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**Candidate Information Pack**

**Grants and Development Manager**

**Please find enclosed:**

## Background Briefing

## Job Description and Person Specification

* Application Form
* The Recruitment Process
* Equal Opportunities Monitoring Form

**For background information please go to:-**

www.communitylandtrusts.org.uk

**Background Briefing**

**Why Join the National CLT Network?**

Would you like to work in a dynamic and focused organisation that is behind a growing movement of people building genuinely and permanently affordable homes?

Community Land Trusts (CLTs) are a vital force for social good. They are local organisations set up and run by local people to develop and manage homes as well as other assets important to that community, like community enterprises, food growing or workspaces. The CLT’s main task is to make sure the homes are genuinely affordable, based on what people actually earn in their area, not just for now but for every future occupier. The CLT movement is growing fast as more and more people feel the impact of the housing crisis and decide to take things into their own hands.

Comprising a small, dedicated and ambitious team, the National CLT Network is now poised to begin a period of growth. We have an ambitious strategy to scale up the CLT sector and move the National CLT Network itself from being predominantly grant funded, into a strong, viable and resilient social business. We have recently secured funding from two major trusts to help achieve that goal. The Grants and Development Manager is a senior, leadership post in the organisation and will play a key role in helping achieve the National CLT Network’s ambitions for the CLT sector.

Now is an exciting time to be involved in the National CLT Network and the CLT movement as it is on the cusp of significant expansion.

**National CLT Network**

The National CLT Network was established in 2010. As the national Charity for CLTs in England and Wales, it represents and supports 225 CLTs nationwide and is a membership body. The National CLT Network provides funding, resources, training and advice for CLTs and works with Government, local authorities, lenders and funders to establish the best conditions for CLTs to grow and flourish. In the short time that the organisation has been around it has achieved a significant amount and it is known as one of the most effective lobbying organisations in Westminster. Some of the notable achievements include: -

* Significant lobbying successes, including, this year alone, securing £60m annual Government funding for CLTs and community-led housing, a full exemption from the Government’s 1% cut in social rents and a partial exemption from the Right to Buy;
* The successful delivery of three major Grant Programme that enable CLTs to establish and deliver homes, awarding 268 grants to date;
* Significantly raising the political and public profile of CLTs, including among Cabinet Ministers, MPs (70 MPs were engaged on one campaign), policy makers and key partners. The organisation recently led a major study into the housing crisis for the National Housing Taskforce on behalf of the Housing and Planning All Party Parliamentary Group.

These successes, alongside many others, have had the following impact:

* A six-fold increase in CLTs from 30 in 2010 to 225 in 2016 and an expansion of the sector into urban areas;
* 700 permanently affordable homes built by CLTs and another 3000 in the pipeline;
* Securing the future growth of the CLT movement and protecting existing community initiatives from the potentially damaging impact of recent Government policies;

**Organisational context**

The National CLT Network has an ambitious strategy over the next five years to significantly scale up the CLT movement and, simultaneously, transform the National CLT Network from being almost entirely reliant on grant, into a strong, viable and resilient social business. Having recently secured core grant funding from the Tudor Trust and the Esmeé Fairbairn Foundation to support this strategy, the National CLT Network is in a strong position to build on its early successes and, over the next five years:

* Grow the number of CLTs to at least 300 nationwide and support the delivery of at least 3000 permanently affordable homes;
* Lead the development of an alliance for the wider community-led housing sector;
* Turn the National CLT Network into a financially sustainable and resilient social business.

**Development of the National CLT Network**

In order to achieve these strategic aims the National CLT Network has plans to build on its current programme of activities and develop and deliver new entrepreneurial ways to support CLTs and generate income. These include setting up a range of cutting edge initiatives, including a Mortgage Brokering Service, social investment loan fund and a land fund, and putting in place new and improved services for members. It also involves building a formal collaboration with partners in the wider community-led housing sector and building strong relationships with existing and future funders and supporters. This will all require strong leadership and strategic development of the organisation.

**The grants programme**

The National CLT Network is currently responsible for three grant making programmes: the Start-up Fund (£500,000) and the Urban CLT Project (£350,000), both of which support new CLTs to get started, and the Umbrella CLT Fund (£208,000), which supports the development of local and regional support infrastructure for CLTs. These programmes are a fundamental part of the National CLT Network’s work and it is vital that they are delivered to maximum effect.

