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**Director of Finance and Resources (COO equivalent) [[1]](#footnote-1)**

**Cripplegate Foundation and Islington Giving**

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To discuss this role further please contact Allyson Davies at

CFIG@allysondavies-consultant.com

Or call 020 7828 3855 or 0796 855 6164

For background information on Cripplegate Foundation and Islington Giving

[www.cripplegate.org](http://www.cripplegate.org)

[www.islingtongiving.org](http://www.islingtongiving.org/)

**Cripplegate Foundation is committed to best practice in**

**Equality, Diversity and Inclusion**

Cripplegate Foundation is registered charity number 207499, with its registered address at

13 Elliott’s Place, London N1 8HX

**Director of Finance and Resources (COO Equivalent)**

 **of Cripplegate Foundation and Islington Giving**

**Background Briefing**

**Are you our next Director of Finance and Resources?**

Do you have financial and organisational expertise and would you like to join an innovative, place-based, small grant-making foundation?

Do you thrive on working collaboratively and collegiately with partners, teams and boards?

Are you a creative thinker, able to work with others to bring about innovation?

Are you passionate, as we are, about addressing issues around poverty and inequality?

If so, then you might be just the person we are looking for to lead our Resources team.

**About Cripplegate Foundation and Islington Giving**

Our vision is of a society where everyone has the opportunity to live a rewarding and fulfilled life, free from poverty and inequality. We aim to bring about change to improve the lives of Islington’s most disadvantaged residents. We take an evidence-based, innovative and proactive approach and work in partnership with others to improve local support and resources, funding voluntary organisations and advocating positive change in policy and practice.

We have grown our role from a local grant-making trust established more than 500 years ago and now have an endowment of some £40 million. We make grants of £1.8m a year from the income from our endowment and on behalf of others.

Cripplegate Foundation operates in the London Borough of Islington and a small part of the City of London. It is a pioneer of a new place-based giving movement, building on a decade of innovative partnerships and grant programmes.

Islington Giving now forms a significant part of the work of Cripplegate Foundation. It operates as a restricted fund of the Foundation and brings together a coalition of local, regional and national funders, residents, businesses and voluntary organisations to tackle stubborn issues of poverty and inequality. Islington Giving works *with*, not *for*, residents and together we invest in young people, support families and reach isolated people. Its growing fundraising programme involves local businesses and residents. Islington Giving has its own board which includes representatives from leading coalition partners. The Foundation provides administrative support to Islington Giving and manages its resources and programmes, including fundraising.

The Foundation has a reputation for quality and innovation and for its supportive approach to the development of voluntary organisations. We have commissioned and published important research into disadvantage and inequality in Islington. This has provided the evidence base for the Foundation’s and Islington Giving’s strategy, partnerships and programmes.

Over the years we have achieved a successful record of spotting and seizing opportunities for new avenues of work, new resources and partnerships. We have become a major influencer in the grant giving sector on a London-wide and national level and have achieved significant innovations, such as:

* Creating and developing Islington Giving, which has shone a light on poverty and inequality and raised over £6 million in nine years to invest in innovative programmes.
* Pioneering place-based giving, now cited in reports such as the Centre for London, the GLA and the Office for Civil Society.
* Supporting the development of 20 other local giving schemes through London Funders.
* Partnering with Islington Council to promote community development through the Community Chest, a small grants programme and to support residents through the Islington Resident Support Scheme, one of a few local welfare support schemes remaining in England
* Developing new replicable grant programmes, such as:
	+ *The Catalyst* grant programmes for individual life-changing grants delivered with partners;
	+ Advice projects which take welfare rights services to residents;
	+ *Young Grantmakers*, supporting young people to run their own grants programmes; and
	+ *Good Neighbour Schemes* based on social housing estates.

Our success is reflected in the role we now play in influencing social policy on a local and wider level, using evidence from research, our learning from own work and from working through extensive networks.

The Foundation has a small committed, passionate and talented staff team. It is constituted by a Charity Commission Scheme and has a single corporate trustee with 17 directors, known as ‘Governors,’ who make a huge contribution to our success.

**Why Islington?**

Islington faces real and harsh challenges. It is home to great wealth and has many cultural and commercial success stories. However:

* Islington ranks fourth nationally on income deprivation indicators for older people.
* 38% of children in Islington live in poverty. This is the third highest in London.
* 53% (7,500) of primary school age children, and 70% (5,300) of secondary school age children, are eligible for deprivation Pupil Premium.
* Levels of depression and serious mental ill-health are the highest in London.
* Incidence of domestic violence is rising, and disproportionately affects women aged 18–44, as well as BAME women.

Cripplegate Foundation and Islington Giving aim to help address these issues. We now need the right Director of Finance and Resources to support us to take the organisation forward and do ever more creative and pioneering work.

