

Candidate Information Pack

Resident Grant Makers – Alumni Manager



Picture above 1. Some of our team on a volunteering day out last year with partner, BIG Alliance, at Lumpy Hill playground.

Please find enclosed:

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2. About us
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1. Job Details: Resident Grant Makers – Alumni Manager

This is a 2-year part-time contract, supported by funding from the City Bridge Trust. We are looking to employ someone for 14 hours a week at £37,000 pro rata. There is the possibility of this being a freelance role, paid on a consultancy basis; please contact the Programme Director to discuss, using the contact details at the end of this pack, if you wish to apply as a consultant.

Holiday: 25 days plus 3 days paid leave over Christmas (pro rata for part time roles)

Salary: £37,000 pro rata, 14 hours per week.

Pension: Employee pays at least 5% of salary and Cripplegate Foundation contributes 3%; this increases to 10% after completion of probation.

Location: Islington Giving, 13 Elliott's Place, Islington N1 8HX – there will sometimes be a requirement to travel to visit other Islington-based organisations.

Reporting to: Programme Director

Working with: All staff, but particularly the Programme and Communication Teams

Closing Date for Applications: Monday 31st July, 5pm

Interviews: Week of August 7th

Start Date: September 2023

2. About Us

Cripplegate Foundation is a highly successful, independent London grant giving charity. We make about £1.8m a year in grants to organisations and local residents.

We work in Islington and the Cripplegate ward of the City of London to address poverty and inequality. Our vision is of a society where everyone has the opportunity to live a rewarding life free from poverty and inequality.

We work to bring about change that will transform the lives of our most disadvantaged residents.

We aim to maximise all our assets for our residents – our endowment and investments, our knowledge, people and networks, our grant making programmes, and our partnerships. We do this by:

- Giving grants and support to organisations working in Islington to benefit residents
- Developing and working in effective partnerships with local and national organisations to identify need, and bringing more resources into our area of benefit
- Promoting and championing effective ways to tackle disadvantage

In 2010, Cripplegate Foundation brought together local and national organisations to establish Islington Giving. Cripplegate Foundation chairs the board of Islington Giving, which has raised over £9 million since 2010. We manage and finance all the operational work underpinning Islington Giving, meaning 100% of donations to Islington Giving are awarded as grants to benefit local residents.

Cripplegate Foundation and Islington Giving have a small, passionate, and talented staff team. Cripplegate Foundation is overseen by 15 Governors (equivalent to trustees) who make a huge contribution to our success, and Islington Giving has its own board which includes representatives from leading coalition partners.

Find out more about our work at www.cripplegate.org and at www.islingtongiving.org.uk.

Why Islington?

Islington is full of opportunity, but can also be a tough place to live, with complex challenges.

- Islington ranks fourth nationally on income deprivation indicators for older people.
- 38% of the 38,000 children living in Islington live in poverty.
- 19% of Islington school pupils have some form of Special Educational Needs, compared to 15% across London and England.
- We have some of the highest levels of mental ill health in England, and the highest levels of depression in London. There is almost double the number of people living with serious mental health concern in the most deprived areas in Islington, compared to the most affluent areas.
- Islington is the most densely populated local authority in the UK and has the least green space per head of population of any local authority in the UK.
- Islington had the highest proportion of residents claiming sickness and disability benefits in London just before the pandemic.

3. About the Role and You

Some of our grants are made directly by residents. We believe that the people who are experiencing inequity should be able to make decisions about what services and approaches they think will provide the best solutions to the challenges facing communities in Islington. We ran our first resident led grant making panel six years ago and have since involved over 50 residents aged from 16 to 80 in our grant giving. You can read more about our resident led grant giving [here](#).

We know that some people who take part in our panels are eager to do more, either more grant giving or to play a wider role in civil society and want to support them to do this. We'd also like to better help people who want to take the skills they have learned on one of our panels out into the work place.

