**Associate**

**(consultancy or freelance capacity)**

London Funders is looking for an Associate to join our team.

The Associate will act as a convenor and facilitator, supporting some of our networks of funders to create a better London.

This role is offered as a consultancy/freelance opportunity, for the next 12 months as a minimum.  We will guarantee a minimum number of days that we will commission from you during this period, with any additional packages of work agreed during the year based on your capacity and the needs of the organisation. If you are interested in joining us on a more ad hoc basis, please check out information about our Talent Bank.

**What’s the role?**

We are looking for an Associate to act as a convenor and facilitator, supporting our growing movement of funders to create a better London.

A key part of the role will be to chair and facilitate of our existing place based networks of [local funders](https://londonfunders.org.uk/what-we-do/enabling-funder-collaboration/local-funder-forums) and our London’s Giving network meetings. Following a recent review of the forums and London’s Giving, it is clear that members value these spaces to share learning, connect and make more strategic approaches to funding within and across London’s boroughs. Due to the growth of London Funders’ other programmes and demands on the team, we now need to bring in more capacity to support these areas of work. This role will complement the work being done by other staff members, so as an Associate you will collaborate with the team while working with a large degree of independence.

We’re looking for someone who is an excellent communicator, who facilitates in an inclusive and dynamic way, who can help direct and provide focus to discussions and can create spaces that encourage diverse perspectives. You will be a keen collaborator, with a solid grounding in the funding community, so you are able to identify issues which are relevant to our members. You will be someone who relishes the opportunity to bring different stakeholders together to find and act on common goals.

Most importantly, you will be someone who wants to help build a better London by taking action on what matters to our city and our communities.

**About us**

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](https://londonfunders647-my.sharepoint.com/personal/helen_mathie_londonfunders_org_uk/Documents/Documents/HR/londonfunders.org.uk/about-us).

Over the past year we’ve grown in number and have several new programmes of work underway, including [Collaboration Circle,](http://www.collaborationcircle.org.uk) a new space for funders and civil society to make funding decisions together, and the Place Based Giving Resource Hub, which will strengthen and amplify the reach, profile and influence of place based giving across London and beyond. This Associate role comes at a critical time to help us understand and connect the work happening across our membership, share the learning we’re gathering through our work, and promote how funders can collectively address the challenges facing Londoners.

**Who are we looking for?**

You will be someone who has experience of convening and facilitating networks or collaborations with different stakeholders. You’ll have a track record of working inclusively in a way that encourages the involvement of all network members. An understanding of the funding sector and place based giving and/or our membership would be beneficial. You’ll need to work collaboratively with other network members, as well as London Funders staff, so that we can share and use the learning and knowledge to come out of the local networks to benefit our wider membership and the communities they support.

This role can largely be done remotely but we do have office space if you’d like to use it. Either way, you will need to be available for some in-person meetings. There are currently 10 local networks which meet three times each per year and 6 London’s Giving network meetings (please note some are face to face so you will need to be in London for these). Currently we expect this work will comprise a minimum of 25 days for the next 12 months, with any additional days agreed with you as well as the pattern of delivery.

**What you can expect from us**

If you’re successful we’ll give you a full onboarding to London Funders with one of our Directors being your main point of contact. We’ll also invite you to join our growing aLONdi network, bringing together all past and present employees and trustees of London Funders.

We have a strong commitment to staff wellbeing. and we pride ourselves on being an employer that values and promotes staff wellbeing, and we’ve thought hard about how we can put this into practice.

We are committed to putting inclusion and equity at the heart of how we recruit, support and manage our staff. We’ve signed up to a number of initiatives to help us deliver on these commitments:

* [10,000 Interns Foundation programme](https://10000internsfoundation.com/): each year we pledge to take an intern from each initiative (Black and Able interns), offering paid internships that create new pathways into the sector that promotes equity of opportunity
* [Show the Salary](https://showthesalary.wordpress.com/about/#:~:text=Show%20The%20Salary%20was%20born,the%20impact%20of%20salary%20secrecy.): only advertising permanent jobs (members and our own) with salaries to stop perpetuating pay gaps which evidence shows most affect women, racially minoritised staff and people who are LGBT+
* [Living Wage Employer](https://livingwage.org.uk/accredited-living-wage-employers): we are an Accredited Living Wage Employer, paying the real Living Wage to everyone who works for us
* [Menopause Workplace Pledge](https://www.wellbeingofwomen.org.uk/menopause-workplace-pledge/): we’ve signed the Menopause Workplace Pledge to take positive action to make sure everyone going through the menopause is supported
* [Disability Confident Employer](https://www.gov.uk/government/collections/disability-confident-campaign): we are joining a movement of change, to encourage employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people.

London Funders is an equal opportunities employer and welcomes applications from all suitably qualified candidates. You can read more about what it’s like to work with us [here](https://londonfunders.org.uk/about-us/working-london-funders).

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, people who identify as LGBTQ+, 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.

**How can you join our team?**

Please 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. Please also tell us what your day rate is; and if you are applying as a secondment basis please let us know what your salary expectations would be. 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.

The deadline for getting your application to us **is 6 September 2024 at 12 noon.** If you need any alternative formats, you would like to discuss any reasonable adjustments, or anything else please don’t hesitate to contact us.

When you’re ready, send your CV, covering letter and diversity monitoring form to our Operations 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!

**Role Description**

**Purpose of role**

The **Associate** is responsible for:

* Chairing and facilitating networks of funders, using a range of methods to create safe, dynamic and inclusive spaces for learning and discussion.
* Creating a relevant and timely agenda in partnership with network members and London Funders staff for each meeting. A member of the core staff team can provide secretariat support for meetings.
* Engagement with members and London Funders staff team between meetings to understand local developments/issues to bring to the networks as well as identify other opportunities for the network to consider.
* Liaising with London Funders staff to share insights and identify opportunities for further action or collaboration.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential/Desirable** | **Method of assessment** |
| **Skills & Knowledge** | | |
| Strong interpersonal skills, including the ability to engage with, influence and collaborate with others | Essential | Application/Interview |
| Excellent facilitation skills, both online and in person | Essential | Application/Interview |
| Knowledge of London’s funding sectors and the context place has for our membership | Essential | Application/Interview |
| Knowledge of place based giving | Desirable | Application/Interview |
| **Experience** | | |
| Building partnerships with others at different levels | Essential | Application/Interview |
| Working in a collaborative environment – for example alliances, memberships, networks, movements etc. | Essential | Application/Interview |
| Working effectively to champion equity and challenge injustice | Essential | Application/Interview |