

Dear applicant,

Thank you for your interest in this role.

The job information pack contains the following:

* Information about Joseph Rowntree Charitable Trust
* Job description and person specification
* Guidance notes
* Equality and diversity information

About Joseph Rowntree Charitable Trust (JRCT)

JRCT is a grant-making Quaker Trust that supports people who are passionate about making a positive difference, whether they are advocating for some of the most marginalised people in our society, promoting nonviolent responses to conflict, or taking steps towards an environmentally sustainable future. Every year, JRCT makes grants for all kinds of charitable work, from grassroots community groups to well-established charities working to build a peaceful and just world. We aim to be a responsive and supportive funder, working to strengthen the hands of people tackling the root causes of conflict and injustice. You can read our solidarity statement and power and privilege strategy for more information about our ethos and position.

In 2019, the Trust announced plans to significantly increase annual grant spending to over £10 million per year for the next ten years in several key priority areas. Since then, our programme staff team has grown to support increased grant portfolios better. The Trust has spent over £20 million this past year on grants. Joseph Rowntree Charitable Trust currently runs five grant programmes: Peace and Security, Rights and Justice, Power and Accountability, Sustainable Future, and Northern Ireland, as well as a Grassroots Movements pilot fund

**JOB DESCRIPTION**

1. JOB TITLE: Programme Manager (Sustainable Future)

Permanent post, 35 hours per week, hybrid working and job share considered.

Salary £72,810

2. MAIN PURPOSE AND SCOPE OF THE JOB

To manage and develop the Sustainable Future grant programme and related initiatives.

**Sustainable Futur**e spend £2.3 million in grant funds per year on a range of approaches to addressing climate and economic injustice.

**Background to the work of sustainable futures**

Under the Sustainable Future programme, which was launched in 2014 to provide dedicated grants in the climate justice field, the Trust supports work which builds support for, and understanding of, alternative forms of organising economies and societies which allow people and the planet to thrive. We have three programme priorities:

1. Better economics: building an economy which meets everyone’s basic needs and is within planetary boundaries;

2. Beyond Consumerism: tackling the problem of over-consumption (by some);

3. New Voices: expanding the range of people working on these issues to include a wider range of voices and backgrounds.

We fund a wide range of groups and organisations across the UK, with a small number of European grants. Over half of the grants we make are to non-charities. The majority of our grantees have annual income of under £1 million. Our grants are listed [here.](https://www.jrct.org.uk/grants-database.aspx) We fund various approaches to social change, including movement-building, policy and advocacy, imagining and demonstrating alternatives, cam

3. POSITION IN ORGANISATION

Reports to: Head of Programmes

Responsible for: 2 x Grants Officer (part time, 28 hours per week)

4. DUTIES AND KEY RESPONSIBILITIES

4.1 General Management Responsibilities

* Contributing to the delivery of the Trust’s mission and strategy in the context of a specific grant programme
* Carrying out support for, and, management, supervision, appraisal and development of staff to ensure the delivery of organisational aims.
* Working with external partners, such as contractors or consultants to ensure high quality service delivery to identified outcomes.
* Ensuring the proper management and scrutiny of any delegated budgets, participating in budgeting and financial management at team manager level as required, and approving and authorising payments in line with internal financial procedures.
* Ensuring effective collaborative working with other teams across JRCT.

4.2 GRANT PROGRAMME MANAGEMENT

Overall responsibility for the management of the Sustainable Future grant programme (and other grants as agreed by line manager) within the strategy agreed by the programme committees.

* Manage all aspects of the grant cycle, including support for applicants, assessment of applications, presenting and discussing applications with the trustees and communicating decisions to applicants.
* Provide support to grantees, where appropriate offering advice and guidance on priorities, strategies and maximising impact.
* Monitor grantees’ work and expenditure of JRCT funds, in line with JRCT’s risk management strategy.
* Work with the Chief Executive, Head of Programmes, Head of Communications and external advisors as appropriate, respond to occasional regulatory or media inquiries in relation to grantees in relevant grant programmes.
* Facilitate networking between grantees operating in complementary areas, and arrange consultations as appropriate.
* Keep abreast of external developments through reading, attending conferences and similar events, and co-operating with other funders.
* Service grant committees and the Trust board, ensuring they are provided with accurate and relevant information, and consulted where appropriate.
* Contribute to the development of grant policy, through writing and commissioning policy papers and arranging policy review meetings.
* Undertake specific proactive projects as may from time to time be agreed by programme committees to further the aims of the Trust.
* Contribute to relevant funder collaborations, representing JRCT’s values, priorities and approach within the wider sector.
* Acting as the lead grants officer on particular areas of practice and learning as requested by the Head of Programmes after consultation within the senior staff team.
* Work closely with the Grants Officers on the above areas, including clear delegation of appropriate tasks and responsibilities.

