

BRIDGE HOUSE ESTATES

Chief Funding Director

Bridge House Estates – leading
its charitable funding team, City
Bridge Trust



Welcome

Dear candidate,

Thank you for your interest in becoming the Chief Funding Director at Bridge House Estates (BHE) - leading its charitable funding arm, City Bridge Trust (CBT).

You would be joining the Senior Leadership Team of BHE: a historic London charity with contemporary relevance; the 7th largest charity in the UK by asset base and London's largest independent funder. BHE manages and maintains five of the London bridges going across the Thames into the City of London at no cost to the taxpayer – and its surplus income, thanks to careful investments, means that surplus money is distributed through charitable grants to London's charities. The City of London Corporation is the charity's sole corporate Trustee.

BHE is 'of Londoners and for Londoners' (we define this as anyone in London at a given time). BHE aims to be a world-class bridge owner, charitable funder and responsible leader; we work in partnership with civil society, foundations, policy makers and business to build a fairer, more equitable and inclusive London.

Following a recent strategic review, this is an important time for BHE's development as we look to use all our assets to increase the charity's impact across the communities of London. As our new Chief Funding Director, you would have a leading role in the development and delivery of BHE's funding strategy. The success of this strategy is crucial given the impact of Covid-19 and the spiralling costs of living exacerbating the huge inequalities within London.

Although we are restricted geographically to supporting Greater London through our charitable funding, we are an organisation that likes to work with local communities whilst drawing on best practice from around the world. London is a truly global city, and we are looking to reflect its diversity across all levels of the charity. We therefore actively welcome applications from under-represented communities for this role. This is an exciting opportunity if you are a collegiate, diplomatic, and low ego-based leader; and share our values and passion to achieve a fairer London.

All good wishes,

David Farnsworth
BHE Managing Director

Bridge House Estates

Over 900 years ago Bridge House Estates (BHE) started building bridges to help Londoners come together and connect - be it to work, to create or to socialise. It is these connections that make London the great city that it is. Our bridges are symbols of London's history and beacons for its future. Today, we are not only a world class bridge owner, but we're also London's biggest independent charitable funder. Through building bridges between communities and partners, we work together to improve the lives of all those who live or work in the capital.

City Bridge Trust is the funding arm of BHE. It was established to make use of funds surplus to bridge requirements and provides grants totalling around £40m per year towards charitable activity benefiting Greater London.

The City of London Corporation is the sole trustee of the BHE and members of its Court of Common Council form the charity's Grants Committee along with two external co-optees.

Vision

For more than 900 years, BHE has existed for the benefit of London's communities. Today, all our energy is focused on realising our vision of a fair, green and thriving capital. And we look for opportunities to work with those who share this ambition. All we do, we do for London. We want everyone in London to be truly connected.

Mission

To reduce inequality and grow stronger, more resilient and thriving communities for a London that serves everyone.

Our Bridges

BHE has always supported London's physical and community infrastructure. We were formed to maintain London Bridge and over time we built Tower and Blackfriars Bridges. Now we are also responsible for both Southwark and the Millennium Bridge. Our bridges are not only significant and iconic landmarks, they are an integral part of the capital's communities and culture. They are symbols of London's history and beacons for its future.

Our Communities

In 1995 it was agreed that income beyond that needed for our bridges should be used for the benefit of Londoners. Our role therefore expanded from physical bridges that help people connect across the city to bridges of support between all those working for a better London. To this end we have distributed over £400m through our funding arm, the City Bridge Trust. Our funding is focused on reducing inequality and fostering more resilient and thriving communities.

City Bridge Trust Values

We aim to be: Adaptive; Collaborative; Environmentally Responsible; Inclusive; Progressive; and Representative.

Our Approach

To be catalytic: we know that there are many other stakeholders and organisations working towards a similar vision. We strive to bring them together and work in collaboration to catalyse change.

To be sustainable: We place sustainability at the heart of everything we do. This means managing our financial assets responsibly in order to maintain the bridges and to produce positive social, environmental and economic impacts for London.

To be Impact Driven: We aim to have the strongest and most positive impact possible. Our efforts are focused where the need is greatest, to make a lasting impact for Londoners now and for generations to come. We also provide leadership in best practice for the voluntary and community sector across London to further maximise our impact.

