

*Cripplegate  
Foundation*

islington  
giving



## Candidate Information Pack

# DIRECTOR OF FINANCE AND RESOURCES

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To discuss this role further please contact Jess at  
[recruitment@cripplegate.org.uk](mailto:recruitment@cripplegate.org.uk) or ring 020 7288 6940

For background information on Cripplegate Foundation and Islington  
Giving

[www.cripplegate.org](http://www.cripplegate.org)

[www.islingtongiving.org.uk](http://www.islingtongiving.org.uk)

## **Director of Finance and Resources of Cripplegate Foundation and Islington Giving**

### **Background Briefing**

#### **Are you our next Director of Finance and Resources?**

Do you have financial and organisational expertise from any background (public, private or charity sector) and would you like to join an innovative, place-based, grant-making foundation?

Are you interested in taking the next step up in your finance and resources career and would like to develop and expand your professional skills?

Do you thrive working collaboratively and collegiately with partners, teams and boards?

Are you a creative thinker, able to work with others to bring about innovation?

Are you passionate, as we are, about addressing issues around poverty and inequality?

If so, then you might be just the person we are looking for to lead our Finance and Resources work.

#### **About Cripplegate Foundation and Islington Giving**

Cripplegate Foundation is a grant making foundation focused on poverty and inequality and operates in the London Borough of Islington and a small part of the City of London. It is a pioneer of a place-based giving movement, building on a decade of innovative partnerships and grant programmes.

Our vision is of a society where everyone has the opportunity to live a rewarding and fulfilled life, free from poverty and inequality. We aim to bring about change to improve the lives of Islington's most disadvantaged residents. We take an evidence-based, innovative and proactive approach and work in partnership with others to improve local support and resources, funding voluntary organisations and advocating positive change in policy and practice.

We have grown our role from a local grant-making trust established more than 500 years ago and now have an endowment of over £45 million. We make grants of circa £1.8m a year from the income from our endowment and from money we raise through Islington Giving.

Islington Giving forms a significant part of the work of Cripplegate Foundation. It operates as a restricted fund of the Foundation and brings together a coalition of local, regional and national funders, residents, businesses and voluntary organisations to tackle stubborn issues of poverty and inequality. Islington Giving works with residents,

and together we raise funds, share power, increase opportunities and create connections with and for local people. Islington Giving has its own board which includes representatives from leading coalition partners. The Foundation provides administrative support to Islington Giving and manages its resources and programmes, including fundraising.

The Foundation has a reputation for quality and innovation and for its supportive approach to the development of voluntary organisations. We have commissioned and published important research into disadvantage and inequality in Islington. This has provided the evidence base for the Foundation's and Islington Giving's strategy, partnerships and programmes.

Over the years we have achieved a successful record of spotting and seizing opportunities for new avenues of work, new resources and partnerships. We have become a major influencer in the grant giving sector on a London-wide and national level and have achieved significant innovations, such as:

- Creating and developing Islington Giving, which has shone a light on poverty and inequality and raised over £10 million since 2010 to invest in innovative programmes and inspiring the development of many other local giving schemes across London, through London Funders.
- Pushing forward with ambitious diversity, equity and inclusion goals across everything we do from our grant making to our endowment and impact investments, and the makeup of our board and staff team, and we publicise our strategy and progress annually on our [website](#).
- Partnering with Islington Council to promote community development through the Community Chest, a small grants programme, and to support residents through the Islington Resident Support Scheme, one of a few local welfare support schemes remaining in England.
- Developing new replicable grant programmes, such as:
  - *The Catalyst* grant programmes for individual life-changing grants delivered with partners;
  - Advice projects which take welfare rights services to residents;
  - *Young Grantmakers and Golden Grant Makers*, supporting young people and older people to run their own grants programmes; and
  - *Good Neighbour Schemes* based on social housing estates.

Our success is reflected in the role we now play in influencing policy on a local and wider level, using evidence from research, our learning from own work and our partners, and from working through extensive networks.

The Foundation has a small committed, passionate and talented staff team. It is constituted by a Charity Commission Scheme and has a single corporate trustee with 16 directors, known as 'Governors,' who make a huge contribution to our success.

Please do read our annual report found [here](#) (2022 report to be uploaded shortly).