**The role**

Working closely with a small and ambitious team, this role will act as a Deputy to the Director and will work at a strategic and leadership level, helping to deliver the National CLT Network’s strategic aims. The role offers the opportunity to be enterprising, entrepreneurial and, given the prominence of the National CLT Network in the wider affordable and community housing sector, develop leadership qualities both within the organisation and externally. The challenges and opportunities are manifold, including:

* Leading on the delivery and development of the grant programmes to ensure CLTs are getting the right support, and developing new opportunities to support CLTs and community-led housing organisations;
* Leading on the delivery of cutting edge initiatives to scale up the CLT movement and transform the National CLT Network into a sustainable and resilient social business;
* Creating new ideas and opportunities to further the National CLT Network’s strategy, working with the team, Members and partners to make them happen;
* Working with the Director to identify and develop new business opportunities;
* Leading on the development of the National CLT Network’s strategy to grow membership and provide more services to members.

**The person**

In order to achieve the National CLT Network’s vision and goals the Network needs to recruit a team player who will add significant value to our work. This is an exciting and career-enhancing role. It could be the right opportunity for a range of potential candidates. Your motivations might be many and varied – from wanting to develop your career in grant making or development, to having a passion for housing or communities, or because you want more responsibility and leadership. Whatever your motivations the National CLT Network would like to hear from you. Particularly if you: enjoy a variety of tasks and challenges, are creative, enterprising, entrepreneurial and ambitious and are able to delegate the detail and want to work closely with the Director to keep an eye and focus on the big picture. You will also feel strongly about the importance of social justice and the difference that CLTs can make.

**JOB DESCRIPTION**

**Job Title:** Grants and Development Manager

**Salary:** £39,000 - £41,000 + pension and benefits

**Location:** Borough/London Bridge, SE1

**Contract:** Permanent

**Responsible to:** The Director

**Responsible for:** The Grants and Events Coordinator

A review of the reporting structure in 2017 may also result in at least one other direct report.

The National CLT Network has a matrix management approach, so the post holder can expect to be responsible for a number of projects

**Purpose of the post:** Working closely with and deputising for the Director to make a key contribution to the delivery the National CLT Network’s strategy to scale up the CLT movement and turn the organisation into a strong, viable and resilient social business.

Driving, leading, project managing and delivering the grant programmes, assessing and distributing grants, reporting back to funders, developing ways to improve the grant programmes for the future and putting in place exit strategies.

Responsibility for the Grants and Events Coordinator who will provide support on the grant programmes, including liaising with applicants and grantees and administering the programmes.

Working closely with the Director and others to identify and develop opportunities for new business and to achieve the National CLT Network’s strategy.

**Strategy and Organisation Development**

* Work with the Trustees, Director and other team members to deliver the organisation’s strategic aims and financial strategy;
* Working closely with the Director, build relationships with existing and potential funders and partners;
* Identify, consider and develop proposals to respond to new business or funding opportunities, including drafting funding bids and negotiating on funding agreements;
* Work with colleagues to develop a strategy for the future of the grant programmes, including an exit strategy;
* Develop and support the delivery of a strategy to grow membership and develop member services;
* Develop the consultancy service and thereafter be responsible for managing and/or delivering the service;
* Develop and deliver a sponsorship strategy and other new initiatives which further the interests of the National CLT Network;
* Manage the Mortgage Brokering Service pilot partnership.

**Grants Programme Leadership and Management**

* Lead the delivery of the National CLT Network’s grant programmes; be responsible for the management of the Funds and ensure that the grant programmes achieve their objectives;
* Manage and delegate to the Grants and Events Coordinator, taking responsibility for building their role and ensuring that it plays to their strengths;
* Working with other team members, ensure effective promotion of the grant programmes;
* Working with the Grants and Events Coordinator, assess applications and support the Coordinator to carry out effective monitoring and evaluation;
* Working with the Grants and Events Coordinator, take a supportive role with applicants, ensuring the programmes help build their capacity and achieve what the group wants to achieve;
* Oversee the budgets of the grant programmes, working with the Grants and Events Coordinator to ensure they are well managed;
* Liaise and build relationships with the decision making panels and report to the panels on the performance of the grant programmes, including financial reporting;
* Ensure the production of regular and final reports to funders;
* Commission and oversee independent evaluations of the grant programmes, where relevant;
* Plan for and deliver positive exit strategies for the three grant programmes when they are due to come to an end;
* Working with the Director and Communications and Policy postholder, provide market intelligence and data to inform the advocacy campaign and lobbying work.

