



“This is a great job, as part of a wonderful team, where you have an opportunity to make a real and lasting difference for Londoners”

We think this, and we hope it's something you'll say as well if you come and join us in the exciting new role as our **Programme Development Manager**.

What's the job?

From the Grenfell Tower fire in 2017 to the pandemic in 2020, we have a track record of bringing our members together in times of crisis, ensuring that there is an effective, coordinated response from funders to support London's communities.

Building on the learning from these crisis collaborations, London Funders has been working with members and the capital's equity infrastructure organisations (HEAR Network, Inclusion London, LGBT+ Consortium, The Ubele Initiative, and Women's Resource Centre) to develop a collaborative funding programme, called [Propel](#), that will provide flexible, long-term funding partnerships to organisations led by and for the communities they serve, giving them the capacity to explore, develop and lead systemic and collaborative approaches to tackling some of London's biggest challenges.

The Programme Development Manager will join us at an exciting time: the [first application window](#) for Propel closed in December, and the first grants will begin in March 2023. We'll immediately be reviewing how the offer to civil society can be better, bolder, and share power more effectively, and embed this in planning for Round 2 to launch in Summer 2023.

This is a new role which will help to deliver the ambition of Propel: [£100m over 10 years](#). We need a colleague who brings a thorough understanding of funding process and practice, alongside an appetite to find bolder and more flexible ways of working. During 2023, we'll also be building a new funding vehicle to enable funders to pool and align their funds as smoothly and easily as possible, and the new role will contribute to establishing structures and systems that will develop shared understanding of systemic issues, identify opportunities for change, and tests and models new and exemplary practice in grant-making.

We're looking for someone who thrives working as part of a small team as well as working independently, who will suggest solutions to challenges and use their initiative. You'll be proactive and well organised, and able to use your strong relationship skills to build networks around a common goal and work collaboratively with others to achieve change. You will want to help build a better London by taking action on what matters to our city and our communities.

So who are we?

We're at the heart of a great network of over 175 member organisations, who fund London's civil society. This includes every local authority in London, City Hall, independent Trusts and

Foundations, businesses, social investment organisations, housing associations and more. Together, our members invest hundreds of millions of pounds every year in civil society through all aspects of London's life, from arts through to welfare, so that people across our communities can live better lives. We're the place where funders come together to connect and collaborate, where ideas are generated and acted on, and where people work to ensure that resources are channelled to the right places.

The last two years have been our busiest ever. We've worked with the funding community to respond to the covid-19 pandemic: coordinating 67 funders in an unprecedented collaboration to distribute over £57m through the London Community Response, sharing insight and intelligence to drive effective and fast grant-making; and bringing over 400 funders together to sign our "We Stand With The Sector" statement in support of civil society at this difficult time. We've continued to share learning across the funding sector and beyond: welcoming over 2,800 people to our events and networks in the last year; connecting over 3,200 people to resources and insights about the needs of communities; and publishing sector-leading reports and briefings that have reached over 6,300 people. We've contributed to policy and practice: speaking to networks from Scotland to New Zealand about collaboration; and sharing data and intelligence to inform the work of crisis response and recovery planning across London, from boroughs up to Number Ten. We're building on all of this with an exciting new strategy through to 2030, a long-term funder collaboration to tackle the systemic issues challenging our communities, and a renewed focus on ensuring that the future for our city is fairer, greener and more equitable.

Our team and partners

We've done all this with a really small team – there are six of us (four full-time, two part-time) at the moment – so working effectively with the amazing people across our member and supporter organisations is critical. We're proud of what we do, and we've got ambitions to do even more in the coming years to help create a better London.

Our Propel collaboration currently involves a core group of funders from across sectors and five equity infrastructure organisations, and we expect over 60 grantee organisations to be joining the Propel network in March. With support from our tech partner, we're building digital platforms to simplify the relationship between funders and grantees, and with our learning partner, we're seeking to understand how change happens, and what we can all bring to that. So you will need excellent skills to engage effectively across all of these stakeholder groups, guided by the Propel principle of sharing power and working in equitable ways, and ensuring that the voices of those most affected by the issues are at the heart of the conversations.

What do people say about us?

We're always listening to people to help shape our work – and we've shared a few reflections below so that you can get a better sense of who we are and what we do. You can also see some of their comments and thoughts yourself on our social media (@LondonFunders).

Malene is one of the newer members of the team, having joined us in April 2021 as our Learning and Communications Manager:

"The London Funders team are fantastic to work with – everyone is passionate about making the lives of Londoners better and always have time to give you a helping hand."