### **Why Islington?**

Islington faces real and harsh challenges. It is home to great wealth and has many cultural and commercial success stories. However:

- 38% of children in Islington live in poverty. This is the third highest in London.
- 34% of residents over 60 face income deprivation compared to a London average of 22%, and many of our older residents experience high levels of loneliness and isolation.
- Islington has the highest rate of people living with a disability at 16.2% compared to the London average of 13.2%.
- 53% (7,500) of primary school age children, and 70% (5,300) of secondary school age children, are eligible for deprivation Pupil Premium.
- Levels of depression and serious mental ill-health are the highest in London.
- Incidence of domestic violence is rising, and disproportionately affects women aged 18–44, as well as BAME women.

Cripplegate Foundation and Islington Giving aim to help address these issues. We now need the right Director of Finance and Resources to support us to take the organisation forward and do ever more creative and pioneering work.

### **It's an exciting time to join us!**

The next few years promise to be pivotal in shaping the future role of Cripplegate Foundation and taking Islington Giving even further. The current post holder has made a significant contribution to the development and leadership of the Foundation and the new post holder will inherit a strong finance and resources function. There will, however, be lots of exciting challenges to engage with as part of the Senior Management Team and in terms of the ongoing development of the finance and resources team and function.

The opportunities to make a real contribution are many, including:

- Working creatively and innovatively with the Senior Management Team, the Governors of Cripplegate Foundation and the Board of Islington Giving to develop new visions and programmes for the future.
- Leading the finance and resources function and provide advice and guidance to ensure that Cripplegate Foundation and Islington Giving continues to demonstrate best practice and maintains its reputation as a respected, trusted and thoughtful grant-maker, employer and investor.

- Helping to build an organisation where equality, diversity and inclusivity are embraced and where the board, staff and programmes evolve to reflect the diversity of our area.
- Leading a passionate and committed team to ensure that they can contribute fully and reach their potential.
- Working with trustees to modernise the Foundation's investment strategy to incorporate and embed responsible and impact investing into our endowment portfolio.

## About you

The new Director of Finance and Resources will need to be consultative, with strong listening skills and respect for the opinions of others. They will need the confidence and expertise to advise and guide the team and Governors, enabling them to deliver innovation, whilst maintaining best practice and ensuring compliance. They will need to be able to relate to the big picture and vision, whilst also being able to consider the detail. The applicant could be someone who is developing their career, with the potential to learn about how to lead and develop the finance and resources function of a grant-maker. Or they may be someone who has already held a similar role in another organisation or charity. We understand that this is a complex and varied role and that some applicants may need to develop some of the non-financial areas of expertise. So, whatever your background, we would be delighted to hear from you, especially if you:

- Have experience of leading and managing,
- Are a strong communicator and relationship builder,
- Have a sound track record of managing finances,
- Have experience of, or a curiosity to learn about, investments,
- Have a commitment to ensuring that Cripplegate Foundation and Islington Giving continue to flourish.

**We value diversity, equality and inclusivity. Applications are welcomed from underrepresented backgrounds, including but not limited to gender, race, age, sexual orientation and religion.**

## Job Description

**Title:** Director of Finance and Resources

**Reports to:** The Director

**Salary:** £57,500-62,500 (plus a 2024 inflationary increase, to be confirmed)

**Hours:** 35 hours per week (Part time may be considered)

**Team:** Finance and Resources Officer, Office Manager

### Benefits Package:

- 10% Employers' Pension contribution (post probation)
- 25 days' annual leave allowance plus 3 additional closure days at Christmas (pro rata for PT staff)
- Group Life Assurance scheme (4 times salary)
- Income Protection scheme in case of long-term sickness safeguarding 75% of your salary.
- Access to Help@Hand app that provides multiple health benefits including Remote GP, Mental Health Support, Employee Assistance Programmes and many other benefits.
- Access to Toothfairy app that provides free telephone access to a UK dentist.
- Generous CPD offering with possibility of financial contribution to further training.
- Access to networking groups across the sector.
- Friendly and supportive team with opportunity to work closely with other teams and beneficiaries.

### Purpose of the role

The primary purpose of this post is to work with the Director, Senior Management Team and Governors to maximize impact by ensuring that the Foundation's organisational structure and systems are efficient and cost-effective, and by maximizing use of all the Foundation's resources.

The post-holder will manage and have responsibility for delivering the Foundation's finance and resource function covering finances, facilities, IT, HR, all assets including properties, and investments.

