

Job Description

Job Title	Funding Director (Funding Policy)
Department	City Bridge Foundation
Grade	G
Location	Guildhall, London, EC2 <i>(Flexible working arrangements between Guildhall and working from home)</i>
Responsible to	CBF Chief Funding Director
Responsible for	Funding Managers
Key Relationships	<p><u>Internal:</u> CBF Board & CBF Funding Committee, CBF wider management group, Senior Officers and Members across the City Corporation, temporary staff and consultants (as required)</p> <p><u>External:</u> Other Funders, Policy makers, Government bodies, Charity Sector Umbrella Bodies.</p>
Appointed Candidate's Signature	<p><i>Please sign and date here upon receiving your offer of employment</i> I confirm I have read the Job Description below:</p> <p>Full Name:</p> <p>Signature Date:</p>

City Bridge Foundation (CBF)

City Bridge Foundation is a registered charity for which the City of London Corporation is the sole trustee. It was established more than nine centuries ago to ensure the upkeep of London's first river crossing, London Bridge. In more recent centuries, specific powers have been granted to allow the charity to maintain and support four additional bridges (Tower, Southwark, Millennium and Blackfriars Bridges). This is known as the charity's primary purpose.

During the past 28 years, our vision has expanded to tackle social and economic divides across the capital. Today we still maintain our bridges, but via our funding arm, we distribute approximately £30m each year to support other charitable causes. This is known as the charity's secondary purpose. Collaborating with civil society, foundations, policy makers and businesses, we harness the combined experience of local communities and partners to build a fairer, more inclusive London.

Purpose of Post

Reporting to the CBF Chief Funding Director, the Funding Director is responsible for managing the operational delivery of CBF's charitable funding strategy, currently "*Bridging Divides*" aimed at tackling inequality in London and making London a place where everyone can thrive.



The Funding Director will provide strategic advice in relation to the funding activities of the charity and will take a lead role in developing CBF's new funding policy, building on lessons learnt and ensuring that all decisions are taken in the best interests of the charity for the benefit of London and London's civil society.

The post holder will contribute to the strategic impact of the funding activities of the charity, while ensuring that all activities are carried out effectively, efficiently and with the adequate quality control across CBF activities.

The Funding Director will ensure that grants processes are anchored in CBF's good practice and grants awarded are strategically aligned with the relevant charitable objectives aiming to achieve maximum benefit for individuals and communities.

The Funding Director will represent the charity internally and externally at a senior level, across the sectors, promoting the grant making activities of the charity, making the best use of their knowledge and networks to be a key contributor and initiator of strategic initiatives aimed to tackle inequality in London and beyond and to promote the influential role of the charity.

As a key member of the CBF Leadership team, the Funding Director will display a collaborative leadership approach, working cooperatively with other members of the CBF Leadership Team to maximise the strategic impact of the charity's activities for the benefit of London and Londoners.

Main Duties & Responsibilities

Strategic Leadership and Management

1. Working with the CBF Chief Funding Director and alongside colleague Funding Directors, to manage the implementation of the charitable funding strategy "*Bridging Divides*" ensuring that all decisions are taken in the best interests of the charity for the benefit of London and Londoners.
2. In delivering the *Bridging Divides Strategy*, to be responsible for the effective and efficient use of the charity's resources and to manage all relevant risks in their area of responsibility, in line with good practice and legal and regulatory requirements.

Charitable Funding

3. To direct and manage a portfolio of existing grants and to lead the delivery of a range of current strategic initiatives and to contribute to the future funding pipeline by identifying strategic initiatives, developing forward-thinking funding initiatives, and leading collaboration with partners.
4. To work in partnership with the public, private, community and voluntary sectors; taking account of the most up to date research, data and analysis of the external context, priorities, and good practice; making the most of all the monetary and non-monetary



assets available ('total assets approach'); and ensuring that all funding activity is anchored within the charity's core values.

5. To contribute to the effective progress and development of the Small Grants Programme within CBF as appropriate, ensuring work undertaken aligns with its charitable funding strategy and reflects the interests of small groups and their ability to achieve a positive impact in their communities.
6. To contribute to the development and policies and procedures that support the delivery of the charitable funding strategy; and to respond directly to funding queries raised by Members and Officers, drawing on considerable funding expertise and an in-depth knowledge of internal processes and procedures.
7. To personally manage complex projects associated or connected with the charity's funding activities, seeing such projects through all necessary consultation and governance arrangements to produce outcomes in keeping with the strategic aims of CBF.

Governance and Finance

8. To report to the CBF Board and its Funding Committee (as required) to ensure that elected and co-opted Members for the City Corporation as trustee receive the information and advice which is required to properly discharge the City Corporation's duties as charity trustee, including that which is required to govern and lead the charity, and deliver its activities, effectively and efficiently.
9. To be responsible for relevant operational budgets and comply with the City Corporation's Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and the CBF & Charities Finance Team representative of any significant budget variance in a timely manner and taking appropriate corrective action.