Yvonne Field, the Founder of Ubele, worked with us on the London Community Response collaboration and is a key partner to our work developing Propel, helping to ensure that groups led by Black and Minoritised communities can access funding:

“It has been refreshing to see a partnership of funders that have really put equity at the heart of their approach, and to see that when we work together we can ensure that communities get the resources they need.”

We also asked our members what they'd say about us, with some of their thoughts being:

“London Funders are a small team that achieve big things - thanks for all you do.”

“I think London Funders have been exemplary in the last year - we've been proud to be members, to support where we can, and to learn via the network.”

“London Funders is doing a fantastic job – we are grateful and full of admiration.”

What are we looking for?

The Propel Programme will test and model new and exemplary practice in grant-making. You'll bring your knowledge of grant-making practice, which could be from any part of the funding community (public, private or independent), or you may have this knowledge through another kind of role. In this job you won't be making or managing grants, but designing and supporting shared processes that enable funders to do so together. You'll be convening and supporting the Propel Operations Group, which has developed a single application form, and is working on shared approaches to due diligence and assessment, and a single report to multiple funders. Alongside your experience of the practicalities, you'll have the interpersonal skills to bring collaborators with us on this exciting journey. There will be challenging moments, so you'll need to be calm under pressure, and focused on solutions.

You will also be supporting the development of strategy and priorities by contributing research about effective collaboration and interventions, and will engage in ongoing learning and process improvement as Propel grows and develops.

We're proud of the diversity and vibrancy of our city, and work to champion equity and justice in all that we do. We are actively working to make sure we reflect our community in our staff team, and are particularly welcoming of applications from people from Black and racially minoritised communities, and from people with disabilities, to help strengthen the diversity of thought and experience in our team that we know will make our work even stronger.

What can we offer?

Did we mention that we're a small and friendly team, helping to achieve positive change for London's communities? Well, we're also an organisation that's committed to celebrating the diversity of our city – and this translates into our working practices, from our fully accessible office (at the moment we're all working 60% of our hours in the office, alongside flexible and remote working) through to our family-friendly working policies. We're also committed to offering support, training and development so you can thrive in your role – so if there are elements of the job that are new to you, or areas where you'd like to increase your skills, we can talk about these in your regular one-to-one meetings with your line manager.

Whilst we are a small team ourselves, when we're in the office you'll find that we're co-located with our friends at Trust for London, so there's a bigger group that gives us opportunities learn from each other, and ensure that even when you're on your own in our corner of the office there will be other people around.

The salary is £35,000-37,000 per year, full time equivalent. There is flexibility about the hours for this role, so it would be available on a part time or full time basis (with a minimum of 21 hours per week). The skills, experience, insights and inspiration you will bring to the role are more important to us, so we'll work with you to shape the role and do what we can to accommodate your preferred working pattern.

On completion of your probation period you'll also be able to access our pension scheme (employer's contribution of up to 10% of your salary) and our other employee benefits including our Cycle2Work scheme, Life Insurance and Health Cover, together with volunteering days and a generous annual leave allowance.

How can you join our team?

If you're interested in the role we just need you to send us your CV, together with a covering letter (no more than two sides of A4) that explains how your skills, experience and knowledge make you the right person to take on the role of the Programme Development Manager. We'd also like you to fill in a monitoring form, which will be detached from your CV/letter on receipt, and used to help us ensure that we're reaching the full diversity of London's communities with our recruitment. All personal details will be redacted from your CV and covering letter prior to shortlisting so please send in a Word or PDF format that can be copied and pasted.

The deadline for getting your application to us is 10am on Tuesday 24 January 2023 – we'll be shortlisting that day, and if you're selected for interview we'll invite you in to see us in week commencing 30 January. When you meet us we'll ask you to do a short presentation or test, details of which will be sent on confirmation of your interview. We'll then have an interview with you which will also include some time for you to ask us any questions.

When you're ready, send your CV, covering letter and diversity monitoring form to jessica.herbert@londonfund.org.uk – you can also contact Jess on that email address if you have any queries, or call us on 020 7255 4488. We look forward to hearing from you!

