



Candidate Information Pack

DIRECTOR OF DEVELOPMENT & COMMUNICATIONS

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For an informal discussion about the role or more information, please contact Jess at recruitment@cripplegate.org.uk or call 020 7288 6940.

For background information, please visit our websites: www.cripplegate.org and www.islingtongiving.org.uk

1. Background Briefing

Are you our next Director of Development (Fundraising) and Communications?

- Do you have a proven track record in fundraising, development, and communications, and would you like to join an innovative, place-based partnership?
- Do you enjoy rolling your sleeves up and personally getting stuck in, as well as working collaboratively with partners, teams, and boards?
- Are you passionate, as we are, about addressing poverty and inequality in London?
- If so, then you might be just the person we are looking for to lead our ambitious development and communications strategies for Islington Giving and Cripplegate Foundation.

About Cripplegate Foundation and Islington Giving

Cripplegate Foundation is a grant making foundation focused on poverty and inequality and operates in the London Borough of Islington and a small part of the City of London. It is a pioneer of the place-based giving movement, establishing Islington Giving as the first giving scheme of its type, which inspired the [London's Giving](#) movement.

Our vision for Islington is a society where everyone can live a good life. 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 over £45 million. We make grants of circa £1.8m a year from the income from our endowment and from money we raise through Islington Giving.

Islington Giving 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 residents, and together we raise funds, share power, increase opportunities and create connections with and for local people. 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 £10 million since 2010 to invest in innovative programmes and inspiring the development of many other local giving schemes across London, through London Funders.
- Pushing forward with ambitious diversity, equity and inclusion goals across everything we do from our grant making to our endowment and impact investments, and the makeup of our board and staff team, and we publicise our strategy and progress annually on our [website](#).
- 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 grants programmes, such as:
 - *The Catalyst* grants programmes for individual life-changing grants delivered with partners;
 - Advice projects which take vital welfare rights advice services to residents;
 - *Young Grantmakers and Golden Grant Makers*, supporting young people and older people to run their own grants programmes; and
 - *Good Neighbours' Schemes* based on social housing estates.

Our success is reflected in the role we now play in influencing policy on a local and wider level, using evidence from research, learning from our own work and our partners, 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 16 directors, known as 'Governors' (trustee equivalents) who make a huge contribution to our success.

Please do read our annual report found [here](#) and Islington Giving impact reports [here](#).

