



*“The London Funders team are fantastic to work with – everyone is passionate about making the lives of Londoners better”*

We hope you'll agree if you come and join us in the exciting role as our **Programme Development Manager** in a fixed term role.

### What's the job?

We need someone to join us as our **Programme Development Manager** for the first six months of 2025 to provide high quality support to our collaborative initiatives, working across the team to provide additional resource and expertise to help drive forward our key programmes.

We need someone who can help turn our ambitions into action - you will need to be strong at working collaboratively, facilitating meetings and project management, and come with an understanding of how the grantmaking world works, experience of championing equity and justice, and be a natural communicator across the communities and organisations we work with.

### So who are we?

We're at the heart of a great network of over 170 member organisations, focused on funding in London. 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. You can read more about our ambitions [here](#).

Over the past year we've grown in number and have some big programmes of work underway, including an ambitious collaborative funding programme, [Propel](#), setting up a subsidiary [Collaboration Circle](#), and establishing a [Due Diligence pilot project](#). The **Programme Development Manager** comes at a critical time to help us deliver across multiple projects including facilitating the co-design of a long term grants programme for Propel, the establishment of a new Fellowship programme for people with lived experience of seeking refuge to work in the funding sector, and the setting up of new programmes within Collaboration Circle.

### 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).

Nasyah joined the team in February last year as our Membership Manager:

*“I really enjoy being part of the London Funders team. I like that we are small but mighty, and that we work hard to connect funders with each other to effect real change.”*

Yvonne Field, the Founder of Ubele, worked with us on the London Community Response collaboration, helping to ensure that groups led by Black and Minoritised communities can access funding and is a vital part of our partnership looking to the future of funding in our city:

*"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:

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

*"You are a really lovely team, and have done an incredible amount to strengthen and support funding for vital community led activity in London. It is hugely appreciated and it is always great to interact with you"*

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

### **Who are we looking for?**

Our ideal candidate will have experience of working collaboratively with strong facilitation and communication skills, working across complex multi-stakeholder partnerships. They will be able to demonstrate their commitment to equity and justice across their work and have an appetite to learn and unlearn as they explore grantmaking practices. 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.

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 applicants from Black and racially minoritised communities, and from people with disabilities, to help strengthen the diversity of thought and experience in our team.

### **What can we offer?**

We are a small organisation with big ambitions. And we can't achieve those without our staff team. That's why we work hard to create a positive work environment for all employees, where everybody can learn, thrive and deliver their best.

We believe a staff culture which values inclusion, equity and wellbeing helps to create a stronger, healthier and more productive team. Whilst we are a small team, we share an office with our friends at Trust for London. This is a full time role (32 hours a week), and we offer flexible working patterns including the four day working week. This shows our commitment to creating a culture that encourages wellbeing and personal growth, but still gives us the time to get the job done as effectively as possible. You can read more about what's it like to work for us [here](#).

The salary is £38,000 per year. From the first day of employment you will be entitled to Health Cover and Life Insurance as part of our staff benefits package. On completion of your probation period you'll also be able to access our other employee benefits including our Cycle2Work scheme, and, mobile months together with volunteering days and a generous annual leave allowance. We also offer a generous pension scheme (employer's contribution of 10% of your salary). You can read more about our benefits [here](#).

### **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 for this role. 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 format that can be copied and pasted.

We are open to you applying for this role as an employee, or as a secondment from your current organisation, but for the purposes of applying please just provide your CV and cover letter – if the secondment option is pursued we will work with you and your current employer to put in place the necessary secondment agreement between our organisations.

The deadline for getting your application to us is **9am on Monday 16th December 2024**. We know this is a short application window, but due to the nature of this role being fixed-term with an early January start we will be reviewing applications as they come in, with **interviews taking place in the week commencing 16<sup>th</sup> December** with a view to the successful candidate starting with us in early January.

When you're ready, send your CV, covering letter and diversity monitoring form to our Team Coordinator [jessica.allsop@londonfunders.org.uk](mailto:jessica.allsop@londonfunders.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!

## Job Description

Job title: Programme Development Manager

Salary: £38,000 per year

Hours: Full time (32 hours a week). Fixed term six months Jan – Jun 2025

Responsible to: Head of Programme Delivery

### Purpose of role

The Programme Development Manager role will be to support the development of a range of London Funders initiatives, working across the team and with colleagues to provide additional resource and expertise as needed.

### Areas of responsibility

#### 1. Supporting London Funders initiatives

- Propel – this will include working alongside our team and partners on the development of the long-term grants programme for our pioneering ten-year funder collaboration
- Due Diligence – building on our consultation and initial developments to project manage the piloting of a new tool for sharing due diligence across funders
- Collaboration Circle – supporting the development of new collaborative initiatives, from project managing established partnerships to helping facilitate conversations with new partners
- Farnsworth Fellowship – programme managing the establishment of this new initiative to build links between London Funders and refugee community organisations to enable people with lived experience of seeking refuge to pursue a career in the funding sector

#### 2. Contributing to the work of the wider team

- Contribute to quarterly reports to the Trustee Board, and to reports to funders and supporters, as required
- Contributing to team meetings so that your work is integrated into the plans and activities of the wider London Funders team
- Undertake other tasks to support our Programme delivery as required when working in a small team

#### 3. General responsibilities

- Maintain positive working relationships with colleagues in a small team
- Be proactive about your own development and identify opportunities to learn
- Ensure that the values of equity, diversity and inclusion are embedded in everything that you do
- Undertake other duties as reasonably requested by the Chief Executive or Trustee Board

## Person Specification

Job title: Programme Development Manager

Criteria	Essential/ Desirable	Method of assessment
<b>Skills &amp; Knowledge</b>		
A broad understanding of grant-making processes and of the current debates in grant-making around equity, power and participation and of emerging practices that address these issues	Essential	Application / Interview
Excellent facilitation and co-design skills: able to plan and deliver group meetings that enable people from different sectors and disciplines to explore, design, and commit to new types of funding process	Essential	Application / Interview
Collaborative approach: a track record of working in complex, multi-stakeholder environments, and supporting collaborative efforts and initiatives	Essential	Application / Interview
Partnership development: able to quickly identify key stakeholders and build positive relationships with potential partners	Essential	Application / Interview
Learning and unlearning: an appetite to unlearn old ways of working, to reflect on new and emerging practice, and to contribute to learning outputs and events to support wider change in the funding sector	Essential	Application / Interview
<b>Experience</b>		
Research skills: able to identify relevant learning from the UK and beyond, drawing together the most relevant emerging practice and considering how this can be embedded in grant-making initiatives	Desirable	Application / Interview
Using a range of methods to communicate with different audiences	Desirable	Application / Interview
Working in a collaborative environment – for example alliances, memberships, networks, movements etc.	Essential	Application / Interview
Working effectively in accordance with equality and diversity policies	Essential	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.*