

## **Application Pack**

### **Head of Funding & Social Investment**

The application pack consists of the following:

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| 3. The Role – Job Description                     | Page 5  |
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You will also need to complete the following forms online:

6. Personal Application Form
7. Role Specific Competency Questions
8. Equal Opportunities Form

## **BARNWOOD TRUST: BACKGROUND**

Making sure everyone feels at home in Gloucestershire is at the heart of what we do at Barnwood Trust. We work alongside disabled people and people with mental health challenges to make the county a more inclusive and enjoyable place to live.

This involves us in a wide range of activities. We give small grants to encourage community initiatives or help people with day-to-day living. We share knowledge and ideas to help people in Gloucestershire find new ways around familiar problems. We also open doors to new directions and experiences by encouraging people to learn a new skill or re-discover an old passion, or to join or start groups in the community.

All our work is about building belonging. Something wonderful happens when people gain a sense of being part of a community. Togetherness is empowering. Togetherness means people can take control of their lives and then support others in similar situations, through sharing their experiences. Everything we do works towards creating closer communities in Gloucestershire by sparking that sense of belonging.

Importantly, we don't work in isolation. We have long-established relationships with organisations across the county. Through sharing ideas and experience we support them to think about disability, community, housing and opportunities differently.

We view our relationship with disabled people and people with mental health challenges as a partnership. We don't run services. Rather, we offer the know-how for people to develop their own community groups and initiatives. Similarly, while we add funds, ideas and energy, the community provides the focus. Together, we support change in communities, encouraging people's diverse strengths and bringing the county closer together.

Barnwood Trust was set up over 200 years ago to support people with mental health challenges living in Gloucestershire. Today, we help thousands of people every year and we are a financially independent organisation that doesn't rely on fundraising. What really sets us apart today is our focus on building belonging across the county - recognising the contribution everyone makes to Gloucestershire.

## BARNWOOD TRUST: FUNDING AND SOCIAL INVESTMENT

We seek to be a progressive funder and follow best practice to develop a model of excellence in our funding and social investment processes and relationships with recipients, which challenge the traditional dynamics of funding. We seek to achieve this through the creation of good networks with funders of both grants to individuals and organisations and social investors where we can learn from the practice of others.

All of our funding programmes are underpinned by our [funding principles](#) which we share on our website. We have also signed up to the 8 funding commitments developed by [IVAR](#).

In addition to being a funder, we also seek to be an investor in communities through social investments. This is a new area of work which requires development and needs to sit alongside our funding strategy.

Following a review of how we delivered our work in order to achieve our strategic goals, we introduced three new organisational funding programmes in 2021; two of which were launched during 2021 with the third being launched in 2022. These funding programmes are: Place-Based Funding; Commissioned Projects Funding; and Strategic Partnerships Funding. We also provide grants to individuals through our Individual Grants Programme, which is currently under review.

*Place-Based Funding:* We work at a community level, providing development resources to places in order to improve conditions for disabled people and people with mental health challenges. To do this we allocate people (Strategic Development Managers) to specific geographical 'patches', and they develop detailed intelligence, knowledge and build relationships in that location in order to create a rich asset and network map for each patch, related to disability and mental health, and a detailed resource setting out specific social and demographic context for the patch. This forms the foundation of our facilitated funding approach for organisations and groups to apply for funding from Barnwood Trust and other funders through Gloucestershire Funders.

*Commissioned Projects Funding:* We aim to use our funding to drive changes in conditions that benefit disabled people and people with mental health conditions. Through lobbying, advocacy, public campaigning, convening or funding or a combination of any of these, we will work on specific campaigns to drive systemic and societal change and where clear issues, or opportunities are identified we will consider a Commissioned Project which provides funding. We aim to launch our first Commissioned Project, Closing the Digital Divide, in Q2 2022.

*Strategic Partnership Funding:* This funding programme aims to identify a small number of Strategic Partnerships each year. These will focus on organisations working county-wide who have a remit and focus that aligns with the outcomes we are trying to achieve. These partnerships may be financial and non-financial and will be multi-year agreements.

*Individual Grants Funding:* This funding programme is currently under view. We aim to launch a new individual grant programme during Q2 2022 which enables disabled people and people with mental challenges to take up passions and opportunities and live in homes that meet their needs and has been developed through engagement with /listening to and learning from disabled people and people with mental health challenges.

*Social Investment:* We have defined social investment as 'repayable finance to help organisations to achieve a social purpose'. We are seeking to identify suitable opportunities to invest in the county in ways that will drive and achieve societal change and opportunities for disabled people and people with mental health challenges. This is a new area of work for us and the new role of Head of Funding & Social Investment will play a pivotal role in developing this programme with the Chief Operating Officer.