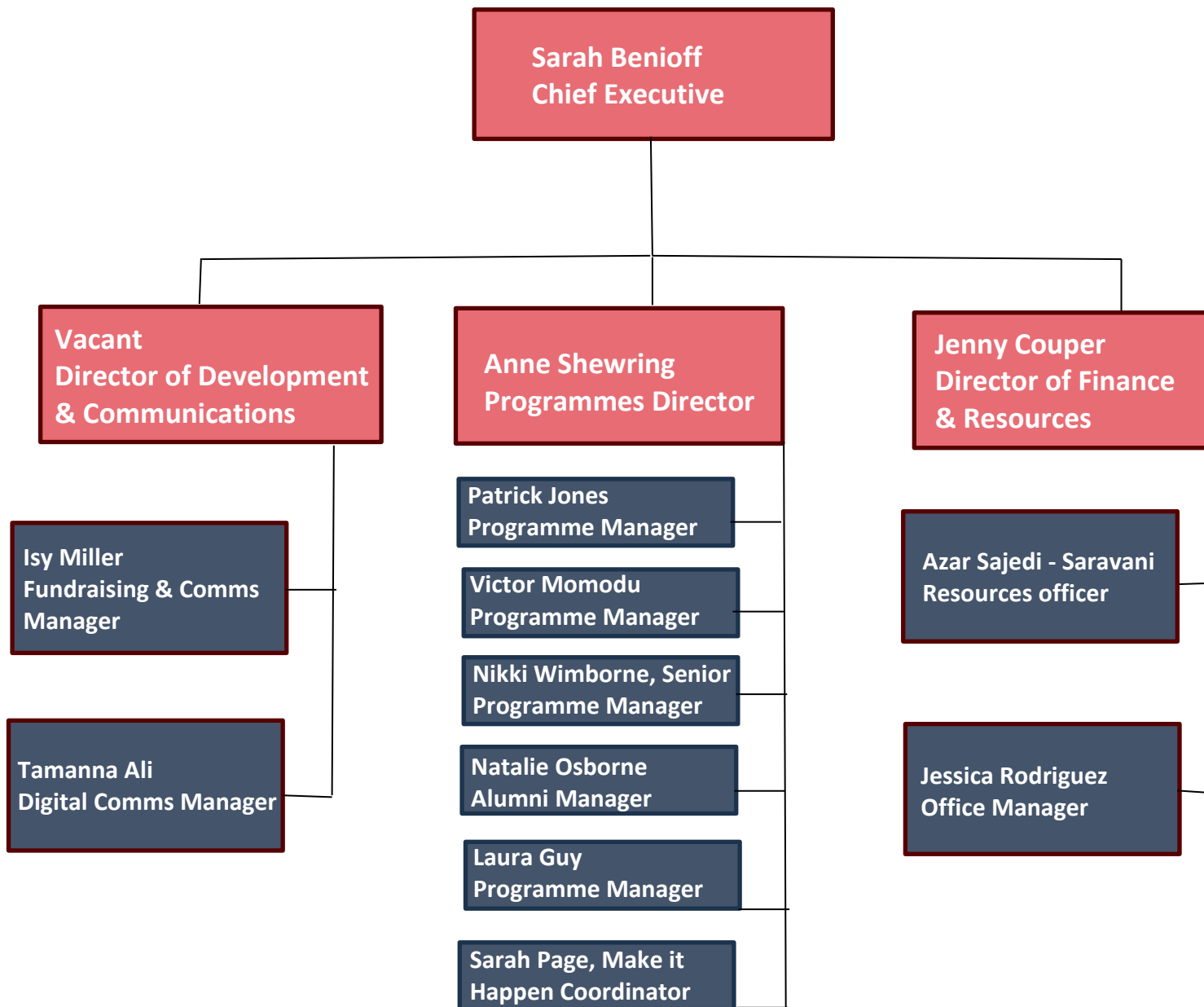
Why Islington?

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

- 38% of children in Islington live in poverty. This is the third highest in London.
- 34% of residents over 60 face income deprivation compared to a London average of 22%, and many of our older residents experience high levels of loneliness and isolation.
- Islington has the highest rate of people living with a disability at 16.2% compared to the London average of 13.2%.
- 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.

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

Cripplegate Foundation organisation chart



2. Job Description

Title: Director of Development and Communications

Reports to: Chief Executive

Salary: c. £60,000-£65,500 (pro-rata) plus a 2025 inflationary increase, to be confirmed.

Hours: 4 days per week (part time) preferred, although full time or other options are available for the right candidate.

Team: Fundraising and Communications Manager, Digital Communications Manager.

Benefits Package:

- 10% Employers' Pension contribution (post probation)
- 25 days' annual leave allowance plus 3 additional closure days at Christmas (pro rata for part time staff)
- Group Life Assurance scheme (4 times salary)
- Income Protection scheme in case of long-term sickness safeguarding 75% of your salary.
- Access to Help@Hand app which provides multiple health benefits including Remote GP, Mental Health Support, Employee Assistance Programmes and many other benefits.
- Access to Toothfairy app which provides free telephone access to a UK dentist.
- Generous professional development offering with possibility of financial contribution to further training.
- Access to networking groups across the sector.
- Friendly and supportive team with opportunity to work closely with other teams and beneficiaries.
- Salary range may increase with an inflationary increment from the beginning of 2025.

