



THE WORSHIPFUL COMPANY OF LEATHERSELLERS

APPOINTMENT OF HEAD OF GRANTS

APPOINTMENT BRIEF
SEPTEMBER 2019

01 INTRODUCTION

The Leathersellers' Company is one of the ancient Livery Companies of the City of London, ranked fifteenth in the order of precedence. It was founded by Royal Charter in 1444 with authority to control the sale of leather within the City. The Company no longer has this regulatory role, and instead devotes its energies to support for charity, education and the British leather trade. The principal business activity of the Company is to hold property and securities as investments for income and capital appreciation.

The Company is a membership organisation with a substantial equity and property investment portfolio, revenues from which enable the Company to maintain its philanthropic reputation in the City and to make charitable grants of more than £3 million per annum. Based at Leathersellers' Hall in Bishopsgate, the City of London, the Company's financial affairs are arranged in two entities, a corporate and a charitable fund.

The Company is governed by an elected Master and three Wardens, and the Court of Assistants, which is a permanent body comprised of senior Liverymen who have served as Master (Pastmasters) and those who have not (Assistants). The Company elects a new Master and Wardens each summer. The Master, Wardens and Court of Assistants act as a chairman and trustees, meeting eight times a year to decide policy and oversee Company affairs. Assisting them is a permanent staff of 22 headed by the Clerk, who is responsible for the day-to-day management of Company business. The Leathersellers' Company is made up of 150 liverymen and a variable number of freemen.

The Company has a [website](#) which provides details of its activities, history, governance, membership and committees.



02 THE ROLE

The Leathersellers' Company is seeking a new Head of Grants. This is an exciting opportunity to play an enabling role for a broad range of worthy causes, based in a dynamic and forward-looking organisation. Leading a team of two, this person will work closely with key internal stakeholders to develop funding strategy and deliver high quality funding support to the Company's beneficiaries.

The Leathersellers have a philanthropic tradition nearly as long as its total 600 year history and therefore seeks an exceptional person to continue that good work and ensure that individual liverymen and women have appropriate opportunities and encouragement to involve themselves in that work as well.

The Head of Grants reports to the Clerk and will have a close, supporting, relationship with the Chair of the Charity Grants Committee. The Head of Grants will also support the Chairs of the Charity Grants Working Group and the Small Grants and Student Grants Sub-Committees, as well as, when relevant, the Chairs of the Leather Trade and Education Committees. Naturally, this person will also work with the Chairs of any ad hoc working parties and will be available to answer enquiries from the Court of Assistants.

THE WORK OF THE CHARITABLE FUND

Last year (