

Blaggrave.
investing in
young people



Regional facilitator Recruitment Pack



Regional facilitator

Role description

The Blagrave Trust is seeking a creative and dynamic facilitator to support the development of a new regional advisory panel.

The regional advisers are an intergenerational team of people with experiences of accessing and working in youth services in the SE Region, who will be employed to guide Blagrave's grant-making in the region.

Location: We are looking for someone who lives or works in the SE of England (specifically Berkshire, Hampshire and the IOW, Sussex or Wiltshire or neighbouring counties excluding London)

Contract length:
1 July 2024 – 30 September 2025.

Salary: Day rate £350 per day, up to a agreed maximum number of days.

Closing: 31 May 2024

Interview Tues 18 June (in person, in London)

Overall Purpose: To support Blagrave regional advisers to evaluate funding requests and make recommendations on funding for youth organisations.

Key dates (please let us know as soon as possible if there are dates you cannot make)

- Interviews for advisers : 19 July (online)
- Online meetings every 2 weeks, 6-8pm Wednesday evenings
 - September 11th & 25th
 - October 2nd, 16th, 30th
 - November 13th, 27th
 - December 11th
- Away day: 26th September 2024 (evening) to 27 September (TBC)
- From January 2025, monthly meetings will be on the last Wednesday of every month, until the end of the advisers' contract on 31 August 2025.

About Blagrove

Blagrove is an independent charity dedicated to serving young people who are challenging and experiencing injustice in their individual lives and within society. We hold investments of c. £44 million, which along with other income sources, funds all the work we do including grant-making. We fund young people directly on a national basis through our Challenge and Change and Pathways funds. Through our place based funding, we provide small grants (usually between £20,000 – £30,000 per annum) to grassroots organisations serving the urgent needs of young people facing injustice, in Berkshire, Hampshire and the Isle of Wight, Sussex and Wiltshire.

We are committed to centring the voices of those we seek to serve and aim to do this in a variety of ways. This means that our board and staff team have relevant lived and learnt experiences to help us fulfil our mission. We are committed to listening to the communities we seek to serve both directly and broadly to have as accurate of an understanding as possible about the issues that those we're here to serve are facing.

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

Regional funding

The aim of our regional fund is to enable youth organisations to meet the needs of young people who experience social injustice in the region.

Each year, we allocate at least £300,000 in new funding to youth charities in Berkshire, Hampshire, Sussex and Wiltshire. We are creating the role of regional advisers as part of our strategic goal to share power with the communities we seek to serve.

We believe no one knows better about where funding should go in the region than the local youth sector. We think the combination of our grant making knowledge with local

expertise is essential to make the best possible decisions on how our resources can best reach the young people we seek to serve.

The most powerful conversations contain; lived, learned and practiced experience and so we want to build an intergenerational panel, made up of those who have a stake in the local youth sector. That's why we are looking to form a group of 8-10 people who have worked in the youth sector as a volunteer, staff member or Trustee in the last 12 months or have accessed and benefited from these services as a young person.

About the role

To support the advisers, Blagrave is looking to appoint a skilled facilitator in the region.

You will play a key role in supporting our advisers to do their work by building individual relationships, supporting the formation of the group and creating a safe and productive space where everyone is able to meaningfully contribute. You will support the recruitment and the induction of the advisers, and will be responsible for planning and running regular meetings, both in person and online, and including an away day including an overnight stay.

Essential criteria

You will be:

- Based in the South East of England (Berkshire, Hampshire & IOW, Sussex or Wiltshire or neighbouring counties - not London)
- A skilled and experienced facilitator of groups, particularly those where difficult or sensitive decisions need to be made
- Experienced in working with intergenerational groups including experience working with young people
- Knowledgeable of the context for charitable funders
- Comfortable supporting people from all walks of life to work together
- Able to work with uncertainty and respond flexibly to emerging issues
- Thorough and diligent in your approach

And you will have:

- A love of creative methods for having meaningful, fun and energising conversations
- An awareness of how power and privilege play out in group conversations and a commitment to help the group work together – with an awareness of your own power in the group
- An ability to create a safe, warm atmosphere where people can relate as people, not just in their assigned roles

- A willingness to support honest conversations and disagreement; recognising that surfacing and dealing with difficult issues openly and with kindness can help deepen trust
- A knowledge of different decision-making methods for the group to experiment with

As we consciously recruit a diverse group of advisers, it is essential that you are skilled enough to hold space for everyone despite their differences in experience of charity services, allowing for differences of opinion and a variety of experiences of social injustice.

