



THE Joseph Rowntree
REFORM TRUST LTD

Head of UK Democracy Fund

The Joseph Rowntree Reform Trust seeks a consultant to support the development and co-ordination of a new funding initiative, the UK Democracy Fund. The UK Democracy Fund aims to contribute to a thriving democracy by supporting work to raise turnout of low propensity voting groups and extend the franchise to 16 and 17 year olds and EU citizens.

The Democracy Fund is open to contributions from any interested permissible donor and will operate on an independent and non-partisan basis.

Role of consultant

- Developing the strategic direction of the initiative within the broad direction already agreed, including development and updating of the theory of change.
- To identify and support prospective applicants and help to build a pipeline of effective contributions to the Fund's objectives working closely with JRRT Programme Manager.
- To support grant making decisions by providing assessments of applications to the JRRT Board and support future grant making through progress reporting and review of the work of grantees.
- To develop projects or activities (convening, research, events), working with contributors to the Fund, that support the purpose of the Fund, finding partners and attracting funding for these as appropriate.
- To manage donor relations and organise meetings of the Fund's contributors including agendas and notes of the meetings.
- Create learning opportunities for funders and NGOs working on democracy issues, maintaining excellent links with democracy NGOs, experts and academics working in the field to ensure that the work is well-informed and relevant.
- Ensuring that the Board of JRRT is informed, that the Fund complies with electoral and charity law and that high-level issues are taken to them appropriately for discussion.

Person specification

This is a senior role that demands a wide range of skills and experience. We are looking for someone who shows:

- Strong leadership skills and experience working with and reconciling different groups and interests towards common goals that meet the Fund's objectives.

- Excellence in strategic thinking and clear planning, and the ability to turn long-term commitment to a cause into practical and immediate steps and effective campaigns. A good understanding of approaches to evaluation and learning from campaigns.
- Extremely well organised and with good IT skills, including the ability to write minutes, handle logistics, organise events and meetings etc.
- Excellent written and spoken English, with expert communication skills at every level.
- A self-starter, with proven entrepreneurial skills in creating, funding and delivering new projects.
- A strong understanding of the political and social context in which the current debate about democracy in the UK is being conducted and ideally a good understanding of UK election law, processes and campaigning¹.
- An ability to command respect in the democracy field, ideally with a network of relevant contacts in the UK.
- Permission to live and work in the UK.

Terms and Conditions

Our initial contract for this role will be for twelve (12) months, potentially renewable, and we expect that this role will take approximately 100-150 working days spread fairly evenly across the year.

The role will co-ordinate the fund, offer strategic advice and liaise with contributors to the Fund. The successful consultant will report to the Chief Executive of JRRT.

The successful candidate will be expected to travel, including regular meetings in London and York. They will be able to use a desk in the JRRT York office if required and we are open to finding desk space in London. The role requires working throughout the UK, including Scotland, Wales and Northern Ireland. All travel costs will be covered in the contract.

Application instructions

The closing date for applications is **Tues 22 Jan 2019 at 12 noon**. We expect that interviews will take place in London on either **30 Jan or 1 Feb 2019** and request both days are kept free.

Please apply by email to info@jrrt.org.uk attaching your CV and a covering letter of not more than two sides explaining why you are suitable for the position. If you would like to talk to someone about the role please email to set up a phone call.

¹ Training in charity and electoral law will be provided if required