

Grants and Learning Programme Manager: Information pack

About JRRT

Joseph Rowntree (1836-1925) was a Quaker, liberal and successful businessman in York. The Rowntree business, built around the cocoa factory, flourished, and in 1904 he transferred a substantial part of his wealth to a number of Trusts with which his name is still associated. These include the Joseph Rowntree Foundation (JRF), the Joseph Rowntree Charitable Trust (JRCT), and the Joseph Rowntree Reform Trust (JRRT). The three Trusts are entirely independent of each other.

JRRT works for democratic and political reform through our activities and the campaigns we fund. Our values are rooted in liberalism and Quakerism. Our strategic vision is to bring about significant changes in the political system, making it more accountable, democratic and transparent, and to rebalance power for the well-being of society. Established as a company, not a charity, JRRT pays tax on its income, which makes it possible to award grants for political, campaigning or lobbying purposes that are ineligible for charitable funding.

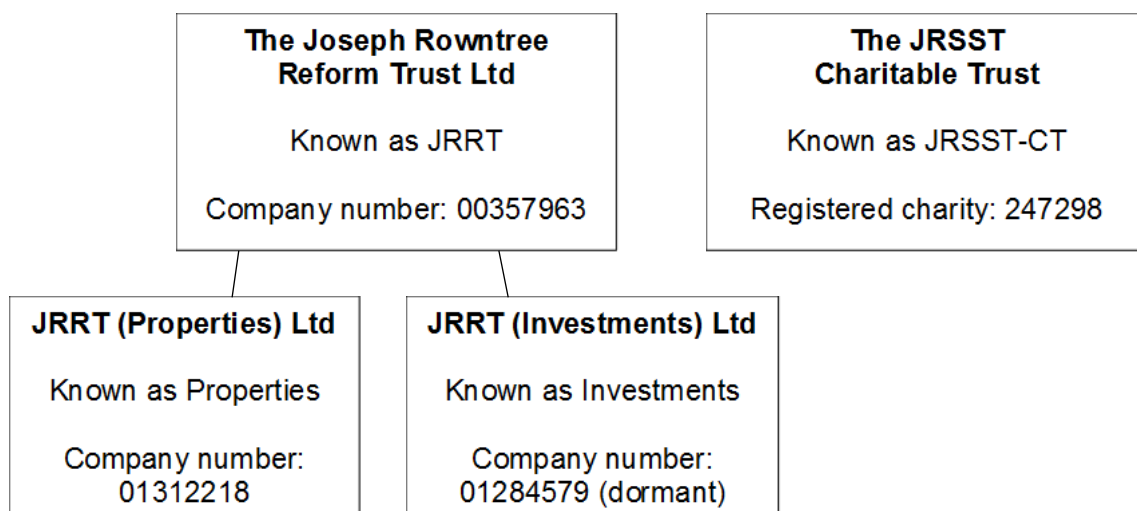
Company structure and finance

The Joseph Rowntree Reform Trust Ltd is a Company Limited by Guarantee which pays corporation tax, enabling it to fund or undertake political and non-charitable campaigning.

The Trust's wholly owned subsidiary company, JRRT (Properties) Limited holds a small portfolio of commercial retail properties. The other subsidiary, JRRT (Investments) Limited no longer trades.

The JRSST Charitable Trust was endowed by JRRT in 1955. JRSST-CT is independent of JRRT and funds activity that supports its charitable purposes.

Structure



JRRT democratic and political reform priorities

The Reform Trust recognises that we can have greater impact if we focus our funding and activity.

Responding to the growing crisis of democracy and erosion of trust in the political class and institutions JRRT's priority area of work is democratic and political reform.

Our priorities include:

- Electoral reform to ensure that citizens' vote count, that turnout is high and elections are fair.
- Building an open and responsive democracy, in which power can be challenged, is distributed and devolved and held accountable.
- Supporting a thriving democratic culture that is inclusive, collaborative, encourages participation and protects rights to speak out, protest and campaign.

UK Democracy Fund

The UK Democracy Fund is a pooled fund set up within the Joseph Rowntree Reform Trust Ltd (JRRT) to strengthen the integrity and vibrancy of democracy. Its focus is on participation in elections.

The Fund operates on a strictly independent and non-partisan basis and aims to tackle political inequality, improving voter participation and the representativeness of the electorate. It is working for a healthy democracy in which everyone can participate and where political power is shared fairly. The Fund has three overarching goals:

- Enabling everyone to vote. Building support for reforms to ensure a simple, seamless and accessible voting system fit for the 21st Century.
- Extending the franchise. Advocating in support of expanding the franchise for 16 and 17 year-olds and settled UK residents from overseas.
- Increasing participation of everyone in our elections. Making an effort to raise the turnout of low-propensity voters to improve fairness in our democracy.

The Democracy Fund is supported by a committed group of charitable and non-charitable funders and operates on a strictly non-partisan basis. The Fund will not seek to influence the outcome of an election and takes active steps to obviate the risk of any of its activities unintentionally threatening this principle.

JRRT's website lists all contributors to the Fund and all grants made by the Fund.

More detail on the Fund's priorities ahead of the next General Election can be found in the funding framework available [here](#).

