



January 2018

Dear Applicant

Post of Assistant Manager – Connect Fund

Thank you for your interest in the post of Assistant Manager – Connect Fund with the Barrow Cadbury Trust. Please find attached the job description and person specification for this post.

The Barrow Cadbury Trust is an independent charitable foundation seeking a just and peaceful society which recognizes the equal value of all people. Largely working in partnerships with others, we use all our resources – our grants, our people and our name - to bring about structural change, thus increasing social justice and equality.

The Trust is the delivery partner for the Access Foundation's Connect Fund, which has been established with the aim of strengthening and diversifying support for organisations seeking social investment. Based at our office in Kean House, 6 Kean Street, London WC2B 4AS the successful candidate will be Assistant Manager in developing the fund. As an experienced professional you will have experience in either social investment or grant making and the skill set for an outward facing, facilitation role. We will be looking to appoint someone who has experience, skills and credibility in either the social investment or wider third sector or both.

This is a fixed term contract for 2 years (with the possibility of renewal). The salary is £38,000 p.a. The Trust offers a contributory pension scheme.

Any offer of employment will be made subject to references, confirmation of the right to work in the UK (see the information below relating to complying with the preventing illegal working legislation) and the satisfactory completion of a probationary period.

Before you apply please have a look at our website and view our short animation about our values and the way we work (www.barrowcadbury.org.uk).

If you would like to apply for this position, please send us your CV and a covering letter setting out your skills and suitability for the post (no more than 3 sides of A4) to Maddy Rooke-Ley at m.rooke-ley@barrowcadbury.org.uk by 5pm on Monday 12 February 2018.

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Interviews for short listed candidates will be held on **Tuesday 27 February 2018** at our office at Kean House, 6 Kean Street, London, WC2B 4AS.

We look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sara Llewelin', with a horizontal line extending to the right.

Sara Llewelin
Chief Executive

Enc – Job description, complying with preventing illegal working legislation and Equal Opportunities Monitoring Form attached below

**BARROW CADBURY TRUST
ASSISTANT MANAGER – CONNECT FUND**

Job title:	Assistant Manager – Connect Fund
Contract:	Fixed term contract for 2 years (possibly renewable)
Purpose of the role:	To assist the Fund Manager to deliver the Fund’s programme of work.
Governed by:	The Barrow Cadbury Trust Board with Access Foundation input.
Reports to:	Connect Fund Manager
Starting salary:	circa £38,000 pa - full time plus contributory pension
Location:	Barrow Cadbury Trust office, central London

Responsibilities:

1. To assist the Fund Manager to deliver and further develop the Connect Fund.
2. To assist in promoting the Fund to a range of key audiences and stakeholders across England and maintain good relationships with them.
3. In consultation with the Fund Manager and Executive Team to select, assess and propose investments and grants for funding.
4. To manage a portfolio of grants and investments of the Fund on an ongoing basis.
5. To contribute to enabling and putting in place appropriate evaluation systems for the Fund.
6. To support, encourage and enable both existing social infrastructure bodies and new entrants to improve their ‘offer’ to the social sector.
7. To support collaboration within the investment infrastructure sector to build a thriving community of organisations.
8. To assist with co-ordinating convening and learning across the beneficiaries of the programme and disseminate learning and findings.
9. To draft papers, including board papers, policy papers, speaking notes and other material.
10. To assist with the management of the budget of the Fund.
11. To develop a good working relationship with Access Foundation colleagues.
12. To identify and communicate key narrative messages in relation to the Fund’s work, liaising with colleagues to place material through traditional and social media.
13. To work flexibly alongside other members of the Barrow Cadbury Trust team and take on reasonable tasks as appropriate over and above those set out above

Person specification

Essential:

1. Experience of strategic development and management.
2. Excellent investment and/or grant assessment and management skills
3. A good knowledge of the social investment 'landscape' in the UK.
4. Familiarity with social sector infrastructure, both national and local.
5. A clear commitment to developing products to enable wider, more suitable and more sustainable take up of social investment, particularly through patient and blended finance.
6. Some experience of contract management and stakeholder relationship management.
7. Some experience of promotional work and public speaking.
8. Research and writing skills with the ability to communicate clearly and effectively to internal and external audiences.
9. IT skills and the ability to maintain a professional level of presentation.
10. Commitment to collaborative working and the flexibility to travel mainly within England.
11. Demonstrable commitment to the promotion of social justice and equality, and willingness to work within a Quaker-derived value base.