4.3 OTHER MANAGEMENT RESPONSIBILITIES

Such other management tasks as requested by the Chief Executive or Head of Programmes, after consultation within the senior staff team.

5. GENERAL RESPONSIBILITIES

* Work at all times within the values and mission of JRCT.
* Be proactive in keeping up to date with developments affecting your work and maintaining and improving personal competence through continuous professional development.
* Take direction on projects and priorities from your line manager and trustees, which may vary from time to time.
* Prepare for and participate in supervision and appraisal meetings
* Develop, foster and maintain effective and collaborative relationships with relevant external stakeholders and organisations.
* Work to administration and communication protocols efficiently to ensure that organisational systems and procedures are implemented.
* Abide by all organisational policies, codes of conduct and practice.
* Contribute to team meetings and organisational priorities.
* Support diversity and equality of opportunity in the workplace.
* Carry out other associated duties as may arise, develop or be assigned.

**Person specification**

Job title: Programme Manager (Sustainable Future)

This person specification sets out the qualities we are seeking for this post. Please ensure that your application demonstrates how you meet these criteria. You may include voluntary, unpaid and paid work.

Overview

We are looking for a grant making professional who understands the complexity of the work the Trust funds. We are seeking someone with a personal commitment to the mission and values of the Trust. They will bring at least five years’ experience in the voluntary sector, with at least three years’ experience in grant making, and knowledge of issues relevant to JRCT’s Sustainable Future programme.

We are looking for skills required for, and experience of managing, supporting and developing colleagues within small, but committed teams, and building collaborative, respectful working relationships, which allow people to thrive at work.

The successful applicant will have excellent oral and written communication skills, including handling sensitive and complex information. They will be comfortable working on their own and as part of a small team - including working with volunteer trustees. S/he/they will enjoy building relationships with a wide range of people and organisations.

Experience

You will have:

* at least five years’ experience of working in the voluntary sector or other social change organisations
* at least three years’ experience of working in grant making
* experience of working with (or as part of) a voluntary committee, preferably a charity trustee body
* experience of providing line management to paid staff
* recent experience in and / or knowledge of a field relevant to JRCT’s sustainable future programme (better economics, beyond consumerism, new voices).

Skills and abilities

You will demonstrate:

* excellent oral and written skills, enabling effective and sensitive communication with a wide range of people and organisations
* The ability to mentor, support and encourage colleagues for whom you have line management responsibility
* the ability to read quickly and analyse a range of written material and to summarise and present complex information clearly to internal and external audiences – for example taking notes or minutes of meetings involving complex or difficult issues and nuanced decisions, and providing written reports of a high standard
* the ability to think strategically, for example to support the trustees in the development of grant policies in response to the changing external context
* the ability to offer through dialogue an appropriate combination of constructive challenge and support, for example in liaising with funded groups
* a friendly and open approach to networking, and the ability to foster useful external working relationships
* willingness to engage collaboratively with formal and informal teams, and to contribute to team decision-making based on consensus
* planning, prioritising and project management skills, including commissioning and managing contractors or consultants
* the ability to maintain information systems to a high standard, with close attention to the required detail
* competent IT skills, including use of databases, Microsoft Office applications such as Outlook, Word and Excel, and social media

Education and training

Qualification by experience or to graduate level or similar, giving evidence of the skills to understand the voluntary sector and policy and social change at an advanced level.

Knowledge

You should have:

* knowledge and understanding of the social and political environment in which the voluntary sector operates and the social policy issues which impact on JRCT’s work
* knowledge and understanding of grant making
* knowledge of one or more areas relevant to JRCT’s funding programmes
* an understanding of project management, including planning, management and evaluation
* an understanding of charity and other voluntary sector governance structures
* an understanding of the need to maintain confidentiality in all areas of work including phone conversations, written materials and computerised materials and processes
* knowledge of the beliefs and practices of the Religious Society of Friends (Quakers) would be an advantage.

