

**St
Martin
in
the
Fields**

Charity

Head of Development

Maternity Cover

St Martin-in-the-Fields Charity

September 2020



About the role

From Tim Bissett – Director

As with many organisations, 2020 has been a challenging year for the St Martin-in-the-Fields Charity. In early March we completed our most successful BBC Radio 4 Christmas Appeal with St Martin-in-the-Fields raising over £4.5 million. At that time, we were only just beginning to appreciate the impact that the COVID-19 crisis was going to have on the lives of people across the UK.

It became apparent to us that we could not sit by and watch as the crisis unfolded. We knew that we had to rise to the challenge to support both people affected by homelessness and the frontline workers assisting them into accommodation or preventing their eviction.

So, after surveying frontline workers across the UK, we designed a VRF Emergency Fund, to meet the needs of people affected by the crisis which launched on the 8th April. At the same time, we launched a fundraising campaign which raised over £1.2m. So far, we have spent over £1.7m and provided support to just under 5,000 people across the UK.

Meanwhile, we have continued to support the 2,000 frontline workers registered with the Frontline Network. We were disappointed to have to postpone our annual conference but have taken our activities online, seeing people attend nationally and locally focused events. Our website has never been better used. Next comes the 2020 Christmas Appeal - planning is well underway - continuing to grow the Frontline Network and ensuring that the grants that we make are effective and targeted. We will continue to respond to the needs of people experiencing homelessness and frontline workers where we can.

Amidst all of this we now find that both of Head of Fundraising and Head of Development are taking maternity leave almost simultaneously.

If you are interested in this role, please do apply. I look forward to receiving your application.

The Scope of the Job:

We are seeking to recruit someone who can provide maternity cover for the Head of Development role – taking operational responsibility for the development of the Frontline Network and the St Martin's Charity grant programmes and feeding into the strategic direction of the Charity. Whilst it is a challenging time within the sector and beyond, this is an exciting role where you have scope to see real impact in what you do.



About us

From a rich history of supporting individuals in vulnerable situations, we have developed a wide range of support.

We are best known for our BBC Radio 4 Christmas Appeal with St Martin-in-the-Fields. For over 90 years the BBC and St Martin-in-the-Fields have partnered to raise support from Radio 4 listeners to help homeless and vulnerably housed people. In the last two years the Appeal has raised over £5 million.

The Frontline Network:

Over the past three years, the Network has gone from strength to strength in supporting frontline workers and amplifying their voice among decision-makers. Last year our Annual Survey saw over 1,400 frontline workers respond – the largest survey of its kind. We now have over 2,000 members and have several ways in which we support them: a training fund, a shadowing fund as well as opportunities to get involved at a local level through our partners and access the resources available on our website. We currently have nine partner organisations at a local level and are exploring opportunities for an additional partner in England as well as a partner in Northern Ireland. Responding to the change in needs brought about by COVID-19 we have adapted to online events and over the coming year will be looking at how we can better support frontline workers in the current context. Our priority areas for the coming year are: developing our online resources, setting up new local networks in non-partner regions, and increasing the number of opportunities for frontline workers to influence local and national decision making.

Our grant programmes:

The VRF:

The VRF is our small grants programme. In 2019/20 we gave out 5,498 grants totalling £1,586,471 to support people to access accommodation and prevent eviction. At the onset of the COVID-19 pandemic in March 2020, we conducted an emergency fund survey of frontline workers which had over 1000 responses to it.

As a result of this on April 8th this year, we launched our Emergency Fund with the three categories of: Basic Essential Needs, Overcoming Barriers to Support, and Securing Accommodation. These categories were directly informed by the voice of frontline workers and what the people they support needed. Between April 8th and August 31st we gave out just under 5,000 grants and spent over £1.7million. This took a dedicated team, the reallocation of resources and capacity within the team, and the ability to use learning from our previous grant-making experience to inform how we implemented the Emergency Fund.

The VRF has recently been relaunched to incorporate some of the learning from the Emergency Fund and we have set an ambitious development programme between September 2020 and March 2021 to inform what the VRF looks like from April 2021.

Personal Budgets:

We plan to develop a new personal budget programme which will build on the existing evidence around personal budgets as well as directly contribute to building on this evidence base. Initially planned in March 2020, there is now scope to make this new grant programme reflect the current needs and circumstances brought about by COVID-19.

Our Approach:

The Frontline Network and our grant programmes are for frontline workers and the people they support. We want them to be guided by their experience and expertise and ensuring that the voice of frontline workers feeds into how we develop the Network and our grant programmes is an essential part of how we work.

Job title: Head of Development

Responsible to the Director

Main purpose of job

To pro-actively develop the Frontline Network and the St Martin's Charity grant programmes (including the VRF).

Main duties and responsibilities

Line Management:

1. Partnerships Manager
2. Impact Manager
3. Policy and Communications Officer

Developing the Network

This includes, but is not limited to, operational responsibility for the following activities:

- Expanding our current portfolio of events for frontline workers
- Supporting the Partnerships Manager to ensure that our local partnerships support and compliment the overall aims of the Network
- Amplifying the voice of frontline workers among decision makers
- Developing and expanding the resources provided by the Network to frontline workers
- Developing the opportunities which support the professional development of frontline workers offered through the Network
- Building partnerships with other organisations in the sector to enhance the reach and impact of the Frontline Network

Managing the VRF and St Martin's Charity Grant Programmes

This includes, but is not limited to, operational responsibility for the following activities:

- Delivery of the VRF grant programme (approx. £1.5 - £2 million pa)
- Delivery of the Ideas Fund
- Development and implementation of a new Personal Budget grant programme
- Ensuring that our funding is guided by frontline workers and the people they support
- Actively developing how to better integrate the VRF and the Frontline Network and ensure that learnings from each feed into the other

Other activities

This includes but is not limited to:

- Embedding reflective learning, monitoring and evaluation into all Charity activities
- Monitoring the impact of the Frontline Network and the grant programmes
- Providing regular reports to funders, developing new funding opportunities
- Coordinating the steering group for the Frontline Network
- Undertaking the role of Safeguarding lead for the Charity and the responsibilities that come with this
- Leading the Charity's work on staff wellbeing
- Feeding into the overall strategic development of the Charity

This is not an exhaustive description of the job, aspects will change over time and we want you to contribute to its development and progression.

