

Director

Candidate Information Pack



Please find enclosed:

- Background briefing (p2)
- Job description (p4)
- Person specification (p6)
- Recruitment timetable (p7)

For background information go to: <http://www.longleighfoundation.org/>

Background briefing

Our Vision – for everyone to have the opportunity to live a better life

Why join us?

Would you like to play a key role in the early years of building and developing a charitable foundation that is working with passion and vision to assist vulnerable people against a backdrop of government Budget cuts and Welfare Reform?

Comprising a small, dedicated and ambitious team of staff and trustees, the Longleigh Foundation provides grants to residents of social housing to enable them to make changes to their lives. We are committed to using the resources we have, and to developing new resources, in order to expand this work and create innovative responses to the challenges faced by local communities. Working closely with the Trustees and a part-time administrator, the Director will play a key role in helping us to unlock further our potential and impact, leading on strategies to develop our work, growing a set of key relationships, identifying innovative ideas and taking the organisation forward.

Who are we?

The Longleigh Foundation was established by Stonewater, one of the UK's leading social housing providers. Through a range of grants, we support innovative projects working with vulnerable groups to help them change their lives, together with some individual support to assist vulnerable residents. Our grants programme focuses on the following areas:

Young People

Supporting people aged 16-25 to unlock their potential and carve out their own, positive futures by funding training and skills development.

Older People

Supporting people aged 60 and over to improve their well-being; develop skills and fill the gaps in services for older people.

Individuals at risk of, or subject to, domestic abuse

Supporting people to break the cycle of domestic abuse through funding individuals to build a better future and projects working with groups.

Individuals with a physical or mental disability

Supporting people to improve their quality of life, access skills and training, health and well-being.

The role of Director

The role offers the opportunity for someone to play a key and progressive role at the Foundation, as they will have a clear mandate from the trustees and a supportive environment in which to develop and grow our work. The attractions, opportunities and challenges include:

- Growing and developing a new and small grant maker towards reaching its potential and unlocking opportunities to develop partnerships and resources.
- Reflecting on our grant giving programme and working with the Trustees to ensure that we are maximising our resources and impact.

- Listening to the people we support, and ensuring that the grants we offer are widely known.
- Working collaboratively in different areas to identify potential innovations that can make a difference.
- Joining an organisation that has a supportive team of Trustees who are passionate about our work and who give generously of their time and expertise.
- Streamlining our systems and processes to be light touch but effective, so that we can focus on what really matters.

About you

For the right person, this is an exciting and career-enhancing role. It could be the right opportunity for a range of potential candidates and we will welcome and encourage applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Your motivations might be many and varied - from wanting to step up into a Director role, to being passionate about securing better lives for people, to thriving on strategy and building strong relationships and partnerships. Whatever your motivations we want to hear about them and we want to hear from you, particularly if you have:

- An enterprising mind and business acumen, vision and an ability to think outside the box and be genuinely innovative.
- A passion for developing and growing a small organisation so that it can support more people to reach their potential.
- A relish for getting out and about, networking with local stakeholders and movers and shakers, and being able to discern what interventions might make a difference in an area.
- A talent for weighing up risks and then not being afraid to take them and back innovation.
- A trusting, collegiate and collaborative approach to building relationships with Trustees, partners, funders.

If you'd like to discuss this role further please contact Allyson Davies, our selection advisor, for an initial conversation via longleigh@allysondavies-consultant.com or call 020 7828 3855 or 0796 855 6164.

Job description

Director

Job Title	Director
Salary	£50,000–£60,000 (pro rata for 3 days per week)
Responsible to	The Chair and Trustees
Responsible for	<ul style="list-style-type: none">• An administrator role to support the Director in the day to day operations of the Foundation• Maintaining the strong relationship with those at Stonewater who provide contracted management services for the Foundation.
Purpose	<p>Working closely with a team of Trustees to develop the Foundation so that it reaches its potential by being enterprising, networking in communities, listening, and being innovative and light-touch.</p> <p>Bringing talent, vision and strategic ability to ensure that the Foundation supports a growing number of people and groups to make a difference to their lives.</p>
Liaison with	<ul style="list-style-type: none">• Stonewater Housing Association• Other grant makers, funders and partners• Grantees and projects funded
Hours	3 days per week, with flexibility and the potential to grow the role and take on more days, or to create another new role. The post holder may on occasion be required to work late and should therefore have some flexibility with regard to working hours.
Benefits include	A contributory pension scheme.

Main duties and responsibilities:

Leadership and Direction

- Advise the Board on all internal and external matters relating to activities and mission.
- Engage and enthuse internal and external audiences to engage with the Foundation.
- In close collaboration with the Board, lead on the development of relevant strategies, approaches and policy.
- Develop and oversee the implementation of the Foundation's Business Plan and Grant Making Strategy.
- Take responsibility for overseeing an Income Generating Strategy, working with consultants and potentially a part-time fundraising specialist.
- Have the vision to grow the organisation and to staff it appropriately.