Other

You will:

* have a personal commitment to the Quaker values that underpin the work of the Trust
* be committed to promoting equality and diversity in all aspects of the role
* be flexible and able to travel and stay overnight for periods of time, within and occasionally outside the UK
* be willing to work occasionally on evenings and weekends.

Guidance

**Application Process**

If you would like to apply for this post, please send your CV and supporting statement (maximum of 2 sides of A4) to [recruitment@jrct.org.uk](mailto:recruitment@jrct.org.uk)

In your supporting statement, you should ensure that you try to address the criteria set out in the person specification for the role. Make sure you give evidence which shows how you meet the criteria, not just telling us that you did it.

Please ensure that you complete your application by the closing date.

Closing date:  6 January 2025

Interviews:  First Interviews week commencing 20 January 2025, second interviews week commencing 3 February 2025

We do not send individual acknowledgement of applications due to the high volume of applications we receive, and we only contact candidates who have been shortlisted for an interview. If you do not hear from us within two weeks of the closing date, your application has not been successful on this occasion.

If you would like an informal chat about this role, we can offer calls with our Head of Programmes on the following dates, please email [recruitment@jrct.org.uk](mailto:recruitment@jrct.org.uk), and we will contact you with available slots.

Monday - Thursday 16-19 December

**Appointment Process**

After the closing date has passed, the recruiting manager and the interview panel will shortlist applicants who have demonstrated that they meet the essential criteria set out in the person specification. Only shortlisted candidates are invited for interviews. Normally applications received after the closing date are not considered

**Interview**

If you are shortlisted for interview, you will be invited to a selection process. A panel of two or more, including the recruiting manager conducts all interviews. If there are any special arrangements associated with the selection process e.g. tests or presentations, you will be informed accordingly.

**Interview Outcome**

If you are invited to attend an interview, you will be informed either verbally or in writing of the outcome. The successful candidate will have the decision confirmed in writing as an offer of employment. Unsuccessful candidates will be offered the opportunity for feedback.

**References**

If you are successful in your application, you are asked to provide us with the details of two referees. We only contact referees with your permission after an offer of employment has been made.

All offers of employment are conditional upon the receipt of references that are satisfactory to JRCT, verification of right to work in the UK and where applicable, verification of qualifications and Disclosure and Barring Service (where required).

**Right to Work in the UK**

Under Immigration Act 2014, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are offered employment by JRCT you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

**Personal information**

The personal information that you have supplied will only be used for recruitment and selection purposes. You should refer to the Privacy Notice on our website, which sets out how JRCT will deal with the personal and sensitive data you have provided in your application form and supporting information.

Your application form and supporting details will be kept as legally required for six months in case of a dispute, and thereafter will be destroyed. Thank you for your interest in the post, we look forward to receiving your application.

**Equality and Diversity**

We welcome all applicants and are keen to enhance our team to reflect the diversity of the UK and the communities we serve.  We would like to encourage applications from disabled people, those from LGBTQIA+ and Black, Asian and Minority Ethnic backgrounds and those experiencing other forms of marginalisation, as they are underrepresented at this level.

JRCT is committed to equality. In order to monitor our commitment to equality we ask applicants for posts to complete our equality monitoring form, which will be sent to you after we receive your application. The information provided is treated in the strictest confidence and is detached prior to shortlisting. The forms are retained by HR and the panel do not have sight of them.

**Accessible recruitment**

JRCT is committed to making our recruitment process and workplace accessible to all. If you are an applicant with a disability and/or have any specific needs or adjustments that you would like us to make, at application, interview or appointment stage, please contact recruitment@jrct.org.uk

**Queries**

If you require further information or wish to raise any matters with regard the appointment process, please contact [recruitment@jrct.org.uk](mailto:recruitment@jrct.org.uk)

**Complaints**

Applicants for posts within JRCT have the right to complain if they feel they have been unfairly treated or discriminated against during the recruitment process. If you feel that this is the case you should contact Nicola Purdy, Head of People and Operations by email: Nicola.Purdy@jrct.org.uk