

SECONDMENT OPPORTUNITY

Propel Programme Manager

SUMMARY

Collaboration Circle, a subsidiary of Funders Together, is holding a pooled fund on behalf of the Propel funding programme. The Propel pooled fund is making grants of up to seven years to organisations working on systems change initiatives in London. At least 75% of these grants will go to organisations that are led by and for the communities they serve.

A Propel Funding Committee, made up of four funders and eight equity and justice civil society organisations, is making the grant decisions. Almost £35m is held in the pooled fund and there are likely to be between 30-35 grants made.

A seconded Propel Delivery Team is supporting the funded organisations for the lifetime of their grants, and comprises four part time grant managers, two from funders and two from equity and justice organisations.

We are now seeking a part time secondment for 6-9 months to lead and co-ordinate the Propel programme and Delivery Team. You'll have experience managing complex grant portfolios and projects with multiple stakeholders.

What's in this pack

This pack provides you with:

- An overview of Collaboration Circle and of the Propel pooled fund
- Information about how the secondment works
- How to apply
- A Job Description and Person Specification

Key dates

25 June 2026 Application deadline

2/3 July 2026 Interviews with potential secondees and seconding orgs

July 2026 Set up and contracting

Aug-Sept 2026 Secondee joins Collaboration Circle

For more information: Geraldine.blake@londonfunders.org.uk

Overview

About Collaboration Circle

The Collaboration Circle is a space for funders and civil society to design, learn and make funding decisions together. It holds pooled funds on behalf of collaborations and also offers a space where people from across the funding and social justice sectors come together to design and decide how this money should be used.

Equity and power sharing are key elements of Collaboration Circle and run through its design as a golden thread. The diagram below shows how Collaboration Circle works:



Collaboration Circle is a subsidiary of Funders Together. You can find out more about Collaboration Circle [here](#).

Collaboration Circle is holding a pooled fund for Propel long-term grants.

About the Propel long-term grants pooled fund

Propel is a long-term funding collaboration that aims, over ten years, to give the capital's civil society and communities the flexibility, trust and capacity to make long-term, systemic change in London. Propel prioritises the communities who experience structural inequality and the civil society groups who are best placed to make change happen to explore, develop, and lead collaborative approaches that tackle some of London's biggest issues. You can find out more about Propel [here](#).

Beginning in 2021 as a collaboration between eleven funders and five equity and justice organisations, Propel has so far made £45m+ of grants to 131 organisations, of whom many are led by and for the communities that they serve. These organisations have been working on projects relating to young people, advice services and building strong communities.

Through a pooled fund of c£34.8m, two Propel funders (City Bridge Foundation and the National Lottery Community Fund) are now making seven-year grants to c30-35 of the organisations currently funded by Propel to continue their exploration into systems change.

There is a commitment that at least 75% of these long term grants will go to organisations led by and for the communities they serve.

Grant decisions are being made by a funding committee which includes members from four funders and eight equity focused civil society organisations. These decisions are being made across three cohorts of applications, with decisions made in October 2025, and February 2026, and the last round of decision making in June 2026.

About the Delivery Team

To support the cohort of long term funded organisations, Collaboration Circle has brought together a team to deliver relational grant management.

By relational grant management we mean a people-first approach to funding that focuses on building strong, trusting relationships between funders and the organisations they support. This model encourages open conversations, shared goals, and flexible support. It's about working together as partners—listening, learning, and adapting to what communities really need. Relational grant management helps create more meaningful, lasting change.

We're using a secondment model to bring the right expertise and experience to this team. A team of four (part time) people, with two from funders and two from equity and justice organisations who will be supported by the Propel Programme Manager.

About the secondment opportunity

We are now seeking a 6-9 month seconded Programmer Manager to manage the Propel programme and Delivery Team

We hope that this secondee will be able to join Collaboration Circle in August/September 2026, and work with us for 2 days a week.

Information for the potential secondee

We're looking to second someone with experience of managing complex grant portfolios and projects with multiple stakeholders to co-ordinate and support the Propel Delivery Team and Funding Committee. This is an exciting opportunity to work with a programme that is developing and testing equitable and relational grant management practice whilst supporting a cohort of (mainly) led by and for organisations to work towards systems change goals. You'll also contribute to generating learning about these approaches and sharing that learning with the wider sector, including with funders

The secondment will enable you to develop your own skills, knowledge and networks.

The potential secondee will need to demonstrate a commitment to the principles and ambitions of the Propel programme and the ability to perform at the level required, based on the person specification set out in the job description at Appendix A.

Collaboration Circle is actively seeking to build a diverse team of secondees and welcomes applications from people with lived experience of the communities that Propel is prioritising.

For the seconding organisation

Secondees will continue to be employed by their own organisations and to retain all of their employment terms and conditions.

Collaboration Circle will agree appropriate financial arrangements with each seconding organisation on a case-by-case basis, taking into account factors such as salary costs, backfill, and any additional costs associated with participation.

The seconding organisation's perspective and experience will contribute to generating and sharing learning about developing more equitable funding practice.

How to apply

Please send to recruitment@funders-together.org.uk your proposal on no more than two sides of A4, setting out:

1. Your organisation's track record of managing a grant programme, and the ambitions and interest of your organisation relating to making funding practice more equitable
2. The skills and experience of the staff member that you would propose to second, and the duration of secondment that you would be able to consider.

Please also attach a CV of the staff member you propose for secondment.

Closing date for applications

By 10am on 25 June 2026.

Assessment and decision making

Proposals will be reviewed by the Collaboration Circle Team. Shortlisted organisations and proposed secondees will be invited to an assessment meeting. These are likely to be held on 2 or 3 July.

