



THE Joseph Rowntree  
REFORM TRUST LTD

## **Application Pack**

### **Programme Manager (Grants)**

**April 2018**

The Garden House Water End York YO30 6WQ Tel: (01904) 625744  
Website: [www.jrrt.org.uk](http://www.jrrt.org.uk) e-mail: [info@jrrt.org.uk](mailto:info@jrrt.org.uk)



# THE Joseph Rowntree REFORM TRUST LTD

## About Us



Joseph Rowntree (1836-1925) was a Quaker, a Liberal and a successful businessman. Contrary to his personal expectations, Joseph Rowntree became rich in later life as the Rowntree business flourished. In 1904, with the consent of his family, he transferred a substantial part of his wealth to the three distinct trusts with which his name is still associated.

Joseph Rowntree deliberately established us as a company and not a charity which means we can do what most funders cannot - we support overtly political causes that confront corrosive powers in our democracy and seek changes to rebalance power for the well-being of our society. We are one of the major sources of non-charitable funding for campaigns aiming to change both minds and the law.

The campaigners supported by the Trust differ in their concerns and their tactics, but a common thread runs through our grantee community. They all fight for freedoms and against 'corrupting powers'. Such political activists have very few sources of funding. This is where the Trust comes in to strengthen the hand of progressive campaigners who are too political for other funders.

## Our Values



Our values are rooted in liberalism and Quakerism. Recognising the equal worth of every person, we stand for the defence of liberty, freedom of expression, freedom of conscience and freedom from all forms of oppression, be that political, religious, economic or social.

## Our Strategic Vision

We seek to bring about significant changes in the political system, making it more accountable, democratic and transparent and to rebalance power for the well-being of society.

## Our Aims

*The Trust seeks to:*

- correct imbalances of power, supporting the voice of the individual, the small and weak where that voice is stifled by the group, the big and strong;
- strengthen the hand of individuals, groups and organisations who are striving for reform, speaking truth to power and challenging the systems that hinder justice;
- address the underlying causes of weakness and injustice in the body politic rather than remedying its superficial manifestations;
- foster creative intervention by anticipating and brokering change within the body politic;
- support a politically plural society by helping to correct the financial imbalance between the major parties;



## THE Joseph Rowntree REFORM TRUST LTD

- assist political liberals from all the major parties in the UK to promote new liberal ideas and policies.

### Methods

*We will endeavour to meet our aims by:*

- supporting causes, people or organisations where they share our values even when currently they may find little favour with mainstream opinion;
- supporting our grantees with more than money to create a supportive community of shared belief;
- being responsive and flexible, allowing us to adapt our priorities to the needs of our time;
- recognising that whilst the Trust might risk its money and reputation in its grant-making, those it supports often risk very much more;
- supporting those who have identified the point where the minimum amount of thrust will have the maximum effect.

### Group Structure & Finances

The Trust's assets are invested in equity investments and a small portfolio of commercial retail property held by its wholly owned subsidiary company, JRRT (Properties) Limited. From the Trust's present capital of over £50m, Directors allocate a potential grant budget of around £1.2m each year, excluding administrative expenses and tax.

The Trust operates with a dual structure. The JRSST Charitable Trust is endowed by The Joseph Rowntree Reform Trust Limited and only gives charitable grants in areas closely related to the work of the main Trust. It has an equity portfolio worth about £4m and makes grants worth approximately £75,000 per annum.



All Directors of the Joseph Rowntree Reform Trust Ltd are also trustees of The JRSST Charitable Trust and directors of JRRT (Properties) Limited. The Programme Manager post will be responsible for grant applications to JRRT and for grant applications to the JRSST Charitable Trust which are by invitation only.

### Organisational Structure

The Trust is led by a voluntary board of up to ten members. The post reports to the Chief Executive and works as part of a small team that includes a Finance Manager and Administrator with plans to recruit a Communications post.

### Grant making

The focus in the coming years will be democratic and political reform. Funds have also been allocated to enable the Trust to respond quickly to major new developments; to bring work the Trust has previously invested in to fruition; and for capacity building support for applicants. The Trust additionally funds work by political parties and individual politicians, work which has included strengthening the Liberal Democrats given their consistent support for electoral reform and civil liberties; and support for cross party collaboration.



## THE Joseph Rowntree REFORM TRUST LTD

### **PROGRAMME MANAGER JOB DESCRIPTION**

#### **Job Purpose:**

The Programme Manager will work with the CEO and Directors to develop and manage the contribution of JRRT's grants programme to the overall strategy, including the Trust's democratic and political reform priorities, as well as providing support for a range of JRRT initiated activities.

