

# Dr. Martens, Foundation Manager

**Salary:** £50,000–£60,000  
**Reports To:** Sustainability Manager  
**Location:** Camden, London NW1  
**Hours:** Full-time  
**Contract:** Permanent



## Candidate Information Pack

Background on the foundation  
The role  
The stuff that sets you apart  
Your fundamental qualities  
The terms  
How to apply

To discuss this role further please contact our recruitment adviser Allyson Davies at [drmartens@allysondavies-consultant.com](mailto:drmartens@allysondavies-consultant.com) or call 0796 855 6164

Find out more at  
[Dr Martens Plc](#)

**Dr. Martens Foundation is committed to best practice in  
Equality, Diversity and Inclusion**

**Job Share applications are welcomed**

*Dr. Martens Foundation is a company limited by guarantee and a charity registered in England and Wales with company number 13174032 and charity number 1194513. Its registered office is at 18 St. Swithin's Lane, London, England, EC4N 8AD.*

## **DR. MARTENS**

Dr. Martens is an iconic global brand and one of the most recognised footwear brands in the world, selling over 12 million pairs annually in more than 60 countries. Globally there are 135 stores and the company employees 2232 people. We are growing rapidly and our revenue last year was £773 million. We operate a regional model from three regions: EMEA (headquartered in London), the Americas (headquartered in Portland) and APAC (headquartered in Hong Kong), with its head office in the UK.

The brand is a canvas for rebellious self-expression across generations and is adopted by a broad and diverse range of wearers who identify with the brand's spirit of rebelliousness and resilience and adopt the boots to suit their own style. This attitude goes across cultures, ages, genders and social classes.

## **THE FOUNDATION**

This year, the Dr. Martens Foundation became an independent UK registered charity. As part of the recent Initial Public Offer of the business, shareholders donated substantial funds to the Foundation. The mission will be focused on social justice, inclusion and equality but we don't want to be run of the mill, we really want to stand up in the world and support those working for social justice and change.

Our vision is to create an impactful and lasting Foundation that works both in the UK and internationally. We want it to be as identified with social justice as our footwear is with rebellious spirit. Everyone involved wants the Foundation to build a legacy and make a real difference through its activities and grants. Across DMs, employees are really excited about the Foundation: they want to be involved and to give something back, and there is a real enthusiasm to get things going. We want our team to be at the heart of our philanthropy: helping to shape it, helping to support it, helping to promote it. In order to achieve all of this we need you to step in...

## **THE ROLE**

Purpose: The Foundation Manager will be the first full-time team member of our newly established Foundation. They will step up and enable the Foundation to get its activities off the ground and act as a bridge between the company and the Foundation to enable the teams to engage, support and participate in the work of the Foundation. They will be key in the journey towards creating a foundation that will exist for many decades to come.

### Foundation strategy

- Working with the Trustees in continuing to shape and refine the Foundation's vision and practice, providing strategic input into the Foundation's strategies and planning.
- Working collaboratively with trustees, keeping them informed and enabling them to make decisions around our philanthropic activities
- Enabling the foundation to take calculated risks at times whilst remaining compliant!
- Establishing and building flagship partnerships with organisations that we will support with significant, strategic, multi-year funding

### Relationship building

- Representing the foundation externally and acting as a key spokesperson and the primary point of contact

- Exploring ways of working with the teams both in London and internationally to enable them to build our philanthropy and be integral to its future and success
- Thinking through and creating frameworks, structures and processes to enable regional teams to be actively engaged in the Foundation
- Building opportunities for the team to contribute to growing the foundation through getting involved through employee giving, galvanising voices for social justice movements, or interest in the grants we give and partnerships we build

## Grants management

- Establishing and building a grant-giving programme that will support organisations and groups to do work which furthers social justice
- Liaising with and provide support and guidance to the charities throughout the application process
- Providing high quality assessments of applications for funding to the trustees for decision making
- Ensuring that the systems and processes of the grants cycle are well managed, including liaising with other teams when needed
- Developing ways of evaluating grants which are helpful and informative but which do not add unnecessary bureaucracy and burden to grantees.