Desirable:

12. Experience of press/media relations and the appropriate use of social media and other platforms.
13. Budget/fund management and budget planning skills.

Equal Opportunities Monitoring Information

The completion of this form is voluntary. It contains sensitive data and the form will only be used to produce an anonymous statistical summary of the candidates who apply and are interviewed. Your form will not be viewed by the shortlisting/interview panel.

POST APPLIED FOR:

1) Gender:

Male/Female/Transgender/Other_____ (circle as appropriate)

2) Sexual Orientation:

Heterosexual/lesbian/gay/bisexual/prefer not to say (etcdelete as not applicable)

3) Age: Please tick as applicable

In years:	18-30	31-40	41-50	51+
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4) Disability:

Do you consider yourself to be a Disabled person?

Yes/no/prefer not to say (delete as not applicable)

If yes, please indicate by marking "X" in the appropriate box below. Mark all that apply.

A	Hearing impairment	
B	Visual impairment	

C	Speech impairment	
D	Physical impairment	
E	Facial disfigurement	
F	Learning difficulties (e.g. dyslexic)	
G	Mental ill health	
H	Progressive condition	
I	Neurodiversity	
J	Other (please specify below)	

5) Ethnicity: Please state what ethnic group you would describe yourself as belonging to:

6) Religious belief/Faith

Do you consider yourself to have a religion? Yes/No/prefer not to say (delete as not applicable). If yes, please say below what you consider yourself to be:

7) Where did you see the advertisement for this post?

Complying with Preventing Illegal Working Legislation

Lists of acceptable documents for right to work checks

The documents that are considered acceptable for demonstrating right to work in the UK are set out in two lists – **List A** and **List B**. These are shown in Tables 4 and 5 below.

List A contains the range of documents which may be accepted for checking purposes for a person who has a permanent right to work in the UK. If the prescribed right to work checks are followed it will establish a **continuous statutory excuse** for the duration of that person's employment with you. You do not have to conduct any further checks.

List B contains the range of documents which may be accepted for checking purposes for a person who has a temporary right to work in the UK. If the prescribed right to work checks are followed, it will establish a **time-limited statutory excuse** and require a follow-up check as set out below. You will be required to conduct a follow-up check in order to retain your statutory excuse.

List A – Acceptable documents to establish a continuous statutory excuse

List A

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B – Acceptable documents to establish a statutory excuse for a limited period of time

List B

Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a **Positive Verification Notice**¹ from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

Documents that are not acceptable for proving Right to Work

The following documents are not usually acceptable for proving a person has the right to work in the UK and will **not** provide you with a statutory excuse against payment of a civil penalty:

- A Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the UK. If you are presented with these documents then you should advise the applicant to call us on **0151 237 6375** for information about how they can apply for an Application Registration Card
- A National Insurance number on its own in any format
- A driving licence issued by the Driver and Vehicle Licensing Agency
- A bill issued by a financial institution or a utility company

¹ A 'Positive Verification Notice' is official correspondence from the Home Office Employer Checking Service which confirms that a named person has permission to undertake the work in question.

- A passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar
- A short (abbreviated) birth certificate issued in the UK which does not have details of at least one of the holder's parents
- A licence provided by the Security Industry Authority
- A document check by the Criminal Records Bureau
- A card or certificate issued by the Inland Revenue under the Construction Industry Scheme

If you would like further information or advice on complying with the law on preventing illegal working you should contact the Border Agency's Sponsorship, Employer and Education Helpline on 0300 123 4699.

The helpline is open Monday to Friday, between 9am and 5pm, except on Bank Holidays.