The post-holder will represent the Foundation externally and develop and maintain relationships with key organisations and as a part of the senior management team will have influence across the board and at team level.

### Key Areas of Responsibility

#### Strategy, Planning and Delivery

- Lead and shape the deployment of the Foundation's resources to ensure that they maximise their social and financial impact to help improve the lives of the residents of Islington.

- Contribute to the achievement of the Foundation's strategic planning and deliver on agreed strategic priorities set by the Governors around maximizing use of the foundation's resources.
- Lead on strategies and planning for resources, including the annual budgeting and financial planning process.
- Be responsible for statutory reporting, consolidation and the audit process and ensure compliance with all applicable laws and regulation.

### **Leadership and management**

- Lead the Resources team, maximising the team's strengths ensuring that the team can effectively contribute to the Foundation's priorities.
- Take part in the overall leadership of the Foundation as a member of the Senior Management Team, deputising for the Director when required.
- Represent the organisation externally and taking a pro-active approach to networking and attendance at relevant meetings etc.

### **Building and maintaining relationships and partnerships**

- Work with a wide range of stakeholders, including voluntary organisations, local and national Government, voluntary sector groups and other funders to promote and develop the work of the Foundation.
- Work closely with Governors to ensure that Committees and *ad hoc* working parties support the Foundation's work.
- Supporting the work of the Finance and General Purposes (F&GP) Committee including preparing and agreeing the agenda and papers for the meeting in collaboration with the committee Chair.
- Collaborate with the other senior managers to ensure that the Foundation's financial management is integrated into the culture of the organisation.
- Support managers on effective budget management and where needed provide coaching and guidance on finances.
- Be responsible for relationships with contractors for equipment and services.

### **Financial leadership and management**

- Provide a first-class financial management function by managing all of the Foundation's financial activities from the strategic to the day-to-day.
- Produce the Trustees Annual Report and Financial Statements in compliance with UK GAAP and the Charity SORP and liaise with the external auditors to complete the annual audit.
- Managing the relationship with investors and further developing our approach to responsible and impact investing.
- Take a holistic and creative approach to managing the resources and assets to maximise our impact in the community.
- Ensure that financial reports are accurate, timely and relevant.
- Ensure that systems, procedures and controls meet organisational needs and are compliant, including oversight of Sage 50 Accounts and Sage Payroll.

- Oversight and approval of payroll and payments made to outside organisations, individuals, HMRC and pension providers to set timetables.
- Prepare the annual revenue and capital expenditure budgets.
- Identify, monitor and manage financial risks including the compilation of the annual risk register.
- Liaise with bankers, pension advisors, auditors, HMRC, the Charity Commission, Companies House etc., as required and ensure that the Foundation is compliant with best practice and regulations.
- Keep up to date with good financial practice.

### **Human Resource Management**

- Take lead responsibility for Human Resource management, ensuring that policies, procedures and systems are compliant with legislation and reflect best practice.
- Ensure that staff contracts are issued and kept up to date.
- Take lead responsibility for updating the staff handbook.
- Liaise with HR advisors where appropriate to ensure that best practice is followed.
- Keep up to date with good HR practice.

### **Leading and managing use of the Foundation's assets**

- Manage the Foundation's use of offices and property and investments (in line with the strategic plan) to maximise impact and help support the work of Islington organisations.
- Ensure organisational compliance with relevant data protection legislation including UK GDPR and the Data Protection Act 2018.

### **Health and Safety Management**

- Take lead responsibility for Health and Safety management, ensuring that policies, building, equipment, procedures and systems are compliant with legislation.
- Keep up to date with good Health and Safety practice.

### **Information Technology**

- Take lead responsibility for IT management, ensuring that the IT infrastructure is up to date and enabling of the delivery of the Foundation's strategy.
- Oversight of Salesforce, the Foundation's key CRM system, to ensure data integrity and record keeping is accurate.

### **Supporting the work of the Foundation**

- Ensure that the principles of equity and valuing diversity underpin the execution of the responsibilities and tasks described above.
- Have regard to environmental good practice in all areas of the work.
- Undertake any other duties as may reasonably be required.
- Attend occasional out-of-office-hours meetings and events.