Leading, Empowering and Managing Relationships

10. To represent CBF externally through contributing to and supporting the work of relevant charitable external bodies, platforms, networks, conferences, and seminars on the role of independent funders in tackling the deep-rooted issues of London's communities and to work with them as a significant enabler of tackling inequality across London.
11. To lead, direct and support a team of Funding Managers in their work to deliver the charity's current funding strategy, "*Bridging Divides*", ensuring their assessment of funding applications and the management of their funding portfolios is rigorous, fair, proportionate, of a consistent high quality and in line with the charity's values and ensuring decisions are effective, efficient, and meet governance requirements.
12. To work with colleagues across City Corporation departments, including Senior Officers and Members, in the development and support of departmental activities aimed at tackling inequality, by providing expert advice to help departments to connect with the public, private and community and voluntary sectors for the benefit of Londoners and their communities.

13. To contribute to a culture which is values-led, motivational, fosters excellent performance, innovation, and trust amongst staff, and facilitates cross-team working and a strong team culture; and to model and promote continuous improvement that values learning and development, and a deep commitment to advancing equity, diversity, and inclusion.

Other Duties

14. Actively seek to implement the City Corporation's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.

15. Actively seek to implement the City Corporation's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

16. To actively seek to implement the Climate Action and Responsible Business Strategies across the charity's activities.

17. To undertake any other duties that may reasonably be requested appropriate to the grade.

The Funding Director will carry out the responsibilities of their role in a way that reflects:

- A commitment to CBF's strategy, vision, and mission and always acting in the best interest of the charity.
- A commitment to supporting the Managing Director of CBF in expanding the reach and impact of CBF as a values-led, world class bridge owner, charitable funder, and responsible leader.
- A commitment to CBF's values, championing, role-modelling, and promoting these behaviours as part of everyday practices.
- A commitment to fostering a collaborative relationship with the City Corporation as a trustee of CBF.

Person Specification

Job Title	Funding Director
Department	City Bridge Foundation (Funding Team)
Grade	G
Trent Position number	
DBS Criterion	No DBS
Security Vetting Criterion	No security vetting is required
Politically Restricted Post Criterion	This post is <i>not</i> politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Professional Qualifications / Relevant Education & Training

- Demonstrable experience of working in a similar role within the charity, grant making charity or public sector.
- Extensive knowledge of civil society sector and issues facing its development, and knowledge of charitable funding available.
- An extensive knowledge of the inter-relationships between Civil Society, business, national and local government, and other relevant agencies in relation to charitable activity.
- Knowledge of charity law and charity accounting.
- High level of proficiency in Microsoft Office (including Word, Excel, Outlook, and PowerPoint).

Experience Required

- Experience of designing Funding policy and/or initiatives in respect of grant-making in accordance with strategic goals and objectives.
- Experience of conducting and using research/evidence to support policy development that fosters innovation for social change
- Substantial experience of charitable or public grant-making in a senior role, assessing complex charitable funding applications, effectively managing complex grants, and leading on the development of grant-making activities, strategies, and policies in accordance with corporate goals and objectives.
- Strong understanding of, and track record of delivering against, the principles of Equity, Diversity, and Inclusion (EDI) both in relation to the operational delivery of a charity's core objectives and with regards to people management.
- Extensive experience of establishing and managing positive relationships and brokering fruitful partnerships across civil society, public, and private sectors in accordance with strategic goals and objectives.



- Experience of managing information systems in respect of grant-making, producing statistics, and analysing complex data in order to inform strategic decision-making.
- Sound knowledge and understanding of techniques used for monitoring and evaluation purposes.
- Experience of managing and developing staff, including setting, and measuring objectives and managing performance generally.
- Experience of managing large budgets in a charity or public sector organisation.

General Skills and Behaviours

- A values-based leader with demonstrable commitment to City Bridge Foundation's Mission.
- Ability to manage the development of strategies, policies, and activities in respect of grant-giving in accordance with strategic and corporate goals and objectives.
- Excellent verbal communication skills with the ability to engage with, advise and speak assertively and persuasively on complex matters in respect of grant-making, internally and externally, at all levels of seniority.
- Excellent written communication skills with the ability to write high quality detailed committee reports, policy and strategy documents on the assessment, development and management of grants and grant-making and make compelling arguments to key stakeholders in relation to funding recommendations.
- Ability to negotiate favourable positions and influence strategies which achieve strategic and organisational aims and objectives in respect of grant-giving.
- Understanding of the motivations, concerns and values of different groups and stakeholders, ensuring communicative approaches are tailored accordingly.
- Ability to ensure consultations successfully capture the needs of all stakeholders/customers before projects and initiatives are implemented.
- Ability to work inclusively and collaboratively across teams and sectors to achieve positive outcomes.
- Willingness to work flexibly, including hot-desking, and sometimes out of regular office hours is required.

Recruitment – Note to Applicants

***The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information
Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £63,910 - £72,390 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a Two (2) year Fixed Term basis.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service



If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Two (2) month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.