Our key areas of work

Grant making

We award grants totalling £40m per year, the majority of which will be awarded through our Bridging Divides scheme which has a number of programmes & priorities.

Strategic initiatives

Some of our annual budget is set aside for Strategic initiatives which go beyond traditional grant making. These include research, feasibility studies and conferences, and are often undertaken in partnership with other bodies.

Philanthropy

Through our Philanthropy Strategy, we are working to inspire, support and amplify great philanthropy across BHE, within the wider City of London Corporation and beyond i.e. the giving of **money, time, skills** or **assets**.

The LEAP employee volunteering program enables volunteers from the City of London Corporation to contribute their time and skills to support voluntary organisations, including those funded by City Bridge Trust.

Social investment

As well as grants, we manage the Bridge House Estates' Social Investment Fund, a £20m fund which aims to achieve a positive financial return and demonstrable social benefit. We are also working to develop the Social Investment market and run the Stepping Stones Fund, an investment readiness programme.

Our BHE strategy – Bridging London 2020-2045

This strategy represents an exciting time in BHE's long history, providing a framework for all of the charity's activities and outlining the collective impact it seeks to have, firstly through its maintenance and support of five of London's most iconic Thames bridges (Tower Bridge, London Bridge, Southwark Bridge, Millennium Bridge and Blackfriars Bridge) and also through its further charitable funding and activities, aimed at tackling inequality and disadvantage across Greater London.

Read our strategy here:

<https://www.citybridgetrust.org.uk/bridging-london-bridge-house-estates-strategy/>

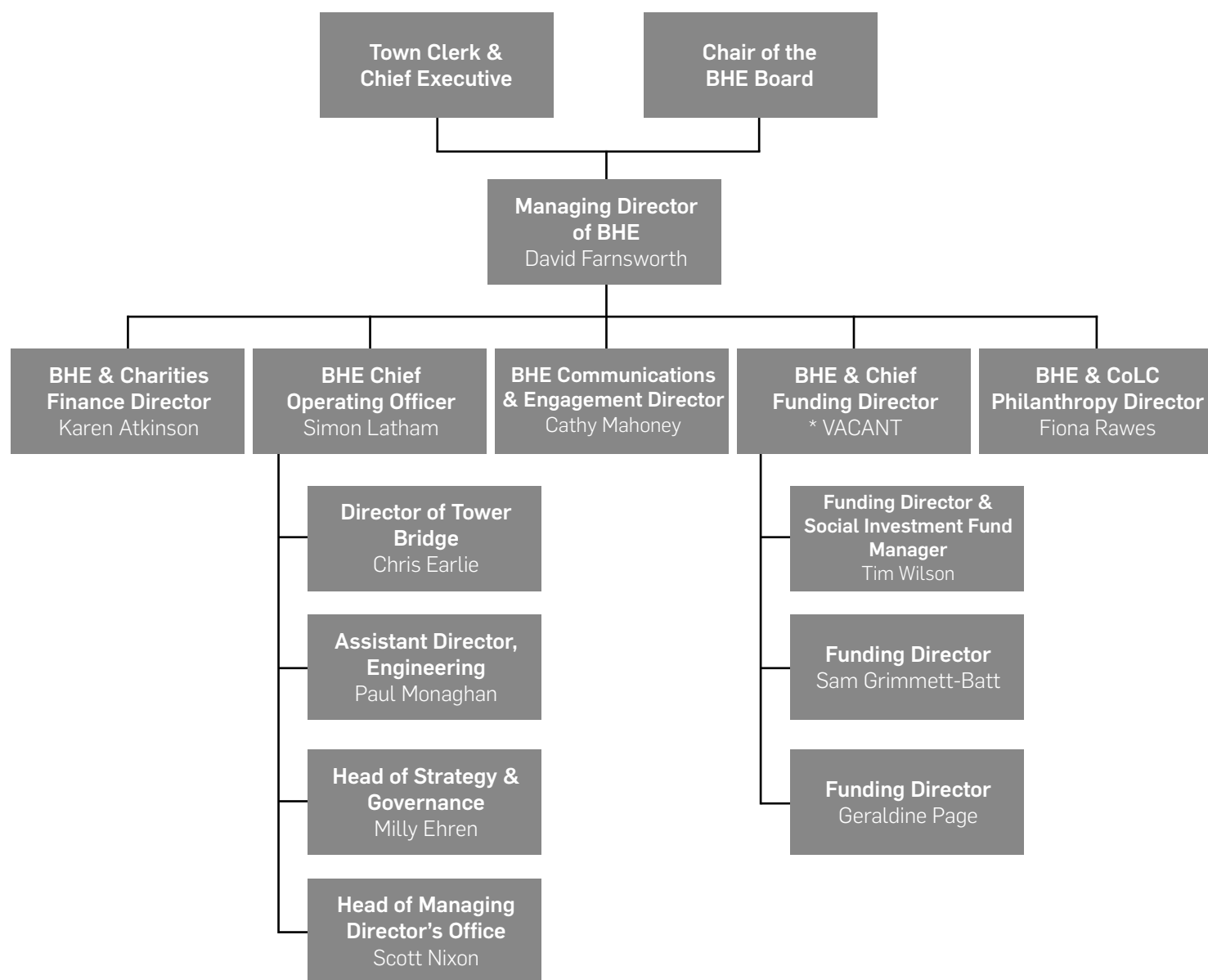
Further reading:

<https://www.citybridgetrust.org.uk/wp-content/uploads/2017/07/CBT-Funding-Strategy-Stage5-spreads.pdf>

<https://www.citybridgetrust.org.uk/wp-content/uploads/2019/10/Philanthropy-Strategy-final.pdf>

<https://www.cityoflondon.gov.uk/assets/Services-Environment/climate-action-strategy-2020-2027-20-10-20.pdf>

Organisation Chart



Role Profile

Job Title: Chief Funding Director

Direct reports: Funding Directors

Overall responsibility for the City Bridge Trust (CBT) Funding team

Accountable to: Managing Director, Bridge House Estates

Key relationships:

Internal: BHE Board & BHE Grants Committee, BHE Leadership Team, Funding Team, Head of Central Grants Unit, Impact & Learning Team, Senior Officers and Members across the City Corporation.

External: Policy Makers, Government Bodies, Charity Sector & Social Impact/Investment Umbrella Bodies, Private, Public and Community and Voluntary sector networks/ organisations/ groups, and other Funders.

Purpose of Post

Working with the Managing Director and the Leadership Team, the BHE Chief Funding Director will lead and oversee the successful development and delivery of the charitable funding strategy, currently "Bridging Divides", to maximise its impact aimed at tackling inequality and making London a place where everyone can thrive.

Working with the BHE Leadership Team, the BHE Chief Funding Director will take a "total assets approach", drawing upon the skills and expertise across BHE and the wider City Corporation, to maximise the strategic impact of the charity's funding and social investment activities and ensuring alignment with BHE's overarching strategic aims and objectives; whilst also ensuring that all decisions are taken in the best interests of the charity, ultimately for the benefit of London and Londoners.

The BHE Chief Funding Director will lead and oversee the day-to-day delivery of the charity's funding activities ensuring that all activities are carried out effectively, efficiently and with the adequate quality controls in place.

Working in collaboration with the BHE Leadership Team, the BHE Chief Funding Director will direct the delivery of strategic initiatives and the future funding pipeline by identifying strategic initiatives, developing forward-thinking funding initiatives and leading collaboration with partners.

The BHE Chief Funding Director will represent the charity internally and externally at a senior level, across the sectors, promoting the funding and, social investment activities of BHE, acting as an advocate and influencer within the community and voluntary sector making the best use of their knowledge and networks to identify, recommend and oversee strategic initiatives that will contribute to tackling inequality in London and beyond.

As a key member of the BHE Leadership Team, the BHE Chief Funding Director will display a collaborative leadership approach, working cooperatively with other members of the BHE Leadership Team to maximise the strategic impact of the charity's activities for the benefit of London and Londoners.

