



Grants Manager

Justice Together Initiative

Candidate Brief



About the Justice Together Initiative

Justice Collaborations is a subsidiary charity to [The Legal Education Foundation](#), which was formed to host the [Justice Together Initiative](#) - a decade-long funder collaboration aiming to transform access to justice in the UK immigration system.

Launched in 2020, **our vision** is that people who use the immigration system can access justice fairly and equally, so that they can get on with their lives. **Our mission** is to build a community of people and organisations with diverse backgrounds, strengths and experience to transform access to justice in the UK immigration system. Through grant-making and collaboration, we will connect lived experience, front-line advice and influencing strategies to create lasting change.

Our values

Equity and human rights: Everybody has the right to access justice fairly and equally.

Collaboration and partnership: The essence of the initiative is partnership and collaboration, with lived experience of the immigration system at its heart.

Inclusion: We value the many different perspectives and experiences of all those involved with the immigration system, recognising the importance of listening and working together to affect change.

Anti-racism: We recognise the systemic racism in the immigration system; we will embed an anti-racist approach in all our work and support those we work with to do the same.

Learning: We value the sharing of learning between partners, and will listen, respond and adapt.

Trust: We trust our partners and value their expertise. We stand in solidarity with our partners and recognise that change takes time.

Courage: We will approach complexity with courage and ambition, and be open to new solutions to entrenched problems.

Over five years, more than £9 million of new funding has been committed by founding funders including Paul Hamlyn Foundation, AB Charitable Trust, Baring Foundation, Barrow Cadbury Trust, Comic Relief, Joseph Rowntree Charitable Trust, Metropolitan Migration Foundation, Oak Foundation, The Legal Education Foundation, Trust for London, Tudor Trust and Unbound Philanthropy.

The initiative made its first grants in April 2021. It is rolling out advice and local influencing funding opportunities across the devolved nations and English regions over two years. As well as offering funding, we will support our grant partners to build the power and influence of people with lived and learned experience of the immigration system and embed anti-racism strategies.

More information on our strategy and grant-making is available on our website: <https://justice-together.org.uk>.

Context for the appointment

This is an exciting role, which offers the opportunity to work with colleagues on a new programme that meets an urgent and changing need. The post-holder will be responsible for ensuring that the process for grant applications and assessment runs smoothly. They will work with the Head of the Initiative to understand the national and local context for immigration advice in the regions and nations of the UK, proactively identify potential applicants and build relationships of trust with grant partners and other key stakeholders.

They will form part of a small and collaborative team together with the Head of the Initiative and Grants Officers, one of whom works solely on the initiative and another who is seconded part-time from The Legal Education Foundation. They will report to the Head of the Initiative, and work closely with grants and administrative staff within The Legal Education Foundation.

These responsibilities previously sat with a 'Deputy Head' who was acting up to lead the initiative during maternity leave.

The successful candidate will have a passion for the values of equity and justice, and will be able to demonstrate a personal style that fosters collaboration and trust. They will have experience of managing grants or projects, developing and managing relationships with stakeholders and an understanding of the UK immigration system and/or advice sector. They do not need previous experience of working for a funder in a grant-making role.

We are actively seeking candidates whose expertise and skill is combined with lived experience of the issues facing people in the immigration, asylum or nationality system including a deep understanding of the structural barriers that prevent equal treatment and undermine access to justice. We value and recognise the powerful insight that lived experience will bring. However, we respect that people's identity is not defined by their experiences of immigration control and we do not expect people to describe their personal experience at any stage during this recruitment process or during their work at Justice Together.

Job Description

Title:	Grants Manager
Salary:	£45,000
Contract:	Full-time, permanent (flexibility considered)
Hours:	35 per week
Holiday:	30 days per year plus Bank Holidays
Location:	Central London and remote

The post-holder would need to be based in the London office for at least 2 days per week but could choose to work from home and/or from our Guildford office for part of the week.