Purpose of the role

The primary purpose of this post is to work with the CEO, Senior Management Team and Governors to maximise impact by meeting income targets and amplifying our work through communications.

The Director of Development and Communications is a crucial role in Islington Giving and Cripplegate Foundation. You will work closely with the CEO and fellow Senior Management Team to develop the focus of our fundraising and our targets for Islington Giving. You will take the lead in developing our strategy and delivering fundraising targets from individuals and businesses, as well as working in partnership with trusts and foundations.

You will have the opportunity to cultivate a culture of philanthropy, build a diverse network of financial supporters, friends, and ambassadors in Islington and to continue to build on our place-based giving model which has now been replicated in 20 boroughs in London. This role would suit an individual who is passionate about growing philanthropy and championing local giving. No two days will be the same.

The post-holder will manage and have responsibility for delivering Islington Giving's ambitious fundraising plans and targets, as well as managing the Development and Communications functions and small team. The post-holder will represent the Foundation externally and develop and maintain relationships with key donors and partners, and as a part of the senior management team, will have influence across the board and at team level.

Key Areas of Responsibility

Fundraising

- Oversee a diverse portfolio of income streams, setting strategy to grow and develop activities as relevant.
- Identifying and establishing other individual giving opportunities appropriate to the vision and values of Islington Giving (e.g. Giving ambassadors, committed giving, legacy/ planned giving, gifts of assets, online giving).
- Set, monitor and deliver annual income and expenditure targets.
- Strengthen and build on existing supporter relationships, ensuring that all supporters receive a first-class experience.
- Attend meetings with funders and prospects, and networking events to uncover new opportunities.
- Support the team to develop professional and engaging fundraising materials including fundraising proposition, applications, proposals, appeals, pitches and reports.
- Proactively seek out and identify new fundraising trends and developments.
- Ensure the fundraising database (Salesforce) is kept up to date.

People management

- Support the high performing team that is ambitious and passionate about Islington Giving's vision.
- Provide line management to direct reports, setting and monitoring individual performance objectives and motivating the team to be innovative and professional in its thinking and delivery.
- Ensure all fundraising and communications staff receive consistent and motivating direction and feedback to enable them to work to the best of their ability.

Budgeting, reporting and compliance

- Manage the team budget, providing regular reports as required to the CEO, Senior management team, Islington Giving Board, and Cripplegate Foundation Board of Governors.
- Set, deliver and monitor the fundraising business plan, ensuring all objectives and KPIs are met, and risks are managed as appropriate.

- Ensure fundraising activity complies with legal and regulatory standards.

Leadership

- Contribute to and monitor the charity's strategy and associated business plan for the Development & Communications team.
- Lead on cross-organisational projects in line with organisational strategy.
- Build strong working relationships with colleagues across the charity at all levels, adopting and encouraging a collaborative working approach.
- Ensuring that the principles of equality and valuing diversity underpin the execution of the responsibilities and tasks described above, and ensuring we are always operating within the Fundraising Code of Practice.

This job description is not exhaustive, and the role will include other tasks and responsibilities commensurate with the post and subject to change to meet organisational and legislative requirements.

3. Person specification

Experience and Abilities

Essential

- Demonstrable experience of meeting fundraising targets in a senior fundraising role.
- Track record of developing and maintaining networks of supporters to secure funds and/or long-term support for an organisation.
- Excellent inter-personal skills and a proven ability to manage relationships with supporters from all walks of life.
- Leading and developing a team and/or someone who is ready to take the next step into leadership.
- Experience of strategic planning and delivery.
- Experience of working with trustees, or similar governance body.
- Ability to plan and lead the management of events.
- Ability to manage a varied workload and work to competing deadlines.
- Ability to communicate clearly and effectively, with a range of different audiences, including absolutely excellent written skills.