Main Responsibilities

Strategic Leadership & Management

- Working collaboratively with the BHE Leadership Team, to lead and oversee the implementation of the charity's funding strategy, currently 'Bridging Divides', and to be responsible for the effective management of the charity's funding and social investment activities; ensuring that all activities delivered in the name of CBT align with BHE's overarching strategic aims and objectives.
- On behalf of the Managing Director of BHE and working with the BHE Head of Strategy and Governance, to lead the consultation with the community and voluntary sector and other stakeholders to develop BHE's charitable funding strategy, and to contribute to informing the Charity Commission of that consultation.
- In collaboration with the BHE Leadership Team, to take a 'total assets' approach to the delivery of the 'Bridging Divides' Strategy, by utilising all of BHE's and the wider City Corporation's assets, skills and networks and drawing upon their expertise to enhance the impact of the charitable funding delivered through the funding strategy.
- To work with the BHE Leadership Team in identifying opportunities to further develop the delivery of the charity's secondary purpose, through broader charitable activities including but not limited to: the strategic use of the charity's bridges for wider community impact, philanthropic activities, social investments, and amplification of the charity's influencing and advocacy position.
- To oversee and direct the development of the CBT team business plan, ultimately ensuring alignment with aims and objectives of BHE's overarching strategy, Bridging London.

Charitable Funding and Related Activities

- To direct the development of CBT's funding programmes, and ensure all associated policies and procedures are implemented accordingly.
- To oversee strategic funding initiatives, in collaboration with other members of the BHE Leadership Team as appropriate, and to research new potential short, medium and long-term funding initiatives in line with constant changing environments, identifying and advising on suitable strategic proposals.
- To be responsible for ensuring consistency of approach and due diligence of funding and social investment activities, taking responsibility for the management and reporting of all relevant risks in line with good practice and legal and regulatory requirements for an effective and efficient high-profile and high-impact charitable funding operation.
- Working with the BHE Chief Operating Officer, to ensure that impact of funding delivered under the Bridging Divides strategy is effectively measured and that the learning helps inform future funding decisions and best practice; and to work with the BHE Communications and Engagement Director to share the impact and learning of such activity in contributing to tackling inequality in London and to demonstrate BHE's leadership in this area.
- To support the Managing Director of BHE as the City Corporation's expert and strategic lead on BHE charitable funding by providing strategic advice to Members and senior leaders on policy priorities, evaluating reports and ensuring due diligence.

Leading, Empowering and Managing Relationships

- To work in collaboration the BHE & CoLC Philanthropy Director to ensure a seamless interface between the charity's funding work and the broader charitable and philanthropic activities taking place within the City Corporation, to ensure mutually reinforcing opportunities for learning, role-modelling and amplification of impact.
- To develop strategic relationships with key opinion formers, policy makers and other funders to encourage, promote and develop high impact charitable funding across London and to promote the charity's leading role at the front of such activity as a mechanism to influence and bring about social change in London.
- To represent CBT externally at a senior level, maintaining a deep knowledge of and connections with the community and voluntary sector.
- To lead and develop a high-performing funding team, including direct line management of Funding Directors (including the social investment lead), providing strategic guidance, assessing performance and providing development opportunities as appropriate to their skills and experience, and to ensure that the objectives of their work are efficiently and effectively met.
- To contribute to a culture which is values-led, motivational, fosters excellent performance, innovation and trust amongst staff, and facilitates cross-team working and a strong team culture; and to model and promote continuous improvement that values learning and development, and a deep commitment to equity, diversity and inclusion.

Governance and Finance

- To report to the Court of Common Council, the BHE Board and its Committees (as required) to ensure that elected and co-opted Members for the City Corporation as trustee receive the information and advice on CBT activities which is required to properly discharge the City Corporation's duties as charity trustee, including that which is required to govern and the lead the charity, and deliver its activities, effectively and efficiently.
- To be responsible for the grant-making budget and related operational budgets and comply with the City Corporation's Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and the BHE & Charities Finance Team representative of any significant budget variance in a timely manner and taking appropriate corrective action.

Other Duties

- To actively seek to implement the City Corporation's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- To actively seek to implement the City Corporation's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To actively seek to implement the Climate Action and Responsible Business Strategies across the charity's activities.
- To undertake any other duties that may reasonably be requested appropriate to the grade.