**It’s an exciting time to join us!**

The next few years promise to be pivotal in shaping the future role of Cripplegate Foundation and taking Islington Giving and the place-based giving movement even further. The current post holder has made a significant contribution to the development and leadership of the Foundation and the new post holder will inherit a strong resources function. There will, however, be lots of exciting challenges to engage with as part of the Senior Management Team and in terms of the ongoing development of the resources team and function.

The opportunities to make a real contribution are manifold, including:

* Working creatively and innovatively with the SMT, the Governors of Cripplegate Foundation and the Board of Islington Giving to develop new visions and programmes for the future.
* Leading the resources function and provide advice and guidance to ensure that Cripplegate Foundation and Islington Giving continues to demonstrate best practice and maintains its reputation as a respected, trusted and thoughtful grant-maker, employer and investor.
* Helping to build an organisation where equality, diversity and inclusivity are embraced and where the board, staff and programmes evolve to reflect the diversity of our area.
* Leading a passionate and committed team to ensure that they can contribute fully and reach their potential.

**About you**

The new Director of Finance and Resources will need to be consultative, with strong listening skills and respect for the opinions of others. They will need the confidence and expertise to advise and guide the team and governors, enabling them to deliver innovation, whilst maintaining best practice and ensuring compliance. They will need to be able to relate to the big picture and vision, whilst also being able to consider the detail. The applicant could be someone who is developing their career, with the potential to learn about how to lead and develop the finance and resources function of a grant-maker. Or they may be someone who has already held a similar role in another charity. We understand that this is a complex and varied role and that some applicants may need to develop some of the non-financial areas of expertise. So, whatever your background, we would be delighted to hear from you, especially if you:

* Have experience of leading and managing,
* Are a strong communicator and relationship builder,
* Have a sound track record of managing finances,
* Have experience of, or a curiosity to learn about, investments,
* Have a commitment to ensuring that Cripplegate Foundation and Islington Giving continue to flourish.

**We value diversity, equality and inclusivity. Applications are welcomed from underrepresented backgrounds, including but not limited to gender, race, age, sexual orientation and religion.**

**Job Description**

**Title:** Director of Finance and Resources
 (Chief Operating Officer Equivalent)

**Reports to:** The Director

**Salary:** £52,000 - £59,500 plus generous pension contribution and holiday allowance

**Hours:** 35 hours per week[[2]](#footnote-2)

**Team:**  Resources Officer, Executive Assistant, Office and Admin Assistant

**Purpose of the role**

The primary purpose of this post is to work with the Director, Senior Management Team and Governors to maximize impact by ensuring that the Foundation’s organisational structure and systems are efficient and cost-effective, and by maximizing use of all the Foundation’s resources.

The post-holder will manage and have responsibility for delivering the Foundation’s resource function covering finances, facilities, IT, HR and assets, including investments.

The post-holder will represent the Foundation externally and develop and maintain relationships with key organisations and as a part of the senior management team will have influence across the board and at team level.

**Key Areas of Responsibility**

**Strategy, Planning and Delivery**

* Lead and shape the deployment of the Foundation’s resources to ensure that they maximise their social and financial impact to help improve the lives of the residents of Islington
* Contribute to the achievement of the Foundation’s strategic planning and deliver on agreed strategic priorities set by the Governors around maximizing use of the foundation’s resources
* Lead on strategies and planning for resources, including the annual budgeting & financial planning process
* Be responsible for statutory reporting, consolidation and the audit process and ensure compliance with all applicable laws and regulation

#### Leadership and management

* Lead the resources team, maximising the team’s strengths ensuring that the team can effectively contribute to the Foundation’s priorities
* Take part in the overall leadership of the Foundation as a member of the Senior Management Team, deputising for the director when required
* Represent the organisation externally and taking a pro-active approach to networking and attendance at relevant meetings etc.

**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
* Work closely with Governors to ensure that Committees and *ad hoc* working parties support the Foundation’s work
* Collaborate with the other senior managers to ensure that CF’s financial management is integrated into the culture of the organisation
* Support managers on effective budget management and where needed provide coaching and guidance on finances
* Be responsible for relationships with contractors for equipment and services

**Financial leadership and management**

* Provide a first-class financial management function by managing all of the Foundation’s financial activities from the strategic to the day-to-day
* Produce the Trustees Annual Report and Financial Statements in compliance with UK GAAP and the Charity SORP and liaise with the external auditors to complete the annual audit
* Manage the relationship with investors and ensure that we continue to pursue a policy of “investing for good”
* Take an holistic and creative approach to managing the resources and assets to maximise our impact in the community
* Ensure that financial reports are accurate, timely and relevant
* Ensure that systems, procedures and controls meet organisational needs and are compliant
* Prepare the annual revenue and capital expenditure budgets
* Manage the Foundation’s treasury
* Identify, monitor and manage financial risks
* Liaise with bankers, pension advisors, auditors, HMRC, the Charity Commission, etc., as required and ensure that the Foundation is compliant with best practice and regulations
* Keep up to date with good financial practice