# Head of Funding & Social Investment

## INTRODUCTION AND BACKGROUND

Barnwood Trust is a long-established charitable trust in Gloucestershire. Our vision is that Gloucestershire is a better place for disabled people and people with mental health challenges to make the most of their lives, through acting as a catalyst for lasting change.

By enabling possibilities within communities, sharing ideas and providing grants, we enable people to shape where they live and discover new opportunities.

Our work is focussed on four strategic goals:

- Disabled people and people with mental health challenges follow their passions and take up opportunities and no one feels excluded.
- Disabled people and people with mental health challenges live in well-designed homes in welcoming sustainable communities.
- Disabled people and people with mental health challenges are fully involved in creating welcoming communities, spaces and places.
- Disabled people and people with mental health challenges influence people, places and organisations to make positive changes on disability issues and inclusion.

The Head of Funding and Social Investment is a full time role and leads the Funding Team whose primary focus is to facilitate all Barnwood's funding and social investment programmes. This will be supported through engagement with disabled people, people with mental health challenges, and partner organisations to ensure all funding is directly aligned to driving change that benefits disabled people and people with mental health challenges.

## PURPOSE

To maximise the impact of Barnwood's funding and social investment to drive change that benefits disabled people and people with mental health challenges in Gloucestershire, through:

1. Ensuring that funding is accessible to routinely marginalised communities and those with complex needs.
2. Engaging meaningfully with VCS organisations who work with disabled people and people with mental health challenges in order to understand how funding can support their work.

3. Leading the development, and have oversight, of all communications, publications and reporting and evaluation relating to all funding programmes and social investments.
4. Working collaboratively across the Trust with Strategic Development Managers and across teams to maximise the internal understanding and external promotion of our funding programmes.
5. Being proactive in all matters relating to funding and social investment in order to identify new and emerging grant-making trends and drive the continued development of Barnwood's funding programmes.
6. Leading on the development of a new programme of social investment for the Trust which aims to deliver increased investment in the county which benefits disabled people and people with mental health challenges.
7. Ensuring the efficient and effective delivery of the various funding programmes and processes against a set of agreed objectives/targets.
8. Contributing to leadership and corporate policies of the Trust as a member of the Management Team.

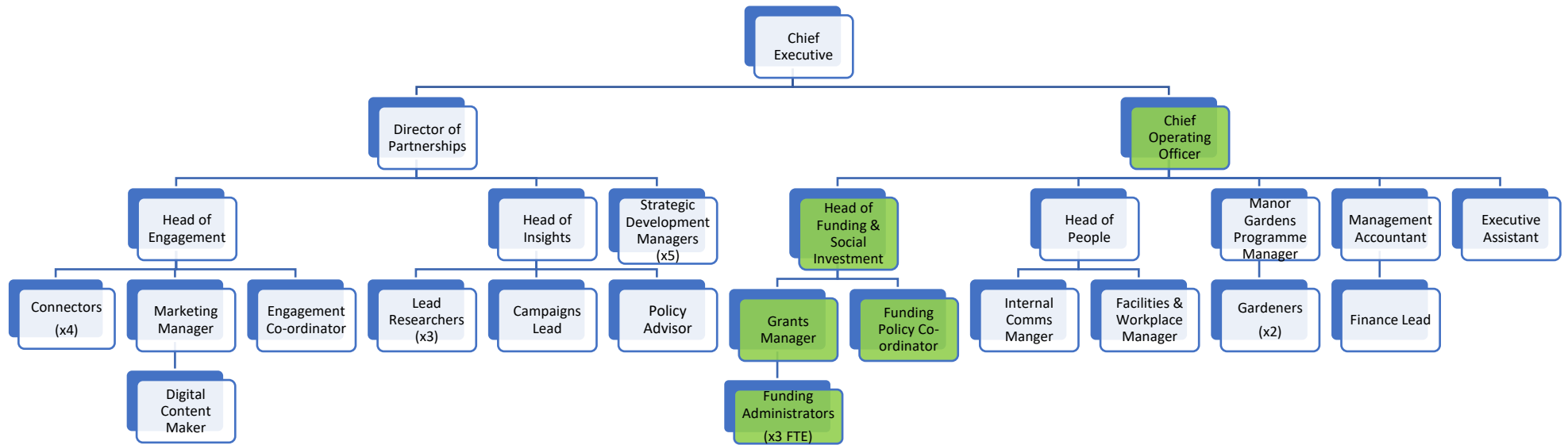
## **POSITION IN THE ORGANISATION**

The Head of Funding & Social Investment reports to the Chief Operating Officer and is the leader of the Funding Team and a member of the Supporting Operations Directorate. The Head of Funding & Social Investment is also a member of the Trust's Management Team, which comprises of the Chief Executive, Chief Operating Officer, Director of Partnerships, and the Heads of Teams.

