



Cloudesley

Recruitment Pack

Grants Manager

Full-time posts (x 2)

April 2021

Chair's Introduction

Thank you for your interest in the Grants Manager positions at Cloudesley.

Cloudesley is a place-based funder, which works closely with a wide range of agencies to make a positive difference in Islington. For 2021/22, our Health and Church Grants budget is £1.6 million and we intend to further develop and increase our grant-making over the next five years. We are looking for two experienced Grants Managers who can help us do this effectively.

These are interesting and varied roles that involve forging strong relationships with many different partners, helping to develop new initiatives and supporting a wide-ranging portfolio of funded organisations.

This pack provides more information about Cloudesley, sets out what the role of Grants Manager involves and give details of the application process. If you have any questions after reading this or would like an informal discussion about the role, please do contact the charity's Director, Melanie Griffiths – melanie.griffiths@cloudesley.org.uk, 020 7697 4220.

Delyth Richards
Chair of Trustees

April 2021

Our Funding Approach

Cloudesley is an independent charitable trust that makes grants to people, organisations and churches in Islington. In June 2020, Cloudesley's total assets were £53 million and the annual gross income was £1.76 million. For 2021/22, we have a grants budget of £1.6 million, including additional funding to help respond to the ongoing impacts of Covid-19.

Our grants budget is split equally between two programmes:

- Health Grants to support Islington residents with health problems or who are disabled and struggling financially, as well as for local organisations.
- Church Grants to support Islington's Church of England churches to help them maintain their church buildings and the services within them.

The grants budget is used in many different ways, including:

- crisis welfare and developmental grants for individuals
- multi-year funding for local organisations
- one-year project funding for health initiatives
- support grants towards project evaluation costs and capacity building
- grants for preventative repairs, major buildings projects and environmental adaptations for churches

As a local relational funder, we aim to add value to our grant-making by using our knowledge, sharing information, facilitating networking, learning from our grants and working with other organisations. We work closely with a wide range of partners, including local voluntary sector and statutory organisations, Islington's Church of England churches, Cripplegate Foundation, the Council's Voluntary and Community Sector team and other funders. Cloudesley is a founder member of Islington Giving and belongs to the Association of Charitable Foundations and London Funders. We are also signatories of the Funder Commitment on Climate Change, the Flexible Funders' initiative for open and trusting grant-making and Living Wage Friendly Funders.

To find out more about our funding programmes, recent grants and values, please visit our website: www.cloudesley.org.uk.

About Cloudesley

Cloudesley has a small team of five staff. We are usually based in Resource for London on Holloway Road, although for the past year, we have been working remotely. We are planning to return to our office for part of each week when it is possible to do so. For the Grants Manager positions this is likely to mean working from the office at least two days per week initially, which will then be reviewed after three months as we adjust to new patterns of hybrid working.

Cloudesley has up to 15 Trustees at any one time, who are jointly responsible for the charity and stewardship of its assets. There is also a single corporate Trustee, Richard Cloudesley Trustee Limited. The Board of Trustees meets three times a year, and the Finance and Endowment Committee and the Grants Committee meet quarterly. We also set up working groups of staff and trustees as needed to consider specific issues in more detail. For example, at present we have a Stronger Foundations Working Group which is helping the charity further develop its practices around impact and learning, diversity, equity and inclusion, and investments, and an Individual Grants Review Group, working to ensure that our individual grants address the increased needs of local residents.

The charity dates back to 1517, when Tudor yeoman and Islington resident Richard Cloudesley wrote his will in which he left two 'Stony Fields' to Trustees. In 2017/18, Cloudesley celebrated its 500th anniversary. Over the past ten years, Cloudesley has undergone a period of transformation, which has included setting up a staff team in Islington for the first time, developing our funding programmes and raising the charity's profile.

This is an interesting and exciting time to be joining the charity as it increases its grants budget and helps respond to the multiple challenges facing people, organisations and churches in Islington.

Grants Manager Roles

The Grants Managers will work to support the Director and Trustees by:

- Developing and implementing the charity's grant-making programmes, procedures and policies
- Continuing to develop good relationships and work collaboratively with local voluntary organisations, churches and other agencies
- Researching the needs of Islington residents, local voluntary organisations and eligible churches and developing appropriate programmes in response
- Producing written grants, policy and other reports
- Deputising for the Director as required

We are advertising these as full-time positions (37.5 hours per week), but are also open to considering applications to work four days per week. Occasional evening work will be required, particularly for Board and committee meetings which usually finish around 6.30pm, and for other events.

The charity operates a pension scheme into which it makes a contribution equivalent to 8% of the employee's salary. Employees are required to make a minimum contribution of 3% of their salary, with the option to make additional voluntary contributions if they choose to do so. Cloudesley staff also have access to a range of benefits available through an employee assistance programme.

