**The Hilden Charitable Fund**

**Director**

**Candidate Information Pack**

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**Downloads**

[Application Form](http://www.allysondavies-consultant.com/wp-content/uploads/2021/04/Hilden_Director_AppForm.docx)

[Equal Opportunities Monitoring Form](http://www.allysondavies-consultant.com/wp-content/uploads/2020/01/EO_Form.doc)

To discuss this role further please contact Allyson Davies at

hilden@allysondavies-consultant.com

or call 020 7828 3855 or 0796 855 6164

For background information on the Hilden Charitable Fund:

<https://www.hildencharitablefund.org>

**The Hilden Charitable Fund is committed to best practice in**

**Equality, Diversity and Inclusion**

**Job Share applications are welcomed**

The Hilden Charitable Fund is a registered charity number 232591

**The Hilden Charitable Fund – Director**

**BACKGROUND BRIEFING**

**About The Hilden Charitable Fund**

Established in 1963 by Joan and Tony Rampton, the Hilden Charitable Fund is dedicated to funding community groups to work with asylum seekers and refugees, disadvantaged young people, penal affairs, homelessness and small projects in developing countries. The fund is committed to social justice and **focusses its funding on grassroots organisations**, which make a big difference at the community level. Over the years, the Fund has supported many innovative groups and often gives grants for core costs and unrestricted funding. The Fund operates with small staff and it is governed by a board of fifteen Trustees, with five non-family members.

As we begin the journey into a post-Covid and post-Brexit country the Fund approaches its 60th anniversary and there will undoubtedly be challenges and opportunities to be faced. So, we are now seeking a Director who will work closely with the Trustees to help shape and develop the Fund going forward.

**A high impact, hands-on role, with scope for creativity and innovation!**

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

* Working with the Board to develop strategies, plans and ways of working for the future, including supporting the Trustees to set grant making policies.
* Managing the grant making process, including, assessing applications for funding and presenting to the Trustees at quarterly meetings.
* Engaging with grassroots voluntary organisations in a period of major change.
* Building on our collaboration with the community and voluntary sector, other funders, and networks such as ACF and IVAR, enhancing Hilden’s profile and enabling its involvement in innovation.
* Keeping Hilden’s finger on the pulse of the sector and bringing knowledge and understanding of the wider context to guide Hilden’s funding.
* Ensuring good communications and use of IT solutions to maximise the effectiveness of the Fund.
* Managing the Office Manager and our relationships with the accountant, the investment managers and, from time-to-time, part time consultants and volunteers, ensuring that they can contribute fully.

**About you**

The Director could come from a range of relevant backgrounds and be someone who is ready to lead a small organisation for the first time, or who already has experience of being a Director. Whatever your background we should be delighted to hear from you, especially if you have a strong track record of:

* Voluntary sector experience at grassroots level
* Knowledge and understanding of grant making
* Managing in a collaborative environment
* Relationship building and networking
* Commitment to diversity, equality and inclusion.

**We value and respect all the differences that make us who we are, including: age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, and social background.**

**JOB DESCRIPTION**

**Title:** Director

**Reports to:** The Chair and Trustees

**Salary:** £50,000–£70,000, plus generous pension contribution

**Based: London (Hammersmith)**

**Direct Reports:** Office Manager

**Summary**

* Ensure that the effectiveness of the grant making is maximised and that the Fund’s resources are well managed and used.
* Have a good understanding of the work of grassroots organisations and groups.
* Work with Trustees to devise and implement strategies and policies enabling the Fund to meet its overall charitable objects and fulfil the Fund’s vision and values.
* Work with the Board to develop and support their decision making and ensure that they can fulfil their roles and responsibilities.
* Be the accountable officer for the Fund’s resources and contracts and for ensuring financial probity and stability.
* Champion equality, diversity and inclusion throughout our grant making and in the Fund.

**KEY RESPONSIBILITIES**

**Grant Making**

* Provide leadership and management on grant making, including working with Trustees to develop strategies and plans to maximise the effectiveness, impact and reputation of the Fund.
* Liaise with and provide support and guidance to the charities throughout the application process.
* Provide high quality assessments of applications for funding to the Board for decision making.
* Keep up-to-date with innovations and developments in the areas we fund and in the funding community, advising on best practice and enabling the Trustees to explore potential changes and make good decisions for the future of the Fund.
* Develop ways of evaluating grants which are helpful and informative but which do not add unnecessary bureaucracy and burden to grantees.