The Funding Team consists of the Head of Funding & Social Investment who manages a Funding Policy Co-ordinator, a Grants Manager and a team of Funding Administrators, who are managed by the Grants Manager.

The Head of Funding & Social Investment will work closely with the Strategic Development Managers and Head of Engagement in order to ensure that disabled people and people with mental health challenges are able to contribute to the design of the various funding programmes. They will also work with colleagues across the Trust to ensure that all funding programmes are accessible to those marginalised communities and individuals with complex needs. The Head of Funding & Social Investment will work closely with the Leadership Team in order to ensure that the commissioned projects and strategic partnerships funding programmes lead to changing conditions for disabled people and people with mental health challenges.

# ORGANISATIONAL STRUCTURE



## **OUTLINE OF FUNCTION**

The main functions of the role are:

### **Strategy and funding policy:**

1. Lead on making and implementing strategic decisions on funding policy.
2. Lead making and implementing strategic decisions on what and where to report funding outcomes.
3. Direct the Funding Policy Co-ordinator to develop the funding strategy and policies and working closely with the Strategic Development Managers and Connectors, and in consultation with the Leadership Team.
4. Support the Chief Operating Officer in developing a social investment framework.
5. Keep updated in policy developments within the grant-making, social investment and charity sectors to inform the work of the Trust accordingly.

### **Funding and Investment programme management and operation:**

6. Oversee and of all funding programmes and special initiatives, working closely with the Funding Policy Coordinator, Grants Manager, Connectors and Strategic Development Managers to maintain a consistent, efficient and effective approach across all programmes.
7. Support the development of new and special initiatives, including new funding partnerships and programmes.
8. Support the development and oversee the implementation of a social investment programme, working closely with the Chief Operating Officer to ensure that investments are aligned with Trust's values, strategic goals and funding principles. Also having regard to ensuring that appropriate monitoring, evaluation and reporting practices for social investments are adopted.
9. Oversight and management of the monitoring, evaluation and reporting of all funding programmes. Having particular regard to the commissioned projects programme ensuring delivery against the Trust's defined outcomes.
10. Oversight of expert/advisory panel meetings to ensure all strategic and policy matters are brought to the panel.
11. Oversee budgetary control of all funding programmes.

### **Relationship management:**

12. Manage relationships with other funders and support the work of Strategic Development Managers through these relationships.



13. Maintain close and effective working relationships with Strategic Development Managers, Connectors, expert/advisory panel members.
14. Oversee and ensure effective relationship management between the funding team, beneficiaries, funding partners and other key stakeholders across all funding programmes.
15. Represent the Trust at meetings, events and other external-facing activities as required, including delivering presentations about our funding programmes.
16. Maintain effective communication with other funders and organisations working in similar areas so that we are able to learn from them and establish best practice in all of our funding practices at the Trust.

**Communications:**

17. Work closely with the Head of Engagement and Marketing Manager to ensure content and messaging for marketing, publications, website and social media remain in line with the strategic framework for funding.

**Leadership and line management:**

18. Provide oversight and leadership to the funding team in their administration and delivery of the Trust's funding programmes.
19. Motivate and encourage the Funding Team to be pro-active in contributing to the continued learning and development of all funding programmes as they evolve.
20. Support the performance management and continuing professional development of the funding team.
21. Provide direct line management to the Funding Policy Co-ordinator and Grants Manager.
22. As a member of the Management Team develop, manage and have oversight of the Trust's annual delivery plan, reporting to the Board on matters relating to funding.

**Contribution to the Trust's overall programmes of work**

23. Contribute to activities organised to support the development of Barnwood Trust and its Teams.
24. Contribute to events and activities organised to promote the work of the Trust.
25. Participate in and, where relevant, contribute to the Trust's internal and external Learning Programme, and to activities designed to evaluate the work of the Trust.