Grants and Learning Programme Manager Job Description UK Democracy Fund and JRRT

Job Purpose:

To build an effective grants portfolio for the UK Democracy fund in the run up to the General Election able to support the Fund's ambitious voter participation goals. To work on embedding and further developing the Fund's approach to learning "what works", ensuring that learning informs strategy and the Fund's evidence agenda, drives decisions, and supports accountability to the organisations we work with. The post will also support dissemination of learning, and campaigning and policy insights from selected areas of JRRT activity.

Salary: £50,000-56,000, two-year contract initially

Reports to: Chief Executive.

Responsibilities:

1. Grant making

Work with the Head of UK Democracy Fund to build a grants portfolio for the UK Democracy Fund that contributes effectively to the Fund's objectives with responsibility for:

- active outreach to identify prospective applicants.
- support to applicants as they develop their applications.
- support for grant-making decisions by the JRRT Board, providing assessments of applications based on the Fund's learning and understanding of charity and electoral law.

2. Learning

Work with the Head of UK Democracy Fund and JRRT Programme Manager to develop approaches to learning.

- develop an appropriate approach to learning – from light touch convening and peer learning, to commissioning an external evaluator – with particular emphasis on campaigning, mobilising and influencing activity.
- identify learning and dissemination priorities,¹ working with grantees to support learning.

¹ eg cluster of grantees working on similar issue (women in politics), using similar campaign techniques and approaches (digital), where work has been set to inform future funding (UK Democracy Fund's work with South Asian community groups) or future processes (Inquiries)

- support assessment of core funded organisations.
- help to build relationships between campaigners, academics and practitioners and to build support for the UKDF evidence agenda.

3. Resources and capacity building

Work with the Head of UK Democracy Fund and JRRT Programme Manager to spot patterns in grantee reporting and from surveys and meetings to:

- identify priorities for resources, peer learning, training or other support
- support applicants on how to evaluate their work.
- develop and update the UKDF Funding Framework and convene sessions to engage prospective applicants.
- support grantees on how to measure voter registration and turnout.
- write and update resources for grantees and civil society organisations supporting the Million More campaign.
- build relations with others working on learning and capacity building across the democracy and funding sectors, including the Democracy Network.

4. Communications and influencing

Work with the CEO to communicate learning, driving accountability to the Board and funders and building external influence.

- track and record intended and actual voter registration and turnout numbers by grantees, partners and target institutions.
- write up case studies and key learning for the website and for external communications from submissions to parliamentary committees to content for funding bids.
- develop a dissemination strategy for priority learning projects.
- support convening and events to disseminate learning and create influencing opportunities for funders, grantees, regulators or decision makers, developing the agenda, format, speaker briefs and researching target participants.
- contribute to production of context summaries or insights reports on key issues.
- support the Board to reflect on and make use of learning to inform future decisions and support reporting to Funders.

5. Other

- Stay abreast of policy and political developments relevant to the work and maintain and improve personal competence through continuous professional development.
- Work flexibly alongside other members of the team and take on reasonable tasks and provide cover as appropriate over and above those set out above.

Person specification

1. Ability to design, develop, implement and manage a grant-giving programme.
2. Significant experience achieving impact through campaigning, policy influencing or grant making.
3. Curious, questioning, open to different approaches, able to apply political nous to what works in the influencing and mobilising space.
4. Highly developed analytical ability. This may be evidenced by research or policy experience or by work experience with quantitative and qualitative data.
5. Sound understanding of monitoring & evaluation approaches and learning.
6. Clear communications skills (writing, speaking, listening), with ability to summarise and present data, analysis and findings to a range of audiences. Ideally facilitation experience.
7. A good understanding of UK democracy, in particular the detailed workings of the electoral system and voter participation initiatives and JRRT's reform agenda.
8. Good interpersonal skills and experience of developing and maintaining networks with a range of stakeholders.
9. Experience of organising a range of convening and events formats.
10. A self-starter with good organisational skills, attention to detail, quality and deadlines, able to manage competing priorities. IT literate (databases, Excel, Word, PowerPoint, data analysis/visualisation software).
11. Commitment to working flexibly and collaboratively with team members, Directors, grantees and external partners.
12. Demonstrate commitment to the Trust's liberal and Quaker values, to equal opportunities and democratic reform objectives.

The role involves outreach and engagement with politically under-represented demographic groups. Candidates with lived experience of, or connections to, these groups are encouraged to apply.

Applicants will need permission to live and work in the UK.

Terms and conditions

- Initial two-year contract
- Full time
- Salary £50,000-56,000 depending on skills and experience
- Open to discussing options for flexible working arrangements
- Hybrid working – mainly remote/home-based (unless live near York) with a minimum level of travel to York to work with the team and Board required
- Leave 25 days plus bank holidays (and three days office closure at Christmas)
- Pension 10% employer contribution, 5% employee contribution, salary sacrifice option and life assurance
- On-site parking in York
- Professional subscription fees
- The job may require some UK travel

Application process

Send the following documents by email to info@jrrt.org.uk with 'Grants and Learning Programme Manager application' in the subject line of your email:

- Supporting statement drawing out how your skills and experience would contribute to this role (two sides A4 max)
- CV specifying qualifications, education and relevant experience
- [Personal details form](#)
- [Diversity monitoring form](#)

The deadline for applications is **midday on Friday 19 August 2022**

Applicants are strongly encouraged to apply early as we may schedule rolling interviews before the final closing date.

First interviews will be held on **Thursday 1 September** with second interviews on **Wednesday 7 September**.