Q and As – Assistant Manager – Connect Fund

Barrow Cadbury Trust is an independent, endowed, charitable foundation and it's the largest of the several dozen Cadbury family foundations. Building on its Quaker roots, it seeks long term solutions by looking at root causes of inequality.

We are recruiting an Assistant Manager for the Connect Fund. .

Tell us more about Barrow Cadbury Trust

The problems we address at [Barrow Cadbury Trust](#) are complex so we often work in partnership and collaboration; with grant-holders, other trusts and foundations, and local and national government, to identify solutions. We focus on a small number of distinct policy areas and try to influence them by building an evidence base, advocating for change and ensuring the voices of people affected by social injustices are heard in the debate.

Why is the Trust interested in social investment?

Like many charitable trusts, the Barrow Cadbury Trust has traditionally used its endowment to invest in mainstream investments, albeit with an ethical filter, and has used the income generated to fund our programme of work. In 2010, the trustees decided to use part of the endowment to further the aims of the Trust through investments in charities and social enterprises, aiming to achieve both a social and a financial return with the funds.

The primary purpose of our investments is to develop the market, so we tend to invest in novel products, more challenging issues, or to be an early investor in promising approaches. Since 2010, Barrow Cadbury Trust has allocated £4.7 million to 26 different social investments and is recognised as being one of the leading foundations engaged in social investment. Barrow Cadbury Trust currently holds 19 social investments totalling £2.7 million. [Find out more about our current social investments.](#)

We recognise, however, that social investment is not always the most suitable solution, but is one of a range of financing options. We work with other social investor networks to share learning and knowledge and grow the market. We also support research and policy work, for example helping to steer IVAR's recent study on [smaller charities and social investment](#).

Tell us about the Connect Fund

In December 2016 the Trust was asked to partner [Access, the Foundation for Social Investment](#), to run the [Connect Fund](#). [Access](#) was set up by Big Society Capital, Cabinet Office and the Big Lottery Fund in 2014 to provide a mix of grants and loans to develop the social investment market. The Connect Fund, previously known as the 'Social Investment Infrastructure Fund' is a £3 million fund which supports intermediaries and infrastructure organisations to make social investment work better for a wider range of charities and social enterprises.

As a social justice foundation with an interest in social investment, Barrow Cadbury Trust has long had concerns that the investment products on offer do not always serve large

sections of the social sector. Blended finance and better shared tools should have a transformative effect on new entrants and existing investees alike. We are therefore delighted to be Access's delivery partner. The Connect Fund was launched in June 2017.

What role are you currently recruiting for and what does it involve?

We are seeking an Assistant Manager to help deliver the funding programme across England. The Assistant Manager will be responsible for helping to develop and manage the new programme, with the aim of strengthening and diversifying the social investment infrastructure sector to include new entrants especially beyond London.

What kind of people are you looking for?

The Trust is looking for a professional and experienced manager who is comfortable with an outward-facing promotional role. They will have a good grasp of the social investment 'landscape' and familiarity with social sector infrastructure as well as having experience of managing budgets or funds alongside grant and/or investment assessment and management skills. Key to our vision is the development of a collaborative community of infrastructure organisations working within a social justice framework, so excellent interpersonal and development skills will be needed, alongside a personal commitment to the promotion of social justice and equality.

Why would someone want to work for Barrow Cadbury Trust?

This is an exciting time for social investment, as the sector grows and matures. We, the Access Foundation and the wider sector see the Connect Fund as having a critical role in broadening access to this form of funding. At the same time, all those working in the social sector face a challenging time, with the context in which we work in going through a state of considerable flux. This requires clear thinking and direction to get the most out of the funding we have available. The Trust is recognised for its thoughtful approach, its partnership working and the quality of what it does. Joining the Trust brings both responsibility and opportunity, particularly as we develop and deliver this new programme of work.

Sum up what it's like to work for Barrow Cadbury Trust

We are a close-knit and highly motivated team, bringing a diversity of skills and experience to our social justice work. Joining the Trust means that you will be joining an organisation which has a depth of expertise, a breadth of connection, a supportive and reflective learning ethos, a skilled and experienced governing body, senior management team and wider staff group.