## **General**

26. Uphold, safeguard and promote the Trust's values, principles and policies through personal conduct, approach to all tasks undertaken and conduct of relationships with everyone engaged with, inside and outside the Trust.
27. Participate in routine tasks required to maintain a high-quality environment for everyone using Barnwood Trust's premises.
28. Take responsibility for working in accordance with the Trust's policies, with special regard to the safeguarding policies, taking reasonable care for your own health and safety, and that of other people, and to comply with all health and safety legislation.
29. Ensure the Chief Executive is kept informed of all important matters related to the work of the Trust across the county.
30. Maintain confidentiality at all times and ensure compliance with the Trust's Information Governance Policy and suite of policies.

## **GUARANTEED INTERVIEWS**

If you have the 'essential skills or experience' (a few things we really need the person applying to be able to do) described next in the person specification and you have a disability, mental health challenge or long-term health condition we will guarantee you an interview.

## Person Specification:

### Head of Funding & Social Investment

#### Commitment to disabled people and people with mental health challenges

- Passionate about making a positive difference to the lives of disabled people and people with mental health challenges is essential.

#### Essential Knowledge and Experience

- Experience of leading a funding/grant-making function, including people management within the function.
- Experience and knowledge of social impact investing.
- Experience of working with people with lived-experience of disability or mental health e.g. co-production or participatory grant-making.
- Experience of establishing, building and maintaining a wide range and effective networks of external contacts, to achieve progress on strategic objectives through the funding programmes.
- Awareness of the statutory, voluntary and community sectors and the complexities of the environment in which Barnwood operates, to ensure funding programmes are aligned to need.
- Proven success in leading teams to deliver to a clear framework and deliver agreed results.
- Understanding and awareness of safeguarding.

#### Skills

- Ability to work confidently and strategically across multiple funding programmes.
- Ability to identify opportunities for the improvement and delivery of quality outcomes for funding programmes. Being able to learn from success and failures and seeking stakeholder feedback to enhance learning outcomes.
- Ability to work effectively on a range of projects concurrently, balancing and prioritising potential competing demands and delivering against both strategic and operation targets.
- Ability to write clearly, succinctly and accurately, and produce high-quality and timely reports to meet the needs and understanding of a range of internal and external audiences is essential.

- Strong self-awareness, enabling the establishment and maintenance of exceptional working relationships with a wide range of people using tact, diplomacy and sensitivity.
- Strong IT skills (demonstrable proficiency in using MS Office, Word and Excel) and the ability to use technology to achieve work plans and objectives is essential.

### **Work ethic and approach**

- A positive attitude and an ability to generate goodwill and build relationships with collaborators and colleagues
- Ability to manage parallel tasks, prioritise work and cope with the unpredictable and manage time effectively to meet internal and external deadlines
- Displays the utmost integrity and an ability to hold and respect confidential and sensitive information
- Dependable and resilient
- Commitment to working as part of a team
- Self-motivated, resourceful and proactive in taking initiative
- Concern for, and commitment to, delivering high quality work

### **TERMS AND CONDITIONS**

- Permanent full time role, 37.5 hours a week. Usual working hours to be worked Monday to Friday, there may be some evening and weekend working, as required.
- Salary - £46,502
- This position is based in Overton House, Cheltenham however a hybrid working model is possible.

### **GUIDANCE ON APPLICATIONS**

Click on Apply Now to be taken to the online application forms. We would like you to answer 4 role specific competency based questions; your answers will be used by the hiring manager to shortlist applicants for interview. In addition to this, there is a basic application form to complete and an equal opportunities form. Your application form will not be shared with the hiring manager until after shortlisting and will be held by the recruitment team. Your equal opportunities form is separated from your application at source.

Should you have any questions or require any of the information in a different format please email the recruitment team directly at [recruitment@barnwoodtrust.org](mailto:recruitment@barnwoodtrust.org).

We want our application process to be right for you as an individual, so if there's anything you think we can do to make this process more straightforward for you please email [recruitment@barnwoodtrust.org](mailto:recruitment@barnwoodtrust.org) directly to discuss what support we might be able to provide. Our career page on our website (<https://www.barnwoodtrust.org/about-us/current-jobs/>) has some examples of things we may be able to put in place for people who request extra support.

**The deadline to send in applications is 5pm Friday 11<sup>th</sup> March 2022.** You can apply for this role by clicking on Apply Now under the Head of Funding & Social Investment job on our website. First interviews will take place on 23<sup>rd</sup> and 24<sup>th</sup> March and second stage interviews on 30<sup>th</sup> and 31<sup>st</sup> March 2022.

Barnwood Trust is committed to safeguarding and promoting the welfare of disabled people and people with mental health challenges and expects all employees to share this commitment. Therefore, all offers of employment are subject to a number of checks including DBS.