#### Human Resource Management

* Take lead responsibility for the Human Resource management, ensuring that policies, procedures and systems are compliant with legislation and reflect best practice
* Ensure that staff contracts are issued and kept up to date
* Take lead responsibility for updating the staff handbook
* Liaise with HR advisors where appropriate to ensure that best practice is followed
* Keep up to date with good HR practice

**Leading and managing use of the Foundation’s assets**

* Manage the Foundation’s use of offices and property and investments (in line with the strategic plan) to maximise impact and help support the work of Islington organisations

#### Health and Safety Management

* Take lead responsibility for Health and Safety management, ensuring that policies, building, equipment, procedures and systems are compliant with legislation
* Keep up to date with good H&S practice

#### Information Technology

* Take lead responsibility for IT management, ensuring that the IT infrastructure is up to date and enabling of the deliver of CF’s strategy

**Supporting the work of the Foundation**

* Ensure that the principles of equality and valuing diversity underpin the execution of the responsibilities and tasks described above
* Have regard to environmental good practice in all areas of the work
* Undertake any other duties as may reasonably be required
* Attend out-of-office-hours meetings and events

**Person specification**

|  |  |  |
| --- | --- | --- |
| **Knowledge, qualifications, skills and experience** | **E** | **D** |
| Experienced charity finance professional, with senior experience, a suitable accountancy qualification and a good working knowledge of the Charities SORP.  | **✓** |  |
| Experience of strategic planning and delivery  | **✓** |  |
| Leadership and management skills with experience of leading and developing a team  | **✓** |  |
| Experience of working with investors and investments |  | **✓** |
| Project management skills with experience of delivering projects on time and to budget | **✓** |  |
| Experience of HR processes and systems from recruitment to departure, and of developing effective policy and practice around performance management and personal development  |  | ✔ |
| Experience of scoping and managing the implementation of IT infrastructure projects  |  | **✓** |
| Experience of working with trustees, or similar governance body |  | **✓** |
| Experience of acting as a company secretary, with a good working knowledge of charity and company law |  | **✓** |
| **Abilities and aptitudes** |  |  |
| Ability to communicate clearly and effectively, with a range of different audiences, including good written skills | **✓** |  |
| Ability to think clearly and strategically with strong analytical skills, and to synthesise new information quickly and accurately | **✓** |  |
| Excellent listening skills and the ability to ask the right questions  | **✓** |  |
| **Personal qualities** |  |  |
| Strong relationship building skills with a high level of emotional intelligence and an inclusive and consultative style | **✓** |  |
| Commitment to equality and diversity, and to our values, aims and ethos. | **✓** |  |
| Flexible, diplomatic and approachable  | **✓** |  |
| Highly developed sense of personal integrity and respect for others  | **✓** |  |
| A team player who enjoys working in a small team | **✓** |  |

**The recruitment process**

**Timetable**

|  |  |
| --- | --- |
| Deadline for applications | **10am on 24 February** |
| Screening interviews | Weeks of 2 and 9 March |
| Panel interviews | Mid-March (tbc) |
| Final Interview (if required) | Late March (tbc) |
| Decision made & successful candidate notified | End of March |

**How to apply**

If you would like to apply for this role, please complete the Application Form and Equal Opportunities Monitoring Form (downloaded from the ad at [www.allysondavies-consultant.com/job-board](http://www.allysondavies-consultant.com/job-board)), and send with your CV outlining your career to date, with any academic and professional qualifications.

Please email these three documents, **by 10am, on Monday, 24 February, 2020**, to CFIG@allysondavies-consultant.com

**Data Protection**

The personal information that you provide will be used to process your application for employment with the Cripplegate Foundation/Islington Giving. Personal information about unsuccessful candidates will be held securely for six months after the recruitment exercise has been completed, it will then be destroyed or deleted. If your application is successful and you take up employment, the information will be used in the administration of your employment with us. It will be kept secure and will only be used for purposes directly relevant to your employment.

**Further Information**

If you require any further information or you would like to discuss anything in more detail, please contact Allyson Davies at the above email, or call 020 7828 3855 or 07968 556164.

1. Flexible, or part-time working arrangement possible. Please discuss with Allyson. [↑](#footnote-ref-1)
2. Part-time and/or flexible working considered for the right candidate [↑](#footnote-ref-2)