Person Specification

About you:

We are interested to hear from a wide group of candidates. We are particularly interested in people with experiences in the following areas:

Essential:

- Knowledge of the homeless and housing sector
- Knowledge and experience of managing a grant programme
- Project Management experience and the ability to develop new programmes from scoping to implementation stage
- Understanding of the role that frontline workers play in supporting people experiencing homelessness
- Experience of managing a team working across a diverse portfolio of activities (preferably remotely)
- Ability to network and identify opportunities which develop and compliment existing activities of the organisation

Desirable:

- Previous experience as a frontline worker in a homelessness setting
- Degree level qualification or equivalent preferred, but University of Life experience counts
- Experience of developing new grant programmes
- Previous experience and or knowledge of safeguarding

Key skills and competencies:

- Decision making – Ability to work independently to agreed priorities. Can take actions and make recommendations or decisions which contribute to the improved effectiveness of core areas of work as well as broader organizational effectiveness.
- Developing and supervising others – Responsible for managing services and groups of staff, as well as leading cross-disciplinary projects.
- Managing resources – Financial / resource accountability, as well as influence over broader resource management and priorities to support delivery of team and organizational objectives.
- Problem-solving – Ability to work on complex issues requiring substantial creative and analytical ability.
- Managing working relationships – Ability to identify, build and generate momentum across a wide and possibly complex network of relationships that are significant to the Charity's strategic and operational success.
- Knowledge, skills and expertise – Act as a source of expertise within the Charity and enable the team to manage and deliver their areas of work effectively.

Working at St Martin-in-the-Fields Charity

Based at:

St Martin-in-the-Fields, Trafalgar Square, London. It's a great place to work – great music, great people and never a day passes when something of note seems to happen. However, our team is currently working remotely.

Normally this role includes travel across London and around the UK. We've not done much of this recently but hope that we can return to it soon. We're right by Charing Cross tube station.

You will need to be prepared to work from home at least until COVID restrictions are lifted.

Core office hours:

Monday to Friday, 9 am to 5 pm, 40 hours per week, but this role will require a flexible working pattern, including some early morning, evening and weekend work as required for events and especially the Christmas Appeal.

Salary: c. £45,000

Contract: Maternity Cover – Up to 1 year and subject to occupational health assessment

Notice period: 1 month

How to apply

If you are passionate about our work to address homelessness, please provide:

- A current comprehensive CV outlining your key achievements in previous and current roles;
- A supporting statement, explaining how you believe your skills and experience match the requirements of the role, directly addressing the person specification;
- Details of two referees (who will not be contacted without your prior consent)
- Go to <https://www.smitfc.org/recruitment> to apply.

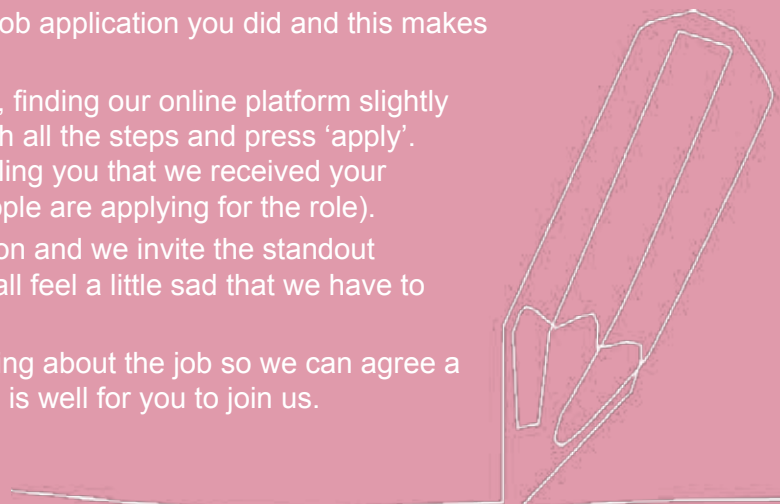
Key Dates

Job ad closing date: 11 October 2020 at midnight.

Interview dates (scheduled): week beginning 19th October - (first round) and second round if required.

Our hiring process

1. You find or get sent our job ad.
2. You read the ad and it piques your interest and you decide to apply.
3. You update your CV and write a super honest but creative covering letter telling us why you'd be great at the job and why you'd like to work for the St Martin-in-the-Fields Charity. While doing this you check out our website and do a bit of research about us. You don't copy and paste the last job application you did and this makes you feel good.
4. You tell us that you're interested by applying, finding our online platform slightly irritating, but you take your time to go through all the steps and press 'apply'. Magically our system sends you an email telling you that we received your application. (We are quietly relieved that people are applying for the role).
5. The team here takes a look at your application and we invite the standout candidates to meet us for an interview. We all feel a little sad that we have to meet via Zoom.
6. You wow us and like us and so we keep talking about the job so we can agree a deal. We do the admin stuff to check out all is well for you to join us.
7. Everyone is pleased.



St Martin-in-the-Fields Charity

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Registered charity no 1156305/261359