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 centring young people in all we do. We are committed to creating an equitable environment where all can thrive.

Geography

The advisers will be drawn from across the South East of England and we anticipate that meetings will be a mixture of online and in-person according to practicality. In person meetings will be important occasions, with meetings in a convenient location (eg Winchester or Southampton most likely).

Key tasks

The facilitator's role will be to support the Advisers to play equal and cohesive parts in grant making decisions over the course of the coming year.

Following a thorough period of induction, the advisers' work will involve monthly meeting online where they will be:

- Assessing initial requests for funding from organisations to advise on which should go forward
- Reading Blagrove's assessments, debating the merits of different applications and ultimately recommending funding decisions to our CEO or Trustees (who retain sign off and accountability)
- Providing feedback on effectiveness and impact of our funding following visits to charity partners.

Consultation and feedback

- Provide a sounding board for Blagrove's wider strategy in the region
- Refining criteria for Blagrove funding in the region

The split of responsibilities between Blagrove staff and your role is:

Blagrove	Facilitator (you)
Input into the interview and selection process and take part	Run the interview and selection process for the advisers

Provide strategic overview for the induction programme	Deliver the induction programme for the advisers
Room bookings, travel arrangements as required	Arrange and hold one to one meetings (online) with the advisers to understand their ambitions and any support needs
Hold safeguarding for the advisers and provide pastoral support if required	Arrange and run regular regional advisers meetings online
	Arrange, plan and run a kick off away day in September 2024
promote funding opportunities and create the mechanisms for charities to apply for funding	Design a fair and inclusive process for making funding decisions
receive initial enquiries for funding (throughout the year)	Record outcomes appropriately
conduct initial due diligence and produce summaries of the applications for advisers to consider	
All liaison with charities who are rejected or funded	
Liaise with Blagrave CEO or Trustees to ensure decisions are enacted upon	
Feedback to advisers on the impact of their contributions	Hold review/evaluation sessions with the advisers for them to offer open and honest feedback about how they've found the experience

Terms

The role will be on a self-employed basis, so you will invoice Blagrave based on time spent up to an agreed maximum. The daily rate is £350 including VAT. Any travel or expenses costs will be reimbursed separately.

Time frame and time commitments

This agreement runs from 1 July until 30 September 2025. The advisers will begin in August 2024 and they will be employed for a year. Your time commitment will vary with the demands of the work. At some points, we anticipate weekly meetings; at other points meetings might be monthly.

Based on our experience with other programmes,, we anticipate the role will need around 4-6 X days per month to include administration time. We have budgeted for up to 28 days of your time in calendar year 2024 and we anticipate similar in 2025.

To accommodate advisers' other commitments, we expect meetings will take place at evenings or weekends.

Safeguarding and Equity Statement

The Blagrove Trust is committed to safeguarding children and adults at risk, to promoting the welfare of adults, and keeping all those who come into contact with our work safe from harm. The Trust is also committed to equitable and inclusive practice, actively promoting equality of opportunity for all and welcomes applications from a wide range of prospective candidates, including disabled people, those with relevant lived experience, or a history of offending.

As a disability friendly employer, Blagrove is committed to ensuring all recruitment processes are accessible and will offer an interview to candidates who declare they have a disability and meet the minimum criteria for the role.

Blagrove will only ask an individual to provide details of sensitive information, including convictions and cautions, that it is legally entitled to know about. Most of our staff and volunteers will be in positions of power and a Disclosure and Barring Service (DBS) check must be completed by anyone who meets government's criteria. We do not want this to be a barrier to those who have the potential to add great value to the work we do. If you have any questions regarding DBS check, please contact the Designated Safeguarding Lead, Valeria Tavares, at valeria@blagravetrust.org.

All information disclosed for the purposes of employment or consultancy will be used for the sole purpose of assessing whether an individual is suitable and appropriate for a specific role and/or if any arrangements around supervision and support might be required. All information gathered as part of our recruitment processes will be treated sensitively, with confidentiality strictly maintained, and according to our Privacy and Data Protection policy.

This role will be subject to a Basic DBS.

Applications

You are welcome to contact Tessa Hibbert with any questions about the role: tessa.hibbert@blagravetrust.org or 07354 189336.

Applications close on 31 May 2024 and should consist of:

- a covering letter explaining your interest in and suitability for the role
- two recent examples of your facilitation work
- two references
- Your CV

To tessa.hibbert@blagravetrust.org

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