



## **Chief Executive**

### **Job Description and Person Specification**

Location:	London (Angel) minimum 2 days per week in the office
Hours:	This is offered as a full-time role (but we are open to candidates wishing to do a 4-day week)  Office hours but some flexibility will be necessary, including occasional evenings
Salary:	This is a permanent role, within a salary band of c. £60,000 – £80,000 (with some flexibility based on experience and skills)
Application deadline:	4 <sup>th</sup> March 2022, 5pm

### **About the Blaggrave Trust**

We are an independent charitable trust dedicated to enabling young people to transition to adulthood successfully. We hold investments of c. £44 million, which along with other income sources, funds all the work we do including grant-making. We fund work nationally, as well as having a specific focus on several counties in the South West and South East of England.

Our mission is to promote and empower young people as powerful forces for change, and support work that ensures their voices are heard in matters that affect them. We do this primarily by providing grants to organisations working with young people, influencing youth policy alongside them and investing directly in young changemakers. We also increasingly act as a facilitator and agent for change, bringing groups of young people and partners together to explore, share and learn together.

You can read our full 2022 – 2026 strategy [here](#).

We are committed to having young people drive our mission at every level of the organisation – we currently have a young and diverse trustee Board, including 4 trustees under 26, that reflects diversity of class, lived experience and ethnicity. We also currently

have c. 18 paid advisors working with us to develop strategy and make decisions on who we fund.

## **Context**

The Trust has a strong culture and team working spirit – ambitious, agile, collaborative, and passionate. Its focus and direction is driven by what young people themselves prioritise and a clear sense of accountability to those young people it serves. Its work is underpinned by strong values, including an approach to funding that is extremely relational and a recognition of the need to reform the status quo and contribute to learning. Do please find out more about the Trust at [www.blagravetrust.org](http://www.blagravetrust.org)

The out-going CEO of the Trust is leaving after a period of nearly 10 years. During this period the Trust has been on a rapid journey of transformation and is in a strong and healthy place. It has a team of 8 experienced staff, with an annual grant spend of c £3million, the possibility to grow income if desired, and a responsible investment strategy underpinning our wider asset management.

Could you lead a future facing Trust? For the right person, this is an incredible opportunity to advance practice in philanthropy and change the lives of thousands of young people within an organisation well respected in its field.

## **About you**

We are looking for a candidate who fully believes in the mission of the Blgrave Trust. You do not have to have any prior experience of working in grant-making, but you must have a track record in social change work and demonstrable commitment to social justice and young people. You should have enough previous work experience to evidence clear progression and responsibility for managing budgets and people. See the Person Specification below for more details on what we are looking for.

We are open to candidates from all backgrounds, but we will prioritise those who will help us to continue to diversify the voices heard in philanthropic work and in particular centering young people in all we do. We are committed to creating an equitable environment where all can thrive. We will ensure that the recruitment process and decision making ensures representation of both age and other forms of diversity.

## **Job Purpose**

To lead the Blgrave team as it delivers its strategy and mission, driving accountability to those we serve and ensuring effective stewardship of all its assets: human, financial and reputational.

## **Key elements of the role**

### **Organisational governance**

Overall responsibility for the day-to-day management of the Trust and its grant-making, ensuring that it implements its strategy and continues to deliver impact and develop its work appropriately and professionally. This will involve:

1. Ensuring that the administration of the Trust, meets relevant sector standards and Charity Commission requirements. That within a relational approach to funding, relevant due diligence and monitoring of all our work takes place, timely response to our partners and other external stakeholders, and transparent and clear communication of our work.
2. Supporting the Trustees in all matters relating to governance including close and regular liaison with the Chair of trustees and recruitment of new trustees; attending Trustee meetings 4 x annually, and Finance and Investment committee meetings; and overseeing professional and timely preparation of relevant paperwork and keeping abreast of any changes to legislation that may affect the running of the Trust.
3. Collaborating with the Trustees on the current and longer-term strategy for the Trust including but not limited to issues such as thematic focus, geographic area of operation, national footprint, level of spend, and difference made.
4. Leading on HR and line managing relevant staff and supporting the team on all aspects of the Trusts work and their specific remits.
5. Holding oversight for the maintenance and development of adequate internal systems, policies and processes as the Trust evolves and grows. In particular assessing risk and ensuring evolving analysis of risk appetite and the external environment in which the Trust operates, including leading on Safeguarding.
6. Maintaining key relationships with investment managers and our commercial property managers, ensuring both professional stewardship and fidelity to our investment strategy alongside trustees on our Finance and Investment Committee.
7. Ensuring that financial systems are robust and well monitored; budgets monitored and appropriate reporting delivered. To liaise with the Trust's auditors to ensure that relevant information is available to satisfy our annual audit requirements.
8. Overseeing and developing our annual report on progress and achievements.

