Candidate Information Pack

Programme Manager

Please find enclosed:

- Background briefing
- About the role and about you
- Terms & Conditions
- References
- Equalities Monitoring form
- Recruitment process

For further information on Cripplegate Foundation and Islington Giving please go to
www.cripplegate.org and www.islingtongiving.org.uk
Background Briefing and Job Description

About Us

*Cripplegate Foundation* is a local grant-making foundation supporting residents and groups working in the London Borough of Islington and a small area of the City of London. Our vision is of a society where everyone has the opportunity to live a rewarding and fulfilled life, free from poverty and inequality.

*Islington Giving* was launched in September 2010, pioneering new ways of raising money and bringing much needed resources into Islington. Islington Giving 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.

Across Cripplegate Foundation and Islington Giving we make grants of £1.7m a year from the income from our endowment and on behalf of others.

Our Programme Team, including this role, work across Cripplegate Foundation and Islington Giving.

Cripplegate Foundation and Islington Giving have a small passionate and talented staff team. Cripplegate Foundation is overseen by 15 Governors (trustee equivalent) who make a huge contribution to our success, and Islington Giving has its own board which includes representatives from leading coalition partners. Cripplegate Foundation provides operational support to Islington Giving and manages its resources and programmes, including fundraising.

Our Vision

Our vision for Islington is of an equal society where everyone can enjoy a life free from poverty and rich in opportunities.

Our Mission

We aim to address inequality in our area of benefit. We want to improve access to opportunities for everyone and make lasting change. We do this by:

- listening to, and learning from, local people and communities,
- raising funds and making grants, and
- working in partnership with local people and organisations.
As a place-based funder, Cripplegate Foundation and Islington Giving operates in a defined geographical area. We get to know local groups well and we listen to and work with local people and organisations to identify needs and opportunities in the community and to seek out ways we can best respond. We meet most organisations which apply for funding, and regularly visit grant funded projects. We give advice on project development, other sources of funding, and local networks, and we bring organisations and residents together to share ideas and develop new initiatives. We learn from the grants we give and contribute to wider policy debate about the issues affecting residents and the actions that make a difference. We champion unpopular causes and use our independence to test new approaches to tackling poverty and inequality.

We promote a ‘relational approach’ to our work and how we partner with other organisations. You can read more about this work, developed in conjunction with local organisations through our HowNotWhat project.

With our approach, Cripplegate Foundation and Islington Giving have become leaders in place-based funding. We place a high value on working in partnership including with residents. Islington Giving’s resident-led giving has become a core element of our model.

You can find out more about our work and our recent funding programmes at www.cripplegate.org and www.islingtongiving.org.uk

So, what will you be doing?

The purpose of your role is to ensure our funding makes a positive difference to the lives of residents. The post sits at the heart of the Foundation’s Programme Team. We are committed to good and improved grant making, involving the community and residents as well as the expertise of partners across the borough and beyond.

As a Programme Manager, your job will focus on a range of the Foundation’s grant making, including working with residents to further our approach to resident led involvement in our grant making. You will have the opportunity to lead and manage programmes but will also work with the team on collaborative projects. Tasks will include managing a portfolio of our grants, assessing grant applications received by the Foundation through its open-calls for proposals, and helping to develop proactive programmes for new areas of work. We are also interested in gathering and sharing learning from across our programmes, and this post holder will be involved in this learning and dissemination.
Here are some of the pieces of work you will be undertaking in this role

1. Developing and delivering grant programmes to support groups working in Islington. We will ask you to take the lead on some of these programmes.

2. Working with residents to share decision making power with people living in the borough.

3. Working in partnerships with funded groups. We have long term relationships with grant recipients so having established, supportive relationships is important to our approach.

4. Developing partnerships with a range of organisations in the borough, including working with Islington Council, to test new approaches and maximise the impact of our funding within the borough.

5. Representing Cripplegate Foundation and Islington Giving at events and meetings to help raise awareness of the issues and actions addressed through our work, and to learn from practice elsewhere.

6. Producing and sharing learning from work we are funding and supporting.

7. Attending meetings with our board of governors. This will include presenting at grant committee meetings as well as drawing on the experiences of our board to better inform our work.

8. Working with our fundraising and communication team to ensure we are communicating with supporters about our work, ensuring we can maximise resources coming into the borough.

9. Undertaking any other duties and responsibilities that may be required by the Foundation. Cripplegate Foundation is an organisation which evolves and responds as the needs of residents and the possibilities for supporting them change and so precise tasks will be reviewed periodically to ensure our work is relevant and responsive and that there are opportunities to develop skills on different programmes.

What skills and experience are we looking for?