Cloudesley is a Living Wage employer.

Cloudesley is committed to valuing diversity, promoting equity and equal access, and ensuring inclusion in all it does. We recognise that we need to do more but are strongly committed to combatting racism, discrimination and inequality and ensuring that we work in order to achieve this.

We recognise the power, resources and advantages that Cloudesley has as an independent, endowed charitable trust and strive to act responsibly and fairly in line with our stated values.

We seek to develop and retain a staff team and Board that reflect the Islington community within which we work. We will identify and take positive steps to remove any barriers to participation and recruitment of people who are currently underrepresented as staff or Trustees.

How to Apply

To apply, please email the following to admin@cloudesley.org.uk **by 10am on Tuesday 4 May 2021:**

- i. **A supporting statement** explaining why you would like to become Cloudesley's Grants Manager and showing how your skills, experience and knowledge would benefit the charity. Please see the job description and person specification on pages 7-8 of this pack and write no more than two sides of A4.
- ii. **Your current CV**
- iii. Contact details of two people who can provide **professional references** for you. Please include their names, job titles (if applicable), email addresses and daytime phone numbers. At least one of your referees should be your current or most recent employer. Please explain briefly how you know them and indicate if you would prefer us to contact either of these only if an offer of employment is made.
- iv. A completed **recruitment monitoring form** (optional). The form can be downloaded [here](#). On receipt, your monitoring form will be separated from your supporting statement and CV. The details on your form will be used to produce an anonymised summary report for Trustees as part of our monitoring of recruitment practices.

Shortlisted candidates will be informed by Wednesday 12 May

Interviews: Monday 17 and Friday 21 May

Applicants will be invited to interview depending on how well their supporting statement and CV demonstrate how they meet the essential and desirable criteria in the person specification. These criteria will be further explored in discussions at interview, through questioning and a presentation.

It is possible that we will arrange further meetings and conversations with candidates before making a final decision about the appointments.

Job Description

Title	Grants Manager
Salary	£43,439 per annum
Hours	Full-time. Occasional evening work will be required, particularly for Board and committee meetings which may finish around 6.30pm
Annual Leave	25 days plus bank holidays
Reporting to	Director
Location	Charity's office (currently Resource for London, Holloway Road) at least two days per week and as required, with option of remote working at other times. <i>For review after three months as we adjust to new working patterns.</i>

Job Purpose

- To develop and implement the charity's grant-making programmes, procedures and policies
- To continue to develop good relationships and work collaboratively with local voluntary organisations, churches and other agencies
- To research needs of Islington residents, local voluntary organisations and eligible churches as required and develop appropriate programmes in response to these
- To produce written grants, policy and other reports for Trustees
- To deputise for the Director as required

Main Responsibilities

Grants management & development

- Assist with the development, management and administration of the charity's grant-making programmes and ensure that they are run efficiently
- Develop monitoring and evaluation processes for the charity and monitor impact and compliance
- Assess funding applications, manage a caseload of grants and carry out related administrative duties
- Develop positive relationships with funded organisations and other agencies
- Maintain effective and appropriate information about funded organisations, individuals and emerging needs, and undertake additional research as required
- Produce written reports to enable the Director and Trustees to make appropriate decisions about the charity's funding
- Provide other support to local voluntary organisations and churches by using knowledge, raising awareness, and working with other agencies to maximise the impact of the charity's resources
- Liaise with other funders, local organisations and statutory services to keep updated on policy and other developments

Communications and events administration

- Organise events for groups of funded organisations and churches as required
- Ensure that relevant areas of the charity's website are updated and develop appropriate communications materials
- Help ensure Board, committee, relevant working party and other meetings are properly organised and serviced, with reports, minutes and action notes produced as required

Other

- Lead projects and working groups of staff and Trustees when required
- Deputise for the charity's Director as required
- Support the Director and Trustees as required and carry out any other such relevant duties as might be reasonably required

Person Specification

Essential

- A minimum of two years' experience in a comparable role
- Experience of grant programme management
- Excellent relationship skills management and the ability to work professionally with a wide range of people
- Excellent written English and attention to detail, with research and report writing experience
- Excellent analytical skills and the ability to interpret accounts, financial data and complex information
- Ability to think and plan strategically
- IT literate, including experience of grants management software, preferably Salesforce
- Experience of organising and managing meetings and events
- Self-motivated with experience of managing a diverse workload

Desirable

- Knowledge of issues faced by inner city communities
- Knowledge of current welfare benefits system and/or health inequalities
- Knowledge of the Church of England and the work of churches