### **Organisational performance: relationships, strategy and impact.**

9. Maintaining an active and on-going analysis of the context and latest developments within the funding, voluntary and social change sector with

particular reference to the context for young people and their own role in its evolution.

10. Remaining live at all times to the wider systems in which our work operates, sustaining our place in the eco-system and assessing our on-going relevance, credibility and mission.
11. Leading on and identifying on-going and new strategic partnerships for the Trust that support meaningful collaboration and support wider impact. In particular, funders, sector bodies and other key stakeholders including membership bodies like ACF and young people themselves.
12. Actively holding and promoting learning across the team and our partners, disseminating and building back into the Trust's work at all times as well as representing the Trust at sector events including speaking engagements to share our work. Generously sharing our time and your leadership in order to influence and support wider progress wherever possible and appropriate
13. Travelling to visit charity partners and attend sector events, both within our area of operation as well as further afield as and when required.

## **Person Specification**

We are looking for someone with vision and ambition to lead the Trust – willing to both consolidate the huge progress made in the past few years and deliver on an agreed strategy, whilst also maintaining a clear eye on the future, identifying opportunities for further evolution where appropriate. Someone who understands and is able to work within a culture that enables emergent learning and innovation, whilst also respecting what we know and what works. And of course, it utterly committed to young people's leadership and engagement in our work.

This is a highly varied role in what remains a fairly small but diverse and experienced team of 8. As such the person will have to have the humility and willingness to undertake key tasks themselves e.g. writing sections of our annual report or managing diary, whilst combining this with senior level representation and leadership. It is a role that requires the combination of pragmatism, alongside vision – for young people actions speak louder than words.

The Trust believes in living its value in how it operates – the right candidate will have a deep commitment to listening and learning; knowledge equity; emotional and cultural intelligence that supports diversity, equity and inclusion and a commitment to inter-generational solutions to societies entrenched problems. The right person must be able to empower the team and give them and young people opportunities, working collaboratively whilst also taking overall responsibility.

We recognise that the right person may not possess all the skills listed and we will provide a sound transition, support & development package to fill any experiential gaps. However, we are looking for exceptional candidates who can demonstrate strong skills in most of the following areas:

- Progressive, creative and innovative influencer, with a genuine passion for social change
- Credible and practical leadership skills – able to engage with all our stakeholders
- A non-linear career – they may have worked in more than one sector (e.g. international development, government, or outside the charity sector)
- A strategic and systematic thinker – able to connect ideas and people
- Empathy and respect for the lived experiences of those young people we serve
- Comfortable with complexity and a skilled oral and written communicator
- An active and natural networker, externally facing in outlook and ideas
- Organised and proactive with appropriate management experience to be confident leading a team and portfolio of Blagrove's size.
- Enough financial and budgeting experience to manage, develop and monitor an annual operations and grants budget and keep a close eye on our investments
- A sophisticated understanding of culture and its impact on partner relationships, staff motivation, wellbeing, and impact

We are not looking for an academic or highly educated theorist, nor someone who has deep experience of grant-making but has not worked in other sectors. We are open to younger candidates in line with our mission, provided they have exceptional abilities to bring to the team.

Some Investment management experience or knowledge of Environmental Social and Governance issues (ESG) would be useful but is not essential.

Candidates must be eligible to work in the UK

## **Terms and Conditions**

Salary – the salary band is c. £60,000 to £80,000 (with some flexibility depending on experience)

This is offered as an office-based contract i.e. our London base is your primary place of work, spending a minimum 2 days per week in Islington, but with significant flexibility built in.

Pension contributions currently 5% employer contribution on qualifying earnings and 5% employee contributions on same basis.

Annual leave 25 days p a (increasing by 1 day p.a. after 5 years service to a maximum of 30 days)

## **Application Process**

Please apply in writing by submitting a brief CV and covering letter outlining what you believe you will bring to this role to [hr@blagravetrust.org](mailto:hr@blagravetrust.org) by 4<sup>th</sup> March and completing our [equal opportunities form](#).

First interviews are likely to be completed by mid March and final interviews (expected week commencing 21<sup>st</sup> March) will be face to face in London

We aim to have made an offer to the right candidate by early April 2022