Governance

- Work with the Trustees to ensure that the mission is safeguarded and that strategies, approaches and policies are clear and well informed.
- Advise Trustees on their roles and responsibilities, in accordance with current good governance of charities and their legal responsibilities.
- Ensure the effective servicing and timely provision of information and advice to the Trustees.
- Ensure the systems are in place for compliance with regulatory and legal bodies.

Partnership development and management

- Investigate and make proposals to the board of potential new partnership arrangements.
- Establish strong, long-term partnerships with organisations who share our vision.

- Similarly, establish representation at, and relationships with, Government and other key agencies.
- Identify and develop partnerships with the aim of expanding the quality and quantity of our reach and work.
- Work with existing partners to ensure progress is made in delivering in partnership working.
- Network and promote Longleigh in the grant giving sector.
- Hold the primary responsibility for the relationship with Stonewater, the Foundation's key donor.

Grants

- Develop new strategies for grant giving.
- Commission research and strategic projects.
- Ensure that the grants programme is maximising its potential by researching, and developing and proposing new areas of work to the Trustees.
- Be responsible for overseeing the grants programme, ensuring that the grants cycle is managed and administered professionally and appropriately for Project, Strategic and Individual grants.
- Ensure that grants are monitored appropriately and that case studies are captured.
- Evaluate the grant giving programme on a yearly basis.

Marketing and communications

- When required, and working with agencies and the part-time administrator, manage the development and delivery of marketing and communication materials, including PR and social media.
- To act as an advocate and ambassador for the Foundation.
- To ensure effective and constructive communication with partners, funders, and other stakeholders.

Finance management and development

- To be responsible for setting and managing the annual budget.
- To manage the budget including reporting on progress to the Trustees.

Staff management

- To develop and manage the Administrator.
- To coach all direct reports to ensure maximum achievement against objectives.
- To monitor delivery of deadlines and support when necessary.
- To carry out a performance reviews bi-annually, and on an ad-hoc basis where necessary.
- To ensure that all HR processes are completed in a timely manner, including the monitoring of holidays, sickness and absence.

Other duties

- To carry out from time to time and as directed, any other reasonable duties as required in addition to the above that will be both reasonable and within your capabilities.
- To work in line with the Foundation's values.
- To keep up to date with best practices and share knowledge appropriately.
- To ensure that at all times you take care of your health and safety and that of others by complying with health and safety obligations.

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Person specification

Competencies	E	D
Enterprising with strong business acumen.	✓	
Strategic leadership.	✓	
Influencing, networking and promoting.	✓	
Presentation - at ease communicating with a wide range of audiences.	✓	
Appraisal of complex ideas and projects.	✓	
Vision for the growth of the organisation.	✓	
Knowledge, skills and experience		
Experience of a senior role in or with the voluntary, charity or community sector.	✓	
Experience of managing of both projects and people.	✓	
Excellent communication skills, able to write in an interesting, accurate and informative way. Strong verbal communication skills.	✓	
Strong relationship building skills.	✓	
Good organisational skills, able to juggle a range of roles and challenges.	✓	
Knowledge of grant making.	✓	
Experience of identifying, assessing and implementing new business and partnership opportunities.	✓	
A confident self-starter.	✓	
Genuine value of and commitment to the Foundation's aims and the role it plays.	✓	
Experience of risk identification and management.	✓	
Experience of research and developing policy.		✓
Personal qualities and abilities		
A confident, independent, energetic and visible leader.	✓	
Meaningful personal commitment to addressing disadvantage.	✓	
Strong entrepreneurial flair and business acumen.	✓	
Proven ability to strategise and see the big picture, able to plan ahead.	✓	
An ability to drive programmes and projects forward and be task oriented.	✓	
A team player, able to work both independently and collaboratively.	✓	
Committed to innovation, quality, service and value for money.	✓	
Strong financial management ability.		✓
Capacity to deliver results to tight deadlines.	✓	
Comfortable with change and an ability to see how to improve the organisation.	✓	

Director

The recruitment process timetable

Deadline for applications	Wednesday 4 October at 10am
Screening interviews	11/12/13/16 October, either via phone or in London
Panel interviews	Wednesday 25 October (London)
Final interview	Friday 27 October (London)
Decision made & successful candidate notified	Early November

To Apply

If you would like to apply for this role, please complete the **Application Form** (download from <http://www.allysondavies-consultant.com/job-board/director-longleigh-foundation/>) and **Equal Opportunities Monitoring Form** (download from <http://www.allysondavies-consultant.com/job-board/equal-opportunities-monitoring-form/>) plus attach a **CV** outlining your career to date, with any academic and professional qualifications.

Please send these three documents, **by 10am on Wednesday 4 October 2017**, to longleigh@allysondavies-consultant.com

Further Information

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