The Alumni Manager is a new role. We anticipate the post holder spending the first few months talking to former resident panel members and others in the community in order to design a

programme to best support our former grant makers. The remainder of the contract time will be spent implementing and delivering the programme

4. Job Description and Person Specification

Key duties:

- Working with resident grant makers to develop an Alumni programme that enables them to continue to develop skills and engagement within the community.
- Making links with grant givers and others in the voluntary sector to develop opportunities for resident grant makers to use their skills once they have been part of a resident panel.
- Providing 1-2-1 support to Alumni members to help them find support and services that build their personal power.
- Using learning from the programme to influence how Cripplegate Foundation and Islington Giving continue to share power with residents across all our programmes.
- Supporting the Alumni to play an active role in helping Islington Giving to reach underrepresented communities.
- Ensuring that Alumni members are appropriately compensated for their time.
- Monitor the impact of the Alumni programme, with a particular focus on ensuring it is meeting the aims of Cripplegate Foundation's Diversity, Equity and Inclusion strategy and Islington Giving's strategic priority to: "share decision making more equally with residents."
- Sharing learning from the project both internally but also with external organisations.
- Working with the Programme Team and others who run our resident led giving panels.
- Using learning from alumni to help improve how we work with residents across all our programmes.
- Work with the Development and Communications Team to share information about the alumni programme, including with the funder.

Other Responsibilities

- General administration such as filing expenses, updating mailing lists, keeping data safe. You may occasionally be required to work outside of normal working hours to support the team with delivery of various Islington Giving events and presentations.
- Attend and contribute to team meetings.
- Working as part of a small team to achieve Islington Giving's vision for a strong, connected community where everyone has the opportunity to live a good life.

Skills and Experience that might work for this role

We think the right candidate may have done some of the following, but if you have different work and life experiences which you think might be right for this role, please let us know. We are open to other approaches.

- Experience of developing a community programme from the bottom up. This could be a local, place-based programme.
- A commitment to Islington Giving's vision and our aim to work together to address poverty and inequality in Islington.
- The ability to work in a small team.
- Confidence to work with individuals and provide 1-to-1 support. Our alumni range in age from 17 to 80, so you must be comfortable working with people of all ages and backgrounds.
- Confidence to talk with other partners about our alumni and the skills they have. These may include other grant makers, local volunteer groups and/or Islington Council.
- Planning, organising and analytical skills.
- Communication skills and IT literacy.
- A good understanding of the voluntary sector in general. It would be great if you were familiar with Islington.

This role is funded by a grant from City Bridge Trust and initially will run until August 2025, with the potential to continue beyond that date.

If is offered at 14 hours per week mostly during core office hours, with some evening hours required. Most employees do some form of hybrid working but we do expect people to work at least half their time from our offices in Islington, and you would be welcome to work all your time in the office.

We value diversity, equity, and inclusivity. Applications are especially welcomed from underrepresented backgrounds, including but not limited to gender, race, age, sexual orientation, disability, and religion. Please let us know if you require any further support with this application, or the role.

5. Terms and Conditions

The appointment is subject to an initial six-month period of probation, during which performance will be regularly reviewed. On completion of the probationary period, notice will be one month on either side.

Relevant training will be provided during induction as well as opportunities to develop your career through experience of different aspects of the Foundation's work and working with colleagues on new initiatives.

6. Recruitment Process

Applying for this job

Please send us a copy of your CV. In addition, please answer the following questions, with a maximum of 300 words per question. You can send us a short film with your answers if you prefer, or let us know if you would like to give us this information in a different way.

1. Please tell us why you would like to work for Islington Giving.

2. In the job description, we have highlighted a range of experiences and skills we think we need. Please describe how you have demonstrated three of these. Please give us practical examples. It's ok to use experiences from outside of paid work, including experiences you may have had in your personal life.

3. If you think you have other qualities we have not mentioned but which you think suit this role, please let us know. We want to know some of the things you have done and the experiences you've had, and what you think they have taught you which will help you to work with Islington residents.

4. Tell us one thing that really excites you about this role.

If you would like to discuss the role, please contact Anne Shewring, Programme Director, anne.shewring@cripplegate.org.uk or on 020 7288 6940.

Please email your applications to recruitment@cripplegate.org.uk.

Timetable

Deadline for applications	5pm, Monday July 31st 2023
Interviews	Week commencing 7th August
Follow up interview if required	Week commencing 14th August
Decision made & successful candidate notified	By 18th August

Cripplegate Foundation is committed to best practice in Equity, Diversity, and Inclusion. We are an equal opportunity and London Living Wage employer. We actively seek and encourage applications from candidates from diverse backgrounds and are keen to ensure that all those that represent the Foundation reflect the communities we serve and the wider community we work in at every level within the organisation.

7. Reference Request

Please give the names and addresses of two professional referees, one of whom should be your current or most recent employer. References will only be contacted should you be offered the post after interview.