To succeed in the role, you will have a passion for tackling poverty and inequality at a local level and the skills, knowledge and experience to work alongside partner organisations to address these issues. You will be working in a small team, so you will thrive in this post if you are flexible, a team player, and willing to be hands-on.
We are interested in hearing from people who have a range of experiences. While previous knowledge of grant making will be helpful, it might not be essential. We are also interested to hear from people who may have some of the following experiences and skills:

- Living in Islington
- Experience of living or working in or with communities facing poverty and exclusion
- Work in one of our thematic areas of interest (e.g. debt, mental health, social isolation, children and family services, employability, drug and alcohol support, domestic violence)
- Work involving resident participation
- Excellent inter-personal skills and a proven ability to manage relationships
- The job involves writing reports and making verbal presentations for a range of audiences. Good written and spoken English is an advantage.
- Strong analytical skills to be able to interpret information and data
- Excellent organisational and self-management skills with an ability to manage a varied workload and work to competing deadlines
- An understanding of local authority structures and processes, ideally with previous experience of working with council departments

We value diversity, equality, and inclusivity. Applications are especially welcomed from underrepresented backgrounds, including but not limited to gender, race, age, sexual orientation, disability, and religion. Please let us know if you require any further support with this application, or the role.
Terms and conditions

We are happy to offer flexibility in terms of number of hours worked and where/when they are worked. The appointment is subject to an initial six-month period of probation, during which performance will be regularly reviewed.

**Hours:** Full or part time (4 - 5 days per week), with opportunities for flexible working. There is a requirement to attend some evening meetings and sometimes grant assessment visits may need to be undertaken at weekends or evenings. The Foundation operates a flexible working policy and Time Off In Lieu will be given accordingly. We are currently requiring staff to be in the office for at least 50% of their working hours.

**Salary:** £39,841 to £46,491 a year pro rata.

**Holiday:** 25 days pro rata, plus 3 days paid leave over Christmas.

**Pension:** Group Stakeholder Pension Scheme – Employee pays at least 5% of salary and Cripplegate Foundation contributes 3%; this increases to 10% after completion of probation.

**Reporting to:** Programme Director.

**Location:** Flexible with some office and remote working. There is a general expectation for working from the office for 50-60% of your working hours. The Cripplegate Foundation offices are located in the heart of Angel, Islington at 13 Elliott’s Place, Islington N1 8HX.

**Training:** Appropriate training to support the postholder in the role will be offered and agreed with the Programme Director.
Cripplegate Foundation and Islington Giving – Programme Manager

Application Form

Please complete this Application Form and Equal Opportunities Monitoring Form, and attach a CV outlining your career, with any academic and professional qualifications, to date. Send the three documents by **10am on Monday 28th February 2022**, to recruitment@cripplegate.org.uk. If you require any further information or you would like to discuss anything in more detail, please contact us at recruitment@cripplegate.org.uk or ring 0207 288 6940. Also, if you need support to complete this application, please let us know.

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Please give details of two professional referees:

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Depending on the projects you undertake, we may require you to have a DBS check. If we invite you for interview, we will discuss this at that point.

Please answer the questions below, with a maximum of 300 words per question.

1. Please tell us why you would like to work for Cripplegate Foundation.

2. In the job description, we have highlighted a range of experiences and skills we are looking for. Please describe how you have met and demonstrated three of these. Please give us practical examples.

3. We are interested in how we can improve what we do. Having read about our work, can you tell us one thing you would like to change or describe a new grant giving area you would like to develop.

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 Cripplegate Foundation and Islington Giving will be made on the basis of the information I have provided. I understand that a false declaration, which results in my appointment to Cripplegate Foundation and Islington Giving, will render me liable to dismissal without notice. I also understand that submitting this form electronically is equivalent to a signed declaration.

Signature [type your name]:  
Date:
Equal Opportunities Monitoring Form

Strictly confidential

To help us ensure that our equal opportunities policy is being carried out please complete all parts of this form. The information given will be kept strictly confidential and only for monitoring purposes. It will not be used as part of the selection process.

Job applied for: ______________  Advertised where? ______________

1. Gender: What is your gender?
Female [ ]  Male [ ]  Intersex [ ]  Non-binary [ ]  Prefer not to say [ ]
If you prefer to use your own term, please specify here: ______________

2. Disability: A disabled person, under the Equality Act 2010, has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Do you consider yourself to have a disability?
Please put an x the appropriate box.
Yes [ ]  No [ ]  Prefer not to say [ ]
If you answered ‘Yes’ please describe the nature of your disability:

This information is requested for monitoring purposes only – if you need any reasonable adjustments you should arrange these separately.

3. Sexuality: What is your sexual orientation?
Heterosexual [ ]  Gay [ ]  Lesbian [ ]  Bisexual [ ]  Prefer not to say [ ]
If you prefer to use your own term, please specify here: ______________

4. Age: Please put an x the appropriate box
Under 25 [ ]  25–34 [ ]  35–44 [ ]  45–54 [ ]  Over 55 [ ]

5. Ethnic group: Please put an x in the appropriate box to indicate your ethnic background. (Categories taken from 2011 census).

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Thank you for completing this form. It will be filed separately from your application.
The Recruitment Process

To Apply

Cripplegate Foundation is committed to best practice in Equality, Diversity, and Inclusion. We are an equal opportunity and London Living Wage employer. We actively seek and encourage applications from candidates from diverse backgrounds and are keen to ensure that all those that represent the Foundation reflect the communities we serve and the wider community we work in at every level within the organisation.

To apply for this post please send your completed application form, CV and Equal Opportunities Monitoring form to: recruitment@cripplegate.org.uk

Closing date for applications: **10am, Monday 28th February 2022.**

Interviews will take place during the following two weeks, dates to be confirmed.

Information

For more information or for an informal chat, please contact anne.shewring@cripplegate.org.uk