*This job description is not exhaustive, and the role will include other tasks and responsibilities commensurate with the post and subject to change to meet organisational and legislative requirements.*



## Person specification

<b>Knowledge, qualifications, skills and experience</b>	<b>E</b>	<b>D</b>
Professional accounting qualification (ACA, ACCA, CIMA, CIPFA)	✓	
Experienced finance professional, with senior management experience	✓	
Good working knowledge of the Charities SORP.		✓
Experience of Sage 50 Accounts and Sage Payroll or other similar accounting packages	✓	
Experience of strategic planning and delivery	✓	
Leadership and management skills with experience of leading and developing a team	✓	
Experience of working with investors and investments		✓
Project management skills with experience of delivering projects on time and to budget	✓	
Experience of HR processes and systems from recruitment to departure, and of developing effective policy and practice around performance management and personal development		✓
Experience of scoping and managing the implementation of IT infrastructure projects and managing resources including premises		✓
Experience of working with trustees, or similar governance body		✓
Experience of acting as a company secretary, with a good working knowledge of charity and company law		✓
<b>Abilities and aptitudes</b>		
Ability to communicate clearly and effectively, with a range of different audiences, including good written skills	✓	
Ability to think clearly and strategically with strong analytical skills, and to synthesise new information quickly and accurately	✓	
Excellent listening skills and the ability to ask the right questions	✓	
<b>Personal qualities</b>		
Strong relationship building skills with a high level of emotional intelligence and an inclusive and consultative style	✓	
Commitment to equity and diversity, and to our values, aims and ethos.	✓	

Flexible, diplomatic and approachable	✓	
Highly developed sense of personal integrity and respect for others	✓	
A team player who enjoys working in a small team	✓	

## The Recruitment Process

### Timetable

Deadline for applications	10am on 13 <sup>th</sup> November 2023
Screening interviews	15 <sup>th</sup> or 16 <sup>th</sup> November 2023
Panel Interview	20 <sup>th</sup> November 2023
Decision made & successful candidate notified	21 <sup>st</sup> November 2023

### How to apply

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.

**If you would like to apply for this role, please submit an up-to-date CV and a short covering letter of no more than two pages of A4 outlining your suitability for this role based on the job description and person specification. Please also complete, if you wish, the equalities monitoring form.**

Please send these three documents (CV, Covering Letter, and Equalities form if you wish to complete it) by **10am, on Monday 13<sup>th</sup> November**, to [recruitment@cripplegate.org.uk](mailto:recruitment@cripplegate.org.uk).

### Further Information

If you require any further information or you would like to discuss anything in more detail, please contact Jess at [recruitment@cripplegate.org.uk](mailto:recruitment@cripplegate.org.uk) or ring 020 7288 6940.

Please note that we follow an anonymous recruitment process for all vacancies (further details below) which means the interview panel will not know the names of who has applied until they have shortlisted for the role. All applications made will receive a confirmation email acknowledging receipt. In cases where there are a very high number of applications, we may not be able to inform all candidates of the outcome of their application, but you will be contacted prior to the dates shown above if you have been successful and are invited to interview.

## 1. Equal Opportunities Monitoring Form

One of Cripplegate Foundation's ambitions is to 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 an anonymous 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 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 (DEI) 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!

<b>1. Age</b>
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:

<b>2. Gender</b>
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:

<b>3. Marital Status</b>
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:

<b>4. Pregnancy/Maternity</b>
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:

<b>5. Disability</b>
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:

<b>6. Race including colour, nationality, ethnic or national origin</b>
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a) What you'd like us to know:
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b) Why this is important to you:
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c) How you think we can use this to help you be a success:
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<b>7. Religion or belief</b>
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a) What you'd like us to know:
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b) Why this is important to you:
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c) How you think we can use this to help you be a success:
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<b>8. Sexual Orientation</b>
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a) What you'd like us to know:
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b) Why this is important to you:
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c) How you think we can use this to help you be a success:
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<b>9. Other e.g. If you are a carer or your socio-economic background</b>
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a) What you'd like us to know:
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b) Why this is important to you:
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c) How you think we can use this to help you be a success:
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Cripplegate Foundation is committed to best practice in  
Equality, Diversity and Inclusion.

Cripplegate Foundation registered charity number 207499, with  
registered address at  
13 Elliott's Place, N1 8HX

Cover picture: Some of our team on a volunteering day out with  
partner, BIG Alliance, at Lumpy Hill playground

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