Referee 1

Name:

Position:

Company/Organisation:

Address:

Email:

Telephone:

In what capacity do you know this person?

Referee 2

Name:

Position:

Company/Organisation:

Address:

Email:

Telephone:

In what capacity do you know this person?

Please let us know where you saw this vacancy advertised:

SIGNED:

DATE:

Please note that knowingly giving incorrect information on this application could lead to termination of employment.

8. Equal Opportunities Monitoring Form

One of Cripplegate Foundation's ambitions is to produce and implement an action plan to push forward on its Diversity, Equity and Inclusion (DEI) ambitions in all that we do. As part of this ambition, we have committed to transforming our recruitment practices to ensure these DEI principles are reflected in how we recruit new staff. We acknowledge the existence of unconscious bias so, whilst we strongly believe in the ethical integrity of our recruitment process, we also accept that historical and cultural biases exist, and these can be hard to overcome.

All our vacancies are filled using a "blind" recruitment process achieved through an independent member of the Resources Team, who is not part of the interview panel, removing the names of candidates and any other personal information from application forms that may be related to a person's protected characteristics and could potentially prejudice the recruitment of a candidate before these applications are submitted to the interview panel. A shortlist is then generated on this basis ensuring that those who are invited to interview for a vacancy have been chosen solely on the merits of their application for that particular post.

Further to this, we have taken the decision to amend our Equality Monitoring Forms with a view to turning, what was as a "tick-box" exercise, into a more positive and open dialogue with candidates when they submit their application. We believe that this achieves a number of our DEI recruitment objectives by:

1. Ensuring we only request and capture data that is helpful to the recruitment of that post and not collecting data for the sake of collecting data where there is no clear justification or need for that information to be held.
2. Removing the prospect of discrimination in the recruitment process by not pressurising candidates into disclosing generic information about themselves that they may not wish to disclose that could potentially be used, either consciously or unconsciously, to affect the recruitment of a candidate.
3. Allowing staff to declare details of their protected characteristics, should they wish to, in a manner that allows candidates to embrace their individuality and exploring ways in which this diversity can add value to their work and the work of the Foundation as a whole.

We do understand that many organisations can and do use such data to identify gaps in the diversity of their workforce and to help improve recruitment practices to ensure that such positions are attractive to all potential candidates. However, we believe that raw data only takes you so far, especially when it is often incomplete and based on set options that employers set out which candidates select from but may not identify with. We believe we have a better chance of succeeding in our goal of making our workforce and our wider work, in general, more diverse by opening up a dialogue with staff during the recruitment phase and giving them the opportunity to tell us more about themselves, how they identify, as individuals, in a qualitative and more constructive manner.

We also recognise we may not always get our approach and terminology right. Sometimes, we mean well, but we get things wrong. We also know that DEI doesn't start and end at any one

point; it is a continuous journey of learning and understanding. As such, we are very welcome to hear your thoughts about our approach to DEI so if you have any questions about our DEI objectives or our approach to diversity monitoring, please do get in touch and we'd be happy to have a discussion with you.

Diversity, Equity and Inclusion (DE) Optional Disclosure

In keeping with our DEI Recruitment Statement, we have created this form for candidates to **voluntarily** complete, so we can learn more about you as an individual to see how we, as an employer, can learn from, make use of and adapt to the things that make you unique. **You do not have to tell us anything you don't want to on this form** and in no way will this information be used as part of any selection, performance management or probationary procedures. We have based this form on those characteristics that are protected by law, but there is space at the bottom to tell us anything else you'd like us to know.

However, we are interested to learn more about you so please tell us anything about these characteristics that you think:

- a) You'd like us to know e.g., tell us your age or about your ethnic background;
- b) Why that is or important to you, if indeed it is
- c) How you think we, as an employer, can adapt or use this information to help you be a success at Cripplegate/Islington Giving

We have deliberately not set criteria against which we define these characteristics and you do not have to complete any one section if you don't want to; if you identify with one of these characteristics or you think it is relevant, you are welcome to tell us in whichever way you think it applies e.g. you can tell us your age in a range, or your specific age or nothing at all!

1. Age
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

2. Gender
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

3. Marital Status
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

4. Pregnancy/Maternity

a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

5. Disability
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

6. Race including colour, nationality, ethnic or national origin
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

7. Religion or belief
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

8. Sexual Orientation
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

9. Other e.g. If you are a carer or your socio-economic background
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success: