

**Candidate Information Pack for  
Young Grant Makers Programme Leader (x 2)  
2023-24 Programme**

**(Opportunity for former Islington Giving Young Grant Makers)**



Picture above 1. Some of our team on a volunteering day out last year with partner, BIG Alliance, at Lumpy Hill playground.

**Please find enclosed:**

1. Job Details incl. salary, hours, and benefits
2. About us
3. About the role and about you
4. Job Description and Person Specification
5. Terms and Conditions
6. Recruitment process
7. Reference request
8. Equalities Monitoring form

## 1. Job Details: Programme Leader

- Hours:** This role is part time (8 hours per week).
- Contract:** Fixed term contract from August 2023 to March 2024.
- Holiday:** 25 days plus 3 days paid leave over Christmas (pro rata for part time roles)
- Salary:** £31,000 per annum pro rata - £16.99 per hour.  
(Actual Salary of £7,085 at 8 hours – full time roles are 35 hours at Islington Giving)
- Pension:** Employee pays at least 5% of salary and Cripplegate Foundation contributes 3%; this increases to 10% after completion of probation
- Location:** Islington Giving, 13 Elliott's Place, Islington N1 8HX – there will sometimes be a requirement to travel to visit other Islington-based organisations.
- Reporting to:** Programme Manager, Programme Team
- Working with:** Working within the Programme Team, and supporting the 12 2023/24 Young Grant Makers, who are yet to be recruited. This is a job share, with two roles at 8 hours each, so you will also be working with the other successful candidate.
- Closing Date for Applications:** Monday 17<sup>th</sup> July 2023 at 10am
- Interviews:** Thursday 20<sup>th</sup> July 2023
- Start Date:** August 2023

## 2. About Us

### **Have you taken part in the Young Grant Makers Programme with Islington Giving over the past five years? Would you like to co-lead the 2023/4 programme?**

Islington Giving has an excellent opportunity to join us as a Programme Leader for the upcoming Young Grant Makers Programme. The ideal candidate will have completed the Young Grant Makers programme previously and have enthusiasm for sharing power with Islington's Young People, through teaching them skills to decide how some of Islington Giving's funds are spent on projects for young people.

The successful candidate will have the opportunity to learn about the voluntary sector, particularly learning about trusts and foundations and grant making, as well as developing skills in leading sessions and supporting and safeguarding young people. This is an ideal role for someone who would like to gain further experience to support their career in grant making or work with young people.

Find out more about our work at [www.islingtongiving.org.uk](http://www.islingtongiving.org.uk).

## What is the Young Grant Makers (YGM) programme?

For the last five years, young Islington residents have been making decisions about how to spend some of Islington Giving's funds. They decide on what is important to them and their peers and which organisations in the borough are delivering the projects which will help them achieve their ambitions, have fun, and make the most of living in Islington.

The aim of Young Grant Makers is to give young people in Islington the means to shape their local area, their community and their opportunities, and achieve influence within local and wider society.

There are three principal objectives for Islington Giving's YGM:

- **Personal and professional development for the young people involved.** The programme will offer training, support and experiences that are directly relevant for personal and work-related development. It will help a group of young people to enjoy a real-life work experience, when other opportunities may be closed to them.
- **Skills development for the Young Grant Makers.** The programme will offer young people the opportunity to develop skills such as teamwork, people skills and emotional intelligence, communication in a group, confidence to make an argument, problems solving and analytical thinking.
- **More informed grant-making that gives young people power to make decisions.** The programme will bring young people's insights and understanding of their local borough to Islington Giving's grant-making, and give young people the confidence, tools and power to allocate funding to local groups and activities. Through this, we aim for Islington Giving's work to be more relevant to the community and the wider population of Islington's young people, leading to better projects for young people.

You can read more about Islington Giving's resident led giving and our Young Grant Makers programme on our website, <https://islingtongiving.org.uk/category/reports/>

### 3. About the Role and You

This is an excellent opportunity to join a small, yet dynamic team in Islington, London for someone who has the passion to help us to address inequality and poverty at a local level.

This role is varied and interesting which requires someone to be flexible and adaptable, but which is incredibly rewarding for someone who is enthusiastic about this work. Aside from having been a Young Grant Maker in the past, we are not expecting you to have any experience in this sector or in similar roles; we will offer you the support you need to be a great Young Grant Maker leader.

The main thing we are looking for is somebody who is enthusiastic and committed to the programme.

The successful candidate will have a hands-on attitude with the willingness and the initiative to work with the team doing a variety of different tasks to achieve an amazing 2023/24 programme. You will have the opportunity to meet the organisations we fund and we are keen to help you to develop your skills in order to progress your career and expertise.

### **What will you do?**

Each year, we invite 12 young people, aged between 17 and 24 to join Islington Giving as Young Grant Makers for the five-month programme. These young people have no prior experience of grant making, have varying knowledge and experience of their local community and have often never had a voice in local decision making.

The Programme Leaders are central to the process and shape the mood, tone and outcomes of each meeting and the project as a whole. To further the opportunities available for young people in Islington, and to provide further roles in the grant-making sector, this year we want to provide opportunities for individuals who have previously completed our Young Grant Makers programme to lead the weekly sessions.

## **4. Job Description and Person Specification**

### **Key duties:**

With the support of the Programme Manager at Islington Giving, the responsibilities of the two Programme Leaders will be to:

- Recruit a diverse panel of young Islington residents who reflect the borough and the young people who live here
- Develop, co-ordinate and manage the programme, including leading on the preparation and planning of each weekly session. This will also involve responding to how the sessions are going and being prepared to adapt the programme if required
- Lead the weekly sessions on Tuesday evenings from October to March. This will include:
  - Supporting and motivating a group of 12 young people over five months, facilitating and energising them to work well as a group and support one another
  - Providing individual encouragement, motivation and support to the young people
  - Facilitating young people to have a voice in how the programme is designed
  - Ensuring the safety and wellbeing of the young people
  - Ensuring necessary safeguarding procedures are in place and are adhered to

- Co-ordinate feedback from the YGMs to understand how the programme has worked, what's gone well/not so well, what young people got from the programme, whether it has achieved its aim and objectives. This will include:
  - Creating an evaluation process which works for the young people who take part
    - Overseeing the capture of formal and informal reflections and observations from all involved throughout the programme period.
    - Writing an evaluation report at the end of the programme

## **Person Specification**

### **Essential Criteria**

- has previously completed Islington Giving's Young Grant Makers programme
- has experience of working alongside young people
- can listen and use what they hear to lead
- can motivate, encourage and support young people
- can work with partners such as youth organisations and Council colleagues
- can plan but also is able to be flexible to the arising needs of the group
- can manage a budget
- has a sense of humour!

### **Personal qualities and approach**

- self-motivated and able to work independently
- reliable
- a confident communicator with great interpersonal skills
- willing to learn new skills in a range of areas
- able to plan and prioritise work and juggle multiple priorities
- committed to the values and mission of Islington Giving – making a better life for everyone within the borough.

This is a development opportunity and we do not have expectations that you will be an expert in all/any of these elements when you start. We are looking for somebody who wants to learn these skills and is reliable and committed to the programme from August 2023 – March 2024.

We are recruiting two people to share this role, each working eight hours a week. How the various tasks are shared between the two leaders will be agreed by the post holders, in consultation with the Programme Manager, who will be your line-manager in this role, and your point of contact within Islington Giving for support, guidance and performance management.

The successful candidates will be supported throughout by Islington Giving staff and we will provide necessary training. Islington Giving is working to put resident decision making at the heart of our grant making. This includes the Young Grant Makers programme, but also other residents. We are keen to share learning as part of the wider participatory grant making movement and would encourage the programme leaders to be part of those conversations.

**We value diversity, equality, and inclusivity. Applications are especially welcomed from underrepresented backgrounds, including but not limited to gender, race, age, sexual orientation, disability, and religion. Please let us know if you require any further support with this application, or the role.**

**5. Terms and Conditions**

The appointment is offered on a fixed-term basis from August 2023 – March 2024 and will be subject to an initial six-month period of probation, during which performance will be regularly reviewed. On completion of the probationary period, notice will be one month on either side.

Relevant training will be provided during induction as well as opportunities to develop your skills and experience.

**6. Recruitment Process**

**Timetable**

Deadline for applications	<b>Monday 17<sup>th</sup> July 2023</b>
Interviews (30 minute Q&A format) with Director of Programmes, a Programme Manager, and a local young person.	<b>Thursday 20<sup>th</sup> July 2023</b>
Decision made & successful candidates notified	<b>Friday 18<sup>th</sup> July 2023</b>

**If you would like to apply for this role, please submit an up-to-date CV and a short covering letter answering the following questions:**

1. What was your experience of Young Grant Makers like? What aspects did you enjoy and what aspects would you like to improve if you were to be one of the programme leaders?
2. Tell us what skills, knowledge and experience you have that would make you a great Programme Leader.
3. Tell us about a time you have worked together with others (individuals or organisations) to get a project completed.

4. What aspects of the role do you feel less confident about? What support would you want from the team at Islington Giving to help you gain these skills or knowledge?
5. If you could change one thing for young people in Islington, what would it be? Why?

Please email your application to [laura.guy@cripplegate.org.uk](mailto:laura.guy@cripplegate.org.uk).

If we are interested in your application, we will invite you to an interview. If your application is not successful, we will let you know via email and provide feedback.

To talk about this role, please contact: [laura.guy@cripplegate.org.uk](mailto:laura.guy@cripplegate.org.uk) or call 020 7288 6944.

Please note, this post will be subject to a DBS check.

## 7. Reference Request

Please give the names and addresses of two referees, which can be work, education or a personal reference. References will only be contacted should you be offered the post after interview.

### **Referee 1**

**Name:**

**Position:**

**Company/Organisation:**

**Address:**

**Email:**

**Telephone:**

**In what capacity do you know this person?**

**Referee 2**

**Name:**

**Position:**

**Company/Organisation:**

**Address:**

**Email:**

**Telephone:**

**In what capacity do you know this person?**

Please note that knowingly giving incorrect information on this application could lead to termination of employment.



## 8. Equal Opportunities Monitoring Form

One of Islington Giving's ambitions is to produce and implement an action plan to push forward on its Diversity, Equity and Inclusion (DEI) ambitions in all that we do. As part of this ambition, we have committed to transforming our recruitment practices to ensure these DEI principles are reflected in how we recruit new staff. We acknowledge the existence of unconscious bias so, whilst we strongly believe in the ethical integrity of our recruitment process, we also accept that historical and cultural biases exist, and these can be hard to overcome.

We have taken the decision to amend our Equality Monitoring Forms with a view to turning, what was as a "tick-box" exercise, into a more positive and open dialogue with candidates when they submit their application. We believe that this achieves a number of our DEI recruitment objectives by:

1. Ensuring we only request and capture data that is helpful to the recruitment of that post and not collecting data for the sake of collecting data where there is no clear justification or need for that information to be held.
2. Removing the prospect of discrimination in the recruitment process by not pressurising candidates into disclosing generic information about themselves that they may not wish to disclose that could potentially be used, either consciously or unconsciously, to affect the recruitment of a candidate.
3. Allowing staff to declare details of their protected characteristics, should they wish to, in a manner that allows candidates to embrace their individuality and exploring ways in which this diversity can add value to their work and the work of the Foundation as a whole.

We do understand that many organisations can and do use such data to identify gaps in the diversity of their workforce and to help improve recruitment practices to ensure that such positions are attractive to all potential candidates. However, we believe that raw data only takes you so far, especially when it is often incomplete and based on set options that employers set out which candidates select from but may not identify with. We believe we have a better chance of succeeding in our goal of making our workforce and our wider work, in general, more diverse by opening up a dialogue with staff during the recruitment phase and giving them the opportunity to tell us more about themselves, how they identify, as individuals, in a qualitative and more constructive manner.

We also recognise we may not always get our approach and terminology right. Sometimes, we mean well, but we get things wrong. We also know that DEI doesn't start and end at any one point; it is a continuous journey of learning and understanding. As such, we are very welcome to hear your thoughts about our approach to DEI so if you have any questions about our DEI objectives or our approach to diversity monitoring, please do get in touch and we'd be happy to have a discussion with you.

### Diversity, Equity and Inclusion (DE) Optional Disclosure

In keeping with our DEI Recruitment Statement, we have created this form for candidates to **voluntarily** complete, so we can learn more about you as an individual to see how we, as an

employer, can learn from, make use of and adapt to the things that make you unique. **You do not have to tell us anything you don't want to on this form** and in no way will this information be used as part of any selection, performance management or probationary procedures. We have based this form on those characteristics that are protected by law, but there is space at the bottom to tell us anything else you'd like us to know.

However, we are interested to learn more about you so please tell us anything about these characteristics that you think:

- a) You'd like us to know e.g., tell us your age or about your ethnic background;
- b) Why that is or important to you, if indeed it is
- c) How you think we, as an employer, can adapt or use this information to help you be a success at Cripplegate/Islington Giving

We have deliberately not set criteria against which we define these characteristics and you do not have to complete any one section if you don't want to; if you identify with one of these characteristics or you think it is relevant, you are welcome to tell us in whichever way you think it applies e.g. you can tell us your age in a range, or your specific age or nothing at all!

<b>1. Age</b>
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

<b>2. Gender</b>
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

<b>3. Marital Status</b>
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

<b>4. Pregnancy/Maternity</b>
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

<b>5. Disability</b>
a) What you'd like us to know:
b) Why this is important to you:
c) How you think we can use this to help you be a success:

<b>6. Race including colour, nationality, ethnic or national origin</b>
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a) What you'd like us to know:
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b) Why this is important to you:
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c) How you think we can use this to help you be a success:
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<b>7. Religion or belief</b>
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a) What you'd like us to know:
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b) Why this is important to you:
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c) How you think we can use this to help you be a success:
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<b>8. Sexual Orientation</b>
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a) What you'd like us to know:
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b) Why this is important to you:
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c) How you think we can use this to help you be a success:
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<b>9. Other e.g. If you are a carer or your socio-economic background</b>
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a) What you'd like us to know:
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b) Why this is important to you:
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c) How you think we can use this to help you be a success:
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