



Head of Foundations Job Description

Job Title:	Head of Foundations
Role Type:	Full-Time / Hybrid: 3/4 days office based and 1/2 days flexible working (non-contractual)
Reports to:	Clerk (who is CEO)
Line Management:	Grants and Administration Officer
Budget Responsibility:	Annual budget for the Skinners Charity Foundation, Skinners Education Foundation, and Skinners Heritage Foundation.
Context and Background:	<p>The Skinners' Company is one of the so-called Great Twelve Livery Companies; there are 111 at the time of writing. It is incorporated by Royal Charter of 1327 and now runs schools, almshouses and charities. The Company has a long tradition of philanthropy. It has not been involved in trade matters for over 200 years.</p> <p>The Head of Foundations has responsibility for the day-to-day management of the Skinners Charity Foundation (SCF), Skinners Education Foundation (SEF), the Sir Andrew Judd Foundation and Skinners Heritage Foundation (SHF).</p> <p>The post holder manages any additional staff members in the Foundations team. They collaborate closely with the Clerk (CEO), and the Director of Education (for the SEF), on strategic level matters for the foundations. They are expected to work closely with these staff, the trustees of both foundations (and their sub-Committees), as well as the wider staff of the Skinners' Company especially the Finance Director.</p>
Purpose of Role	<p>Management of the Company's Charity, Education, and Heritage Foundations. Supporting the work and strategies of their boards of trustees / Committees, and any sub-Committees they operate, as Secretary to their operations. Collaborating with the Finance Director in administering the Sir Andrew Judd Foundation.</p> <p>Oversight and day-to-day management of the programmes of funding run by these foundations. Ensuring the effective delivery of foundation philanthropy.</p> <p>Line management of the grants team as they carry out their duties. Supporting the team to work effectively in all areas of their duties.</p>



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Key Internal Relationships:	<ul style="list-style-type: none"> - Chair and trustees of the Skinners Charity Foundation - Chair and trustees of the Skinners Education Foundation - Chair and members of the Skinners Heritage Foundation Committee - Chairs and Committee members of their respective sub-Committees - Chair and members of The Sir Andrew Judd Foundation Committee - The Clerk - The Finance Director - The Director of Education - Staff of the Foundations Team - Company Staff
Key External Relationships:	<ul style="list-style-type: none"> - Applicants for, and recipients of, grants made by the foundations – both individuals and organizations - Company Schools
Key Tasks:	<ol style="list-style-type: none"> 1. To act as Secretary to the Charity, Education, Sir Andrew Judd and Heritage Foundations, and their sub-Committees. Coordinating their meetings: preparing agendas, papers and reports, taking minutes, and circulating papers as required. With this, to produce further reports and briefing papers as required. 2. To support foundation strategy and strategic reviews – providing recommendations to each body to reach decisions on strategy. 3. Oversight of the Foundations Team and line management of any staff, as well as management of any additional grant making staff employed by the Company - such as the Thomas Wall Trust Grants Officer. Ensuring there are well supported to undertake all operations of their charitable work. Responsibility for annual appraisals and signing off grant applications. At the time of writing the line management responsibility is for none part-time member of staff. 4. To act as primary contact for all matters relating to the Foundations, both internal and external. This includes responding to public enquiries and providing advice and guidance to applicants. 5. Assessment or oversight of all applications to the foundations for funding; analysing proposals and making recommendations for awards. This includes liaising with applicants regarding their submission and/or contacting references. 6. Informing applicants of the outcomes of their proposals and, where an award has been made, arranging payments of grants in accordance to programme policies and processes. 7. Managing the annual budgets for the foundations; ensuring equitable distribution of funds, and ensuring full spend, each financial year.



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8. Maintaining effective monitoring and evaluation of all programmes of funding; ensuring an evidenced statement of impact is known. Developing this as appropriate.
9. Ensuring effective and efficient administration of all areas so the foundations. With this, to manage and accurately maintain database systems to administer and monitor the work of the Charity. Developing these as appropriate.
10. To work with relevant colleagues to ensure the Heritage Foundation achieves its public access requirements; for hall tours to view Company treasures, and for its online, website display of these objects.
11. To coordinate the Skinners' Company relationship with the City and Guilds of London Institute; supporting Company membership who participate in institute meetings.
12. To coordinate the Skinners' Company relationship with the Treloar Trust and maintain a working relationship with the Billesdon Officer.
13. To coordinate the Philip Connard Travel Prize, in partnership with the City and Guilds of London Art School.
14. To manage the Company's relationship with Christ's Hospital. To support the annual selection process for Christ's Hospital 'presentees'.
15. To help the Clerk and Master judge the annual Aston Award for a travel grant to a student recommended by Christ's Hospital School.
16. To support the Clerk in recruiting trustees and committee members, primarily from amongst Skinners, and networking amongst Company members to that end.
17. To maintain and develop professional networks, both internally and externally, to the benefit of the charity philanthropy.
18. Ensuring the charity maintains legal compliance in all areas of its operation. This includes remaining abreast of all developments and changes in charitable law that pertain to the charity.
19. Any other duties your Line Manager might reasonably ask you to do.



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<p>Additional Information:</p>	<p>Undertaking these duties will generally entail a conventional working day as per the job-contract, however, will also include occasional early starts and late finishes relating to external meetings or Company events.</p> <p>A passion for the charitable sector, and particularly the themes of Company giving, is beneficial given the focus of the charity's philanthropic work. These themes are:</p> <ul style="list-style-type: none">- Education- Young People's Vocational Development- The Relief of Poverty and Hardship- Heritage, Arts, and Communities
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