The BHE Chief Funding Director will carry out the responsibilities of their role in a way that reflects:

- A commitment to BHE's strategy, vision, mission and values and always acting in the best interest of the charity. A commitment to supporting the Managing Director of BHE in expanding the reach and impact of BHE as a values-led, world class bridge owner, charitable funder and responsible leader.
- A commitment to BHE's values, championing, role-modelling and promoting these behaviours as part of everyday practices.
- A commitment to fostering collaborative relationship with the City Corporation as a trustee of BHE.

Knowledge and Experience

- Extensive experience of establishing and managing positive relationships and brokering fruitful partnerships across the voluntary, public and private sectors.
- Experience of initiating, designing and managing strategies and initiatives in respect of grant-making, social investment or funding activities.
- Experience of managing large budgets (£10m+).
- Extensive experience of acting as a spokesperson and representative of a complex public facing organisation.
- Experience of advising and providing guidance at all levels of organisations, including senior level managers and boards.
- Substantial experience of managing a high performing team, developing, leading and inspiring staff and supporting them to achieve agreed goals.
- Experience of setting KPI's and managing performance and leading a team through change.
- A good understanding of the inter-relationships between the community and voluntary sector, business, national and local government and other relevant agencies in relation to charitable activity.
- Can demonstrate an understanding of BHE and the Corporation and an awareness of the current issues and challenges the charity and its trustee may face.
- In-depth knowledge of the community and voluntary sector and issues facing its development.
- Expert knowledge of all forms of charitable funding available and understanding of the funding issues affecting charities.
- Understanding of, and track record of delivering against, the principles of Diversity, Equity and Inclusion (DEI) both in relation to the operational delivery of a charity's core objectives and with regards to people management.
- Education to at least degree level or equivalent OR ability to demonstrate equivalent experience of working in a leadership role within the grant making, charity or public sector.
- Sound knowledge of charity law and charity accounting.
- High level of proficiency in Microsoft Office (including Word, Excel, Outlook and PowerPoint).

Skills and Abilities

- Excellent relationship management skills with the ability to build relationships and partnerships at all levels across multiple stakeholders.
- Ability to negotiate favourable positions and influence strategies which achieve strategic and organisational aims and objectives in respect of grant-giving, social investment and funding activities.
- Understanding of the motivations, concerns and values of different groups and stakeholders, ensuring communicative approaches are tailored accordingly.
- Strong decision-making skills and the ability to make decisions and recommendations based on the rigorous analysis of options.
- Excellent communication skills with the ability to engage, advise and speak assertively and persuasively at all levels on complex matters both internally and externally.
- High levels of innovative and creative thinking in order to resolve complex issues where new policies or initiatives may be necessary.
- Astute political awareness of internal and external strategic issues and ability to know when and how to influence and promote the work of the charity internally and externally.
- Ability to work inclusively and collaboratively across teams and sectors to achieve positive outcomes.

Values and Behaviours

- Willingness to work flexibly, including hot-desking, and sometimes out of regular office hours is required.

Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £75,880 - £86,880 pa inclusive of London Weighting (depending on experience). A market forces supplement may also be considered for this role. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a permanent basis.

Location

Guildhall, London, EC2 (Flexible working arrangements to be agreed between Guildhall and working from home)

Hours of Work

Normal hours of work are 9.15am – 5.00pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

6 months by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.

How to Apply

If you would like to discuss the role before making an application please contact Rebecca O'Connor at Rebecca.oconnor@starfishsearch.com

To make an application, please go to <https://starfishsearch.com/jobs/bhe-cfd/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (ideally no more than two sides) focusing on motivations alongside how you meet the knowledge and experience criteria whether paid or voluntary.

BHE is a values-based charity and welcomes applications from all backgrounds and sectors. Equity, diversity and inclusion is as important for BHE in its staff and governance, as it is in its charitable activities. The City Corporation is a Disability Confident employer and positively welcomes applications from disabled people.

We would be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date: Friday 5th August 2022

Preliminary interviews with Starfish: w/c 22nd, w/c 29th August and w/c 5th September 2022

Interviews with Bridge House Estates: Friday 23rd September 2022