**Salary:** £41-£48,000 pa for a 37.5 hour week.

**Reports to:** Chief Executive

#### **Duties and Responsibilities:**

1. To manage a portfolio of grants that contribute to JRRT strategy, reporting on progress against programme aims as part of the Trust's regular planning cycle.
2. To identify prospective applicants, build a pipeline, and manage the grant process and guidance to applicants, in line with the Trust's grant making principles.
3. To assess applications including investigating and seeking further information to support Board decision making.
4. To ensure learning from each project is maximised and disseminated to inform future grant making.
5. To build relationships with grant recipients, advising on campaigning and dissemination strategies, developing a programme for capacity building support.
6. To optimise use of the grants database and trackers, ensure reporting requirements are met and produce analysis.
7. To track and build relationships with key influencers, including campaign organisations, parliamentarians, think tanks, academics and funders, staying abreast of campaign and political developments.
8. Work with the CEO to take forward JRRT initiated projects including convening, research, publications, events, and party conference presence.
9. To contribute to the Trust's communications generating content for the website, social media, media releases, newsletters and publications including the Trust's Annual Report and preparing papers for Board meetings.
10. To act as a focal point for dissemination of information and response to enquiries about the Trust's grant making and to ensure that Directors and staff are kept informed of developments and well briefed ahead of grantee or project meetings.
11. Keep up to date with developments relevant to the Trust's work and maintain and improve personal competence through continuous professional development.
12. To work flexibly alongside other members of the team and take on reasonable tasks as appropriate over and above those set out above.



THE Joseph Rowntree  
REFORM TRUST LTD

## PERSON SPECIFICATION

### Essential

1. Ability to design, develop, implement and manage a grant giving programme.
2. A demonstrable track record of achieving impact through campaigning or policy change as part of a campaigning organisation or grant making trust.
3. Excellent writing skills with the ability to communicate clearly and effectively to internal and external audiences.
4. A sound grasp of UK political context, institutions and process, including the Trust's democratic and political reform agenda and campaigning issues the Trust has a history of supporting.
5. A robust analytical approach combined with an instinct for a good campaign and when to take a risk on a new initiative.
6. Ability to provide clear advice and support, while effectively managing and evaluating grantee performance.
7. A track record of developing and maintaining partnerships with a range of stakeholders.
8. Experience of organising meetings, seminars and public events.
9. Ability and motivation to deliver high quality work to deadline with minimum supervision.
10. Commitment to working flexibly and collaboratively with team members, Directors, grantees and external partners, keeping up to date, embracing change and applying good practice in the role.
11. IT literate with good experience of MS Office and other relevant IT systems as appropriate for the role.
12. Commitment to the liberal and Quaker values of the Trust, to equal opportunities and to democratic and political reform.

### Desirable

1. Understanding of election law and systems, and how political parties and campaigners operate before and during election periods.
2. Understanding of UK parliamentary & policy processes in the devolved administrations.
3. Experience of capacity building, particularly for small organisations.
4. Sound understanding of monitoring & evaluation approaches.



THE Joseph Rowntree  
REFORM TRUST LTD

## SUMMARY OF TERMS AND CONDITIONS

- Permanent post
- Salary offered between £41,000-£48,000 full time (4 days a week pro rata may be considered). The salary offered within the range will depend on skills and experience and location.
- Full-time 37.5 hours a week (willing to discuss flexibility).
- Leave 25 days plus 8 public holidays (discretionary 3 additional days over Christmas and New Year).
- Pension 10% employer contribution, 5% employee contribution, salary sacrifice option available
- JRRT's office is based in York. Many key contacts, including grantees, are based in other locations in the UK, particularly London. The post holder will therefore be required to travel on a regular basis.
- The job may require occasional weekend and evening working e.g. attendance at events.
- On-site free parking in York



THE Joseph Rowntree  
REFORM TRUST LTD

**HOW TO APPLY**

To apply please send the following to [info@jrrt.org.uk](mailto:info@jrrt.org.uk)

- A cover sheet with details of current role, salary and two referees – see website
- A cover letter, maximum 2 sides A4, outlining why you want this role and what you would bring to it with reference to the Person Specification
- An up to date CV – maximum 2 sides A4
- A completed Diversity Monitoring Questionnaire – see website

**The deadline for applications is 12 Noon on Monday, 30 April 2018**

**Interviews will be held on either Thursday, 10 May 2018 or Friday, 18 May 2018** at the JRRT York office - you will need to keep both these dates free