Desirable

- Experience of working in an organisation as a sole fundraiser responsible for shaping and implementing fundraising strategies.
- Knowledge of inner-city issues.
- Knowledge of Trust and Foundation fundraising.
- Knowledge of voluntary sector organisations.
- Local knowledge of Islington would be an advantage.
- Experience of Salesforce.

Personal qualities and approach

- Entrepreneurial: someone who loves a challenge and thrives on taking forward new and untested initiatives.
- Flexibility: an ability and a readiness to adapt to changes to the Islington Giving programme and priorities.
- Collaborative: an effective team player who is great at working with others and being hands-on as part of a small team.
- Initiative: an ability and willingness to work on your own initiative to lead the design, development, and management of our fundraising programme.
- Tenacity: with a determination and ability to follow tasks through from start to completion.
- 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.

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

4. The Recruitment Process

Timetable

	Location	Date
Deadline for applications	To be submitted online	By 5:00 p.m. 28 th October
Initial interviews for longlisted candidates	On Zoom	4 th or 5 th of November, various times
Final Panel Interview	In person, Cripplegate Foundation and Islington Giving office (13 Elliott's Place, London N1 8HX)	12 th November, various times
Decision made & successful candidate notified		By 15 th November

How to apply

If you would like to apply for this role, please complete the Equal Opportunities Monitoring Form included within this recruitment pack and send with your CV outlining your career to date, with any academic and professional qualifications. Please also attach a statement, **on no more than two pages** covering why you would like to be the new Director of Development and Communications at Islington Giving and Cripplegate Foundation, and the experience and skills you can bring to this role in relation to the person specification.

Please email the three documents (CV, Equal Opportunities Monitoring Form, maximum two- page statement) by **5:00 p.m. on 28th October** to: recruitment@cripplegate.org.uk.

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 would like an informal chat about the role, require any further information or would like to discuss anything in more detail, please contact Jess at: recruitment@cripplegate.org.uk.

Diversity, Equity and Inclusion (DEI) Optional Disclosure

In keeping with our DEI Recruitment Statement, we have created this form for candidates to **voluntarily** complete, so we can learn more about you as an individual to see how we, as an employer, can learn from, make use of and adapt to the things that make you unique. **You do not have to tell us anything you don't want to on this form** and in no way will this information be used as part of any selection, performance management or probationary procedures. We have based this form on those characteristics that are protected by law, but there is space at the bottom to tell us anything else you'd like us to know.

However, we are interested to learn more about you so please tell us anything about these characteristics that you think:

- a) You'd like us to know e.g., tell us your age or about your ethnic background;
- b) Why that is or important to you, if indeed it is
- c) How you think we, as an employer, can adapt or use this information to help you thrive

We have deliberately not set criteria against which we define these characteristics and you do not have to complete any one section if you don't want to; if you identify with one of these characteristics or you think it is relevant, you are welcome to tell us in whichever way you think it applies e.g. you can tell us your age in a range, or your specific age or nothing at all!

1. Age
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

2. Gender
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

3. Marital Status
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

4. Pregnancy/Maternity
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

5. Disability
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

6. Race including colour, nationality, ethnic or national origin

a) What you'd like us to know:

b) Why this is important to you:

c) How you think we can use this to help you be a success:
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7. Religion or belief

a) What you'd like us to know:

b) Why this is important to you:

c) How you think we can use this to help you be a success:
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8. Sexual Orientation

a) What you'd like us to know:

b) Why this is important to you:

c) How you think we can use this to help you be a success:
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9. Other e.g. If you are a carer or your socio-economic background

a) What you'd like us to know:

b) Why this is important to you:

c) How you think we can use this to help you be a success:
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Cripplegate Foundation is committed to best practice in
Equality, Diversity and Inclusion.

Cripplegate Foundation registered charity number 207499, with
registered address at
13 Elliott's Place, N1 8HX

Cover picture: Some of our team on a volunteering day out with
partner, BIG Alliance, at Lumpy Hill playground

*Cripplegate
Foundation*

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