. **Leadership and Management**  
   Lead a team of 3 Programme Officers, maximising the team’s strengths and ensuring that the team can effectively contribute to the Foundation’s priorities. You will offer wider leadership to the Foundation as the Deputy for the Director and a member of the Management Team.
3. **Developing Grant Making**  
   Ensure a developmental approach to the Foundation’s grant making. This includes overseeing and coordinating the delivery of all grants programmes managing a caseload of complex grants and ensuring programmes are monitored and evaluated.
4. **Building and Maintaining Relationships and Partnerships**  
   Work with a wide range of stakeholders, including voluntary organisations, local and national Government, Health bodies and housing associations to promote and develop the work of the Foundation
5. **Developing Relationships with Governors**  
   Work closely with Governors to ensure that Committees and ad hoc working parties support the Foundation’s work
6. Undertake any other relevant tasks in relation to the work of the Foundation as requested by the Director.

**Terms and Conditions**

The appointment is subject to an initial six month period of probation, during which performance will be regularly reviewed. The hours worked can be flexible by agreement with the Director. On completion of the probationary period, notice will be three months on either side.

**Responsible to:** The Director.

**Hours:** Full time, 35 hours a week, at times to be agreed with the Director. Office hours are 9am to 5pm, and there is a requirement to attend some evening meetings and events.

**Training:** Appropriate training to support the development of the role will be offered as agreed with the Director.

**Holiday:** 28 working days a year plus 2 volunteering days plus bank holidays.

**Salary:** £45,630 – £51,520 per year.

**Contract type:** Permanent contract.

**Pension:** Group Stakeholder Pension Scheme – employee pays 3% of salary and Cripplegate Foundation contributes 10% of salary.

**Location:** The post will be based at Cripplegate Foundation’s office in Islington, 13 Elliott’s Place, London N1 8HX.

PERSON SPECIFICATION: PROGRAMME DIRECTOR

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| --- | --- | --- |
| **Experience and knowledge** | **Essential** | **Desirable** |
| 1. Substantial experience of programme delivery and development in either a grant giving trust or in the public or voluntary sector | ✓ |  |
| 1. Experience of staff management and leadership | ✓ |  |
| 1. Detailed knowledge of a substantial part of the voluntary sector and issues facing its development | ✓ |  |
| 1. Demonstrable knowledge of social policy issues which impact on inner city areas | ✓ |  |
| 1. Experience of managing and reporting on complex budgets | ✓ |  |
| 1. Demonstrable experience of managing a varied work load to tight deadlines | ✓ |  |
| **Skills** |  |  |
| 1. An ability to foresee problems and design solutions | ✓ |  |
| 1. Excellent analytic skills | ✓ |  |
| 1. Excellent verbal and written communication skills including drafting and presenting reports | ✓ |  |
| 1. An ability to build relationships with a wide range of people, including funded organisations, other funders, local and national stakeholders | ✓ |  |
| 1. IT skills including databases | ✓ |  |
| 1. The ability to work in a small team | ✓ |  |
| **Attitudes** |  |  |
| 1. An open and collaborative leadership and management style | ✓ |  |
| 1. An ability and a readiness to develop interests in particular areas of work as the Foundation’s priorities change | ✓ |  |
| 1. An understanding of and a commitment to issues of diversity and equality of opportunity | ✓ |  |



**PROGRAMME DIRECTOR**

**APPLICATION FORM**

**Please submit this application to** [**cripplegate@allysondavies-consultant.com**](mailto:cripplegate@allysondavies-consultant.com) **with your CV attached.**

1 . **PERSONAL DETAILS**

Surname: Mr, Mrs, Miss, Ms

(please print) (please delete as appropriate)

First Names:

Address:

Telephone Number: Home

Work Mobile:

E mail:

Disability:  *(please indicate any steps we may need to take to enable your appointment)*

Sickness: How many days leave for sickness have you taken in the past 2 years?

**2.** **EMPLOYMENT RECORD**

A. Latest Employment

Name and Address of Employer:

From: To:

Post and brief outline of duties:

Reason for Leaving:

Latest Salary:

B. Previous Employments *please continue on a separate sheet if necessary*

Name and Address of Employer:

From: To:

Post and Brief Outline of Duties

Reason for leaving:

Name and Address of Employer:

From: To:

Post and Brief Outline of Duties:

Reason for Leaving:

**3.** **EDUCATION AND TRAINING UNDERTAKEN**

**4.** **IF THE ANSWERS TO QUESTIONS 1. AND 2. DO NOT ACCOUNT FOR AT LEAST THE LAST 10 YEARS, PLEASE FILL IN ANY GAPS BELOW:**

**5. DESCRIBE ANY COMMUNITY ACTIVITY OR VOLUNTARY WORK YOU HAVE BEEN INVOLVED IN WHICH IS OF RELEVANCE TO THE POST:** *please include dates and names of organisation*

**6. WHAT RELEVANT SKILLS OR EXPERIENCE YOU WOULD BRING TO THIS POST** *please continue on a separate sheet if necessary*

**7. WHY YOU ARE INTERESTED IN THIS POST?**

**8. REFERENCES**

*Please give the names and addresses of two professional referees (one of whom should be your present or last employer).*

Name:

Position:

Company/Organisation:

Address:

E Mail:

Telephone:

In what capacity do you know this person?:

Name:

Position:

Company/Organisation:

Address:

E Mail:

Telephone:

In what capacity do you know this person?:

do not contact until offered the post

please notify me before contacting

can be contacted now

Delete as appropriate

**10. Please indicate what period of notice you have to give:**

**SIGNED:** ............................................ **DATED:** ...................................

**Please note that knowingly giving incorrect information on this application could lead to termination of employment**

**The Recruitment Process**

## Timetable

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| --- | --- |
| Deadline for applications | 7 July 2015 at 10am |
| Candidate assessment day | 14 July |
| Final Interview | 15 July |
| Decision made & successful candidate notified | 18 July |

## To Apply

If you would like to apply for this role, please complete this Application Form [delete the preceding pages before sending] and attach a CV outlining your career to date plus any academic and professional qualifications.

Please send these two documents, **by 10am, on 7 July 2015**, to

cripplegate@allysondavies-consultant.com

**Information**

If you require any further information or you would like to discuss anything in more detail, please contact Allyson at the above contact details, or call 020 7828 3855 or 0796 855 6164.