For more information

If you would like to discuss this opportunity or have any questions, please get in touch with our Director of Collaboration & Development, Geraldine Blake at geraldine.blake@londonfunders.org.uk.

JOB DESCRIPTION

Job title:	Propel Programme Manager
Salary:	Seconded keeps own salary and conditions
Office:	This role is London based with the expectation of one day (Tuesday) being in the office
Hours:	16 hours per week (2 days per week)
Contract:	6-9 months on a secondment basis
Responsible to:	Director of Collaboration and Development

Purpose of role:

Lead and co-ordinate the delivery of the Propel pooled fund programme, ensuring it achieves its bold ambitions for equity and systems change. This means managing a complex, multi-stakeholder programme and creating the conditions for innovation and learning. You'll convene the Propel Funding Committee and facilitate equitable decision-making, and you'll support a seconded Delivery Team drawn from funders and civil society to develop relational grant management, turning Propel's ambitions into day-to-day delivery that supports grantees over the lifetime of their grants.

Responsibilities

1. Lead and enable a collaborative Delivery Team for relational grant management

- Support the Delivery Team of grant managers who are seconded from funders and civil society, fostering a culture of unlearning, experimentation, and equity. As secondments, this team will change over time, initially focusing on grant making and set-up and then developing as the need of the funded organisations over the lifetime of their grants become clear.
- Work with the team to build relational grant making approaches, ways of working and processes that deliver the Propel pooled fund's ambitions and shared goals, supporting them to work collaboratively, and providing them with tools and frameworks including strong and effective project management.
- Ensure that the team provides high quality relational grant management, monitor the impact of the support that funded organisations are receiving, and adapt as needed.
- Ensure the Delivery Team understands and operates within Collaboration Circle's policies, procedures, and system constraints, balancing relational practice with robust governance and accountability.
- Oversee the effective use of grant management systems (e.g. Salesforce), ensuring data is accurate, up to date, and used to support decision-making, learning, and compliance.
- Work with the Operations Team to ensure grant payments are processed accurately and on time.

- Working with learning partners and the Learning Team, support Delivery Team members to share their learning with their employing organisation and more widely across the sector. This will include contributing learning and case studies to the Collaboration Circle's library of 'Equity in Every Step'.

2. Co-ordinate the Delivery Team to support the Propel long term funded organisations

- With the Delivery Team, develop a good understanding of the support that funded organisations will need to deliver their systems goals.
- Working with the Learning Team, bring the funded organisations together in learning and systems networks.
- Play a role in commissioning and managing other support for the Propel pooled fund, working with the Director of Collaboration, Funding Committee and the Learning Team contribute to contracting additional expertise (e.g. equity, systems change, learning) to strengthen the programme and monitoring its delivery.

3. Support governance and stakeholder engagement

- Service the Funding Committee, including agendas, papers, and minutes, and support equitable decision-making.
- Maintain strong relationships with funders, equity partners, and other stakeholders to champion collaborative and transformational approaches.
- Work with the Delivery Team to produce scheduled reports to the Funding Committee and pooling funders and alerting them to anything that needs to be reported immediately.

4. Oversee the ending well of the final aligned grants

- Continuing to support the Propel Operations Group as the aligned grants come to an end.
- Maintaining relationships with those aligned funders beyond the end of their grants in order that new practice generated within Propel can continue to be shared.

5. Contributing to the work of the wider team

- Contribute to quarterly reports for governance meetings, and to reports to funders and supporters, to highlight the achievements of our programmes.
- Contributing to team meetings and the plans and activities of the wider Collaboration Circle team.
- Undertake other tasks to support our delivery as required when working in a small team.
- Maintain positive working relationships with colleagues in a small team.

Person Specification

Job title: Propel Programme Manager

Criteria	Essential/ Desirable	Method of assessment
Skills & Knowledge		
Project management: planning, risk/issues, dependencies, decision logs; you balance structure with flexibility.	Essential	Application/Interview
Facilitation & communication: able to hold reflective spaces, navigate difference, and make complex things simple.	Essential	Application/Interview
Developing appropriate culture: creating a space in which seconded teams can experiment with more equitable funding practices	Essential	Application/Interview
Learning & improvement: build feedback loops, run retrospectives, and turn insight into change.	Essential	Application/Interview
Equity mindset: you centre equity in decisions, data, and relationships, and you're comfortable unlearning and trying new approaches.	Essential	Application/Interview
Relationship building: trusted partner to funders and grantees; you listen deeply and act with humility.	Essential	Application/Interview
Governance: you understand the role of committees and provide them with high quality agendas and papers	Desirable	Application/Interview
Reporting: you're comfortable reporting to a range of stakeholders, you understand what is important to different audiences	Desirable	Application/Interview
Experience		
Experience managing complex programmes or grant portfolios with multiple stakeholders (funders, civil society, community partners)	Essential	Application/Interview
Proven success leading without line management: facilitation, influence, and coordination of mixed/seconded teams.	Desirable	Application/Interview
Designing and improving grant-making processes (assessment, monitoring, reporting, learning).	Essential	Application/Interview
Commissioning and managing external partners/consultants to outcomes, budget, and timelines.	Desirable	Application/Interview
Experience building partnerships and working collaboratively across different levels of an organisation	Essential	Application/Interview
Demonstrated commitment to equity, inclusion, and challenging injustice in the workplace	Essential	Application/Interview
Hands on with grant management systems/CRMs (we use Salesforce**)	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.*

***Training will be provided for specific operational systems*