**Leadership and Management**

* In consultation with Trustees, provide leadership, management and oversight of the Fund.
* Working with the Trustees and Office Manager, ensure that the Fund becomes a diverse, inclusive and representative organisation.
* Represent and act as an ambassador for the Fund.
* Work collaboratively to identify creative ways of working, initiating partnerships and optimising networks to develop the work of the Fund.
* Work cooperatively with other funders to contribute to the development of philanthropy.
* Manage the Office Manager, providing oversight of their remits and responsibilities and ensuring that the role develops to reach their potential.
* Manage volunteers, consultants and assessors, ensuring that they can contribute meaningfully and have a rewarding experience.

**Governance**

* Advise and assist the Trustees in developing and refreshing the Fund’s strategy, taking into account the changing needs of the groups we fund.
* Work closely with Trustees to undertake strategic reviews of different aspects of the Fund’s work as appropriate and decided by the Trustees.
* Ensure that Trustees are well placed to make informed decisions through the organisation of regular meetings of the Board and through access to all policies and papers related to the work of the Fund.
* Ensure that relationships and obligations to key external bodies, such as the investment managers, bankers, the Charity Commission, HMRC, advisors and insurers, etc., are well managed and that the Fund is compliant.
* Ensure that internal organisational policies and best practice standards are in place and regularly reviewed

**Finance and Resources**

Working with the Trustees and Office Manager, ensure that:

* Trustees have an annual budget for expenditure recommended to them, and that income and expenditure is monitored regularly throughout the year.
* The assets of the Fund are safeguarded, including oversight of the investment management and strategy and proper record-keeping.
* Lead on developing a strategy and process to integrate ethics and social justice into the finances of the Fund.
* Policies and strategies are developed to maximise the use of the Fund’s assets to meet its priorities.
* A programme of risk assessment and risk management is maintained and continuously developed to ensure compliance with all relevant regulations and codes of practice.
* IT systems and installations at the Fund are appropriate and that IT resources are deployed effectively.

**Communications**

Ensure that:

* Publications, including the annual report, are produced.
* Use of IT and electronic communications (website, social media, zoom etc.) provide optimal support for the systems, processes and profile of the Fund.
* The Fund communicates effectively, supportively and in a user-friendly manner with its key audiences.

**Other**

Undertake any other duties in support of the Fund’s business as may reasonably be required.

**PERSON SPECIFICATION**

**Experience and Knowledge**

* Experience of managing in a Trust, voluntary sector and/or statutory organisation
* Experience of defining strategy and policy and building consensus behind it
* Experience of collaborating with, and developing and maintaining partnerships and networks, with other individuals and grassroots organisations
* Knowledge and experience of the types of grassroots organisations Hilden funds
* Knowledge of current developments, trends, gaps in provision, funding and government policy within the Fund’s areas of interest
* Experience of leading and managing with a collegiate approach and of engaging with diversity

**Skills, Abilities and Attitudes**

* Excellent planning, organisational and problem solving skills and the ability to develop new approaches
* Able to think laterally and creatively about opportunities for new projects, ways of working and funding that reflect the Trustees’ vision for the future
* Ability to assess and present grant applications
* Excellent relationship-building and communications skills, both in person and in writing
* Self-motivation, able to work as part of a very small team
* Able to analyse and reach conclusions on complex verbal and numerical information, including accounts and business plans
* IT and financial acumen and the confidence to learn about investments and manage investment managers
* Willingness to travel and visit grantees and build networks
* Curious with a passion for the community and voluntary sector and its innovations and creativity
* A flexible, helpful and positive professional attitude – ready to ‘roll your sleeves up’ to ensure the Fund is well run

## RECRUITMENT TIMETABLE

|  |  |
| --- | --- |
| Deadline for applications | 12 May at 10am |
| Screening Interviews | 26 May to 4 June |
| Panel interviews | 17 June |
| Final Interview and meet the Trustees | 22 or 23 June |
| Decision made & successful candidate notified | End of June |

## HOW TO APPLY

If you would like to apply for this role, please complete the Application Form (which you can download from <http://www.allysondavies-consultant.com/job-board/director-the-hilden-charitable-fund/>, and the Equal Opportunities Monitoring Form (downloaded from [this link](http://www.allysondavies-consultant.com/wp-content/uploads/2020/01/EO_Form.doc)). Attach a CV outlining your career to date, with any academic and professional qualifications.

Please send these three documents, **by 10am on 12 May**, to Allyson Davies at hilden@allysondavies-consultant.com

**Note to Job Share Applicants**

Job share applicants are welcome. Please make it clear if you are applying with a potential job share.

**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 0796 855 6164.

**Data Protection**

The personal information that you provide will be used to process your application for employment with the Hilden Charitable Fund. 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.