**Membership Services Development and Management**

* Implement the strategy to grow membership and deliver additional member services, including the commissioning of resources for members;
* Support the Communications and Policy Officer to promote the membership offer and ensure members are happy with the offer;
* Build relationships with members through ongoing contact and visits, listen to members and seek to understand their needs.

**Other**

* Managing projects using a Matrix system, taking responsibility for leading and managing a mix of team members in order to deliver on specific projects;
* The National CLT Network is a small organisation and the postholder will be required to take on other responsibilities and duties in support of our work, as may reasonably be required.

**PERSON SPECIFICATION - Grants and Development Manager**

| **Knowledge, skills and experience** | **E** | **D** |
| --- | --- | --- |
| 1. Experience of working in or with the voluntary, charity or community sector. |  | ✓ |
| 1. Experience of management of both projects and people. | ✓ |  |
| 1. Excellent communication skills, able to write in an interesting, accurate and informative way. Strong verbal communication skills. | ✓ |  |
| 1. Excellent relationship building skills. | ✓ |  |
| 1. Good organisational skills, able to juggle a range of roles and challenges. | ✓ |  |
| 1. Knowledge of grant making, either through grant giving or through applying for grants. |  | ✓ |
| 1. Experience of bringing in new funding sources or new business opportunities and partnership opportunities. |  | ✓ |
| 1. A confident self-starter. | ✓ |  |
| 1. Genuine value of and commitment to National CLT Network’s aims and the role it plays. | ✓ |  |

| **Personal qualities and abilities** |  |  |
| --- | --- | --- |
| 1. Strong entrepreneurial flair and business acumen. | ✓ |  |
| 1. Proven ability to strategise and see the big picture, able to plan ahead. | ✓ |  |
| 1. An ability to drive programmes and projects forward and be task oriented. | ✓ |  |
| 1. A team player, able to work both independently and collaboratively in the role and able to roll your sleeves up when needed. | ✓ |  |
| 1. Strong financial management ability. | ✓ |  |
| 1. Comfortable with change and an ability to see how to improve the organisation. | ✓ |  |
| 1. Enthusiastic, highly motivated and genuinely interested in, curious about and supportive of the work of CLTs and the National CLT Network. | ✓ |  |

**National CLT Network**

**Application Form - GRANTS AND DEVELOPMENT MANAGER**

**Please complete this Application Form and attach a CV outlining your career to date, plus any academic and professional qualifications. Please send your application, by 18th January 2017, to NCLTN@allysondavies-consultant.com**

Full Name:

Address:

Mobile Phone:

Home Phone:

Email:

How did you hear of this post?

Are you eligible to work in the UK?

# References

Please give details of two professional referees: your current or most recent, and a previous employer:

1. Name and professional relationship to you:

Tel:

Email:

OK to approach Yes/No

1. Name and professional relationship to you:

Tel:

Email:

OK to approach Yes/No

**Please give details of your current income and benefits details:**

Basic Annual Salary: Annual Leave:

Pension: Employer contribution: Employee contribution:

Any other benefits:

Notice required:

##### On no more than two pages, please state:

1) Why you would like to be the Grants and Development Manager at the National CLT Network?

##### 2) What three key areas of your experience and skills you can bring to this role?

##### (please draw upon the Person Specification to inform your answer)

**DECLARATION**

I declare that the information that I have provided on this form is true and accurate, and in particular that I have not omitted any fact which may have a bearing on my application. I understand that any subsequent contract of employment with the NCLTN will be made on the basis of the information I have provided. I understand that a false declaration, which results in my appointment to NCLTN, will render me liable to dismissal without notice. I also understand that submitting this form electronically is equivalent to a signed declaration.

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**National CLT Network** **Grants and Development Manager**

**The Recruitment Process**

## Timetable

|  |  |
| --- | --- |
| Deadline for applications | 18 January 2017, at 10am |
| Screening Interview | 24, 25, 26, 27 January |
| Panel interviews | 1, 2 or 3 February |
| Final Interview | 6 February |
| Decision made & successful candidate notified | 10 February |

## To Apply

If you would like to apply for this role, please complete this Application Form and Equal Opportunities Monitoring Form (downloaded from

<http://www.allysondavies-consultant.com>), plus attach a CV outlining your career to date, with any academic and professional qualifications.

Please send your application, **by 10am, on 18 January 2017**, to

NCLTN@allysondavies-consultant.com

**Information**

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