Programme Development Manager

Job Description

Job title:	Programme Development Manager
Salary:	£35-37,000 per annum
Working hours:	Full-time, 35 hours per week – we'll consider applications for part time (at least 21 hours per week, with the above salary pro rata)
Responsible to:	Director of Collaboration and Development

Purpose of role

To lead on the overall operational effectiveness and implementation of the Propel funding programme. Working closely with colleagues, funders, equity partners and other Propel stakeholders, you will take a lead on the following:

Areas of responsibility

1. Building strong and trusting relationships with operational colleagues across the collaboration.
 - Convening, designing a programme of work for, and servicing the Propel Operations Group which brings together grant managers and equity partners to design, test and implement shared funding processes
 - Responding to requests from funders, equity partners and wider civil society in a way that builds a reputation for reliability and problem solving
 - Developing relationships where you are able to demonstrate a commitment to the principles of Propel, proactively challenging partners and colleagues with warmth to go further to deliver our shared ambitions
2. Developing, testing and implementing processes that support collaborative and equitable funding approaches, both online and face to face.
 - Continuing our work to develop and embed single application and reporting forms and shared approaches to due diligence and assessment, mapping current practice and working with operational partners to build new ways of working
 - Considering how approaches to design and decision-making can take account of power and equity
 - Identifying where training or support for partners is needed, and putting this in place
 - Working with colleagues and contractors, building systems that respond to the needs of different funders and support them to collaborate effectively both digitally and face to face

3. Supporting the development of a shared understanding between funders (and civil society) of systemic issues and opportunities for change, informing the future development of the collaboration.
 - Contributing to a body of knowledge about funding for systemic change
 - Identifying, researching and exploring examples of collaborative funder practice and process
 - Mapping and collating research on changing community priorities, needs and effective interventions
 - Connecting the Propel programme to other systemic initiatives in London
 - Assisting in the convening and facilitation of co-design and learning workshops with funders and wider stakeholders to develop programme priorities and to reflect on opportunities and challenges

4. Working with colleagues and partners to unlearn old ways of grant-making and to model new and exemplary practice through Propel.
 - Contributing to programme-wide learning and evaluation processes
 - Ensuring that Propel grantees are resourced to participate in the learning journey and that their voices and experience are central to this
 - Working with colleagues, our Learning Partner(s), and wider membership to embed the learning generated

5. General responsibilities
 - Bringing your whole experience, lived and learned, to London Funder's efforts to build a better London
 - Maintaining positive working relationships with colleagues in a small team
 - Participating in our team learning culture, being proactive about your own development and identifying opportunities to learn
 - Ensuring that the values of equity, justice and inclusion are embedded in everything that you do
 - Undertaking other duties as reasonably requested by your manager, the Chief Executive or Trustee Board

Person Specification

Job title: Programme Development Manager

Criteria	Essential/ Desirable	Method of assessment
Skills		
Excellent planning and organisational skills	Essential	Application/Interview
Strong interpersonal skills; the ability to build strong and trusting relationships with people in different roles, and across different organisations	Essential	Application/Interview
Research and analysis skills, organising research materials/evidence and presenting persuasively in written or verbal reports	Essential	Application/Interview
Facilitation and/or meeting chairing skills, with a laser focus on turning discussion into action	Essential	Application/Interview
Excellent communication skills, in writing and in person, including presenting to diverse audiences	Essential	Application/Interview
Effective time management and prioritisation skills along with the ability to work on your own initiative	Essential	Application/Interview
IT skills – including the use of database and shared online workspace and collaboration tools	Essential	Application/Interview
Experience		
Programme management and reporting	Essential	Application/Interview
All stages of grant-making, from programme design, application, due diligence, assessment, contracting, monitoring and reporting	Desirable*	Application/Interview
Working in collaboration or a collaborative environment – for example alliances, networks, movements that bring people together from different organisations to work towards shared goals	Essential	Application/Interview
Working effectively to champion equity and justice	Essential	Application/Interview
Knowledge		
Understanding of grant-making process and practice	Essential	Application/Interview
Understanding of London’s funding community and systems	Desirable*	Application/Interview
Understanding of London’s civil society, and the issues facing London’s communities.	Desirable*	Application/Interview

** For the criteria marked as “desirable”, training and support will be available to you if appointed and you do not have pre-existing skills, experience or knowledge of these areas.*

ⁱ Propel principles

- Systemic – engaging with the whole system around an issue, tackling root causes not just symptoms, building a shared understanding of how systems can change
- Bold – experimenting and taking risks together, influencing wider ways of working
- Flexible – recognising that the future is uncertain, that funders and grantees are on a learning journey together, trusting grantees to respond to changing challenges and opportunities
- Sharing power – recognising that everyone has something to contribute (money, knowledge, networks and reach), investing in people’s capacity to co-design, embedding participation in decision-making from the start, building trust and confidence
- Equitable – unlearning old ways of working, biases, and lenses on the world, ensuring that design, process and decision-making are inclusive and take account of the diversity of the sector and of communities
- Non-partisan– recognising both civic and democratic leadership, combining the convening power of politicians with wider participation and voice
- Long term – investing beyond political and institutional cycles, providing stability for civil society partners and seeking to make transformational change
- Accountable - jointly accountable to each other and to the communities we serve