Reports to: **Head of Justice Together Initiative**

Main Responsibilities

Grant Management

- Oversee the grants process, including allocating assessments and grants management to colleagues.
- Provide advice to organisations about potential grant applications to support a pipeline of quality applications that address the initiative's strategy.
- Make recommendations to the Justice Collaborations Grants Committee and Board on the strength of applications including organisations' capacity to deliver, the balance across the grants portfolio, and alignment with the Initiative's strategy.
- Manage a caseload of grants including making regular proactive contact as part of agreed reporting mechanisms reading progress reports and responding in a timely and sensitive manner to grants management issues.
- Work with the colleagues and the initiative's learning partner to draw out learning from the grants and adapt to grant partner feedback.
- Identify where grant partners need additional help and work with colleagues to develop appropriate support.
- Create opportunities for connections between grant partners including convening meetings on shared issues.

Management, strategy and development

- Attend meetings of the Grants Committee, the Justice Collaborations' Board and other committees as requested or needed.
- Lead the development of strategies in specific regions and/or devolved nations, through site visits to understand the local context and building/sustaining relationships with stakeholders including community organisations, private law firms and policy-makers.

- Convene and facilitate working groups, involving funders and other stakeholders, on specific issues or geographical areas.
- Work with the Head of the Initiative and colleagues to deliver the strategy by maintaining coherence and balance across the grants portfolio, refining priorities, grant criteria and activities in response to learning or external changes, and supporting development of new areas of strategic interest.
- Keep up to date with changes and developments in the external environment and work with colleagues to reflect this in strategy and practice.
- Build and sustain relationships with key external stakeholders including other funders, partner organisations and grant partners.

Other

- Use Salesforce to record key interactions with applicants and grant partners.
- Deputising for the Head of the Initiative as required.
- Carry out such tasks as the Head of the Initiative may from time to time deem necessary for the effective and efficient functioning of the Initiative.

Person Specification

We are interested in examples of your skills and experience from voluntary as well as paid work.

Essential experience and knowledge

- Strong project management skills and a track record of successful implementation.
- Experience of developing and managing relationships with external stakeholders.
- Knowledge of the immigration system and/or advice sector in the UK
- Familiarity with Microsoft Office and experience of using a database.

Essential behaviours and ways of working

- Commitment to Justice Together's values.
- Demonstrable skill in working inclusively and building engagement and trust.
- Excellent written and oral communication skills, able to produce concise, engaging content for a range of audiences
- Ability to multi-task, plan ahead and to meet deadlines.
- Ability to build positive and effective interpersonal relationships with people of all backgrounds.
- Ability to work on own initiative and as part of a team, drawing on expertise and specialisms of others to make decisions and ensure progress.

Desirable

- Lived experience of the UK immigration system.
- Experience of developing and implementing anti-racist approaches.
- Strong track record of managing grants either as a grant holder or grant maker.

- Experience of making grants and assessing grant applications, either as a staff or committee member.
- Experience of learning from grants or projects and implementing this learning.
- Experience of influencing for social change
- Experience of working or volunteering in the voluntary sector outside grant-making, especially in a grassroots group.

How to apply

Applicants must have the right to work in the UK.

To apply online, please visit www.nfpconsulting.co.uk/jcgrantsmanager

For an informal and confidential discussion about the role, please contact our recruitment partner:

Carroll Lloyd, Director, NFP Consulting T: 07765 001 033 E: carroll.lloyd@nfpconsulting.co.uk

Your application should comprise a CV along with a supporting statement of around two sides of A4 indicating how you meet the person specifications of the role and your motivations for applying.

Closing date: 4th October 2021

Following pre-qualification by NFP Consulting, there is a two-stage process for shortlisted candidates comprising an initial remote interview followed by a panel interview held on site at our central London office and in strict observance of COVID regulations and advice that apply at the time.

First interviews will be held on the 15th October and second round interviews on the 21st October.

Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to the selection process. Any requests will not be taken into account in the selection process.