

Applicant Pack

Trusts & Foundations Partnership Manager

Salary	£37,000 (negotiable, for outstanding candidates)
Starting	April 2023
Contract	Fixed Term 24 months (reviewed annually)
Hours	1.0 FTE (37.5 hours)

A message from the CEO

Thank you for your interest in the role of Trusts and Foundations Partnership Manager at Impact Hub Bradford. We're a small organisation, but with big ambitions for Bradford and its role in the world. The city is at a vital stage in its history, in recovering from COVID-19, but also preparing for new futures with its successful bid to host the 2025 City Of Culture festival. Day by day, our work has given us a unique perspective on how Britain's fourth largest and also its youngest city is stepping up to the challenges and opportunities of our times.

I see our role as an organisation to help unlock the potential of the people and organisations of our district who wish to make a positive difference. Our hope is for Bradford to become Britain's natural destination for social innovators.

As such, Impact Hub Bradford is an organisation with many opportunities for career growth and has a team to realise this potential. Our culture is exciting and populated with people who have a can-do attitude and the agility to make the most of the city around us. We look for those who are values and culture-driven, not so much defined by the skills they have but their ability to learn and listen to the city and district we serve.



Our knowledge of and access to Bradford's unique demographics and diversity allows us to offer a vital multicultural and youthful perspective to the wider world. We believe sharing the lived experiences and solutions of our city creates a vital solidarity with other communities around the world and a sense of being part of global social innovation. Being a member of the Impact Hub global network, brings Bradford into a community of 109 cities and 17000 social entrepreneurs, the largest impact network in the world.

We support new start-ups as well as established social enterprises seeking to grow and scale up. Our work is varied, tackling systemic and operational barriers for organisations led by people from underserved communities and includes, packages of workspace, mentoring, masterclasses and programmes of entrepreneurial support and funding.

Though we started with a modest grant of £5000, we've grown year on year to a six-figure turnover in 2021 based on direct revenue and grants. We see this growth continuing and welcome those who believe in our vision to be part of that journey. We can offer you a unique and welcoming workspace, a supportive team and fantastic opportunities for career progression and personal development.



We recognise that some groups of people are underserved in our communities and can face barriers to employment in jobs like this one. We would like to encourage people from all backgrounds to apply. We are not looking for particular qualifications and any individual who feels they have the right attitude, skills and capabilities, but not necessarily direct experience, should still apply to us. We would really like to hear from you!

I hope this applicant pack gives you a flavour of our achievements and ambitions - we're at the beginning of an exciting, transformative journey for Bradford in social innovation and enterprise. We're excited to see others join us on this journey and see where their talents lead us. Do contact me by email with any questions about the role or our application process.

A handwritten signature in black ink that reads 'Kamran'.

Kamran Rashid

Chief Executive Officer

kamran.rashid@impacthub.net

About the role

Post Title	Trusts and Foundations Partnerships Manager
Salary	£37,000
Hours	37.5 hours per week
Annual leave	25 days + 8 Bank Holidays (pro rata)
Contract	Fixed Term: 24 months (reviewed annually)
Start Date	April 2023
Location	Impact Hub Bradford CIC, 34 Peckover Street, Bradford, BD1 5BD
Reports to	CEO

Roles & Responsibilities

The purpose of this role is to engage with Trusts and Foundations in order to secure new income for the Yorkshire and Humber region.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used;

in which case all the usual associated routines are naturally included in the job description.

Workers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

This is an ideal role for someone who wants to work for an exciting new organisation who are at the forefront of social innovation and high impact projects in the Bradford District. We are looking for someone with a can-do attitude, willing to work as part of a team and flexible to the needs of the organisation.

Range of Decision Making

- Taking responsibility for key decision making around the development and implementation of our events and activities

Responsibility for Assets, Materials etc

- Access to confidential and sensitive information.
- Responsible for keeping accurate and up to date records.

Contacts:

- Will have frequent contact with Elected Members, Government Offices, Senior Statutory and Business Leaders, Voluntary Organisations and members of the public.

Requirements

- All Applicants must have valid permits to work in the UK

Role Specific Duties

- Undertake prospect research and maintain a database of grant funders for the Bradford district
- Develop and nurture relationships with grant making organisations from across the UK
- Develop a place based investment strategy for the VCSE sector in Bradford
- Share resources, coordinate training and workshops for VCSE sector around grant fundraising
- Work with grant making organisations to identify the barriers they have to investing in the Bradford district

- Develop quarterly briefing paper for the VCSE sector
- Engage with VCSE sector organisations to listen to the sector and understand barriers and priorities
- Communicate with IHB stakeholders, such as Directors, corporate partners and other funders, as well as the staff, ensuring matters are handled confidentially, sensitively and in a timely manner.

General Duties

We are a small organisation and as such are dependent upon team members willing to be flexible and support one another. In addition to the duties outlined above, there are a number of additional responsibilities that we expect all staff to undertake, regardless of role or seniority:

- Assist at events held in our co-working space
- Cover reception duties when required
- Welcome staff and visitors to our space
- Work flexibly to support the whole team
- Maintain databases and manual records of the organisation.
- Keep the office environment safe, clean and tidy
- To support and be willing to participate in any special projects as required by Senior Management
- To be responsible for day to day management of IHB assets. Conduct routine tasks
- To carry out other duties commensurate with this post that may be required by the organisation.



About You

The role demands a core of essential qualities and some desirable attributes as outlined below.

Essential skills

- Ability to commit to working with underserved communities in order to reduce the barriers they face
- Relevant experience in securing significant sums in grant funding
- Knowledge and understanding of barriers to funding in VCSE organisations
- Knowledge and understanding of barriers to investment experienced by funding organisations
- Knowledge and understanding of social innovation, creative industries and VCSE sector in Bradford/Yorkshire Humber region
- Good teamwork skills
- Excellent networking and engagement skills
- Excellent IT skills across most relevant applications
- Excellent customer service skills
- Excellent numeracy, spoken and written communication skills
- Ability to work to deadlines under pressure
- Proven strong organisation and problem solving skills
- Excellent bid writing skills
- Willingness to travel to London (including overnight stays)

Desirable skills

- Relevant experience in relationship-led fundraising
- Previous experience in a similar place-based role
- Previous experience in developing and implementing investment strategies

- Previous experience in supporting multiple VCSE organisations to access funding (such as through consultancy or employment within an infrastructure organisation)

How To Apply

- Please send a CV and cover letter to careers.bradford@impacthub.net by **9am on 20th March 2023**
- Shortlisted applicants will be informed by **22nd March 2023**
- If invited for a formal interview – either on-line or in-person – these will likely take place the week beginning **27th March 2023**
- The ideal start date for this role will be **3rd April 2023**. However, we can be flexible about this in order to meet candidates' pre-existing notice period requirements.

We are unable to provide feedback to candidates not shortlisted for interview due to limited capacity.

We will not discriminate by age, gender, sexual orientation, race, colour, religion, marital status, or disability.

For any queries, please get in touch at careers.bradford@impacthub.net