## Governance

Working with finance, legal and HR teams at Dr. Martens:

- Ensure that Trustees are well placed to make informed decisions through at regular meetings of the Board
- Ensure that relationships and obligations to key external bodies, such as the Charity Commission, HMRC, advisors, 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

## General

- Integrating an ethos of sustainability and environmental awareness throughout the foundation
- Undertaking any other duties in support of the work as may reasonably be required

## **THE STUFF THAT SETS YOU APART**

- Demonstrable experience in building creative funding partnerships
- Amazing relationship building and networking skills
- A flexible, proactive and innovative mindset and an ability to surf the waves and persevere
- Strong skills and experience in creating and implementing systems and processes
- Experience of working creatively, and of developing and establishing new ideas and initiatives
- Good understanding and knowledge of grant making, preferably with some international experience and insight
- Passion, knowledge and experience around social justice issues and ED&I
- An enjoyment of work and an ability to have fun
- Knowledgeable about and experienced in working with issues around charity governance and management
- Solid project management skills

## THE STUFF THAT SETS US APART

**CREATIVE...** We add to this world. We make things happen. We add flair. We explore.

**FEARLESS...** We rise to a challenge. We step out of our comfort zones. We stand up for what we believe in.

**RESILIENT...** We take knocks and bounce back. We dust ourselves off. We prove ourselves. We stick to a task and see it through. We can always be counted on.

**REBELLIOUS...** We do things differently. We challenge conventional “wisdom”. We don’t follow. We put things out there. We ask what if? We provoke debate.

## YOUR FUNDAMENTAL QUALITIES

It’s never just a job at Dr. Martens and we don’t want it to be just a job for the foundation employees either. It’s a way of life. We live and breathe our **Fundamentals — INTEGRITY. PROFESSIONAL. PASSIONATE. TEAM PLAYERS.** These define who we are and how we get the job done. We believe each role is as unique as the person who does it.

To be our Foundation Manager you will also possess these qualities:

- Strong communication and influencing skills
- The ability to connect and partner with international teams
- A passion for our values and the vision for our foundation

And your professional capability will go hand in hand with:

- Your great relationship management that delivers results through effective teamwork
- You being a proud custodian of our culture, embodying what we stand for and encouraging others to do the same
- You helping to build a highly engaged team — ensuring a collaborative culture and providing guidance & support to other team members
- You taking ownership of your own development, proactively seeking out feedback to build self-awareness
- You bringing the outside in: you’ll share best practice across the team/business and encourage the sharing of ideas as well as collaborative problem solving
- You leading the way and role modelling on all things ED&I and wellbeing

## THE FUNDAMENTALS

**INTEGRITY...**We’re fair. We do things the right way. We don’t cut corners. We’re good to each other.

**PROFESSIONAL...**We have high standards. We lead our field. We’re proud of our heritage. We push things forward. We show the way.

**PASSIONATE...**We have fire in our bellies. We have drive. We care about our work. We don’t do things by half. We throw ourselves into the task at hand.

**TEAM PLAYERS...**We look for and play to each other’s strengths. We work together. We take responsibility. We seek and share responsibility.

## **THE TERMS**

Salary:	£50,000–£60,000, plus benefits
Responsible to:	The Dr. Martens Foundation Trustees
Operationally reports to:	Emily Reichwald (Trustee and Dr. Martens General Counsel & Company Secretary)
Day-to-day reports to:	Tuze Mekik (Trustee and Dr. Martens Head of Sustainability)
Based:	Camden Lock, hybrid working
Hours:	Full-time
Contract:	Permanent

## **HOW TO APPLY**

You'll need to download the **application form** and **EO monitoring form**, from this link: [Dr.Martens Foundation Manager](#). Send the completed forms, with your CV to [drmartens@allysondavies-consultant.com](mailto:drmartens@allysondavies-consultant.com).

### **The Timing**

The deadline is **10am on 27 September 2021**

Screening interviews will take place between 4-13 October

Panel interviews and meeting the team will take place on either 25 or 26 October

Final interviews will take place on 28 October (am)

**Note to Job Share Applicants:** Job share applicants are welcome. Please make it clear if you are applying with a potential job share.

**More info:** If you need any further information or you'd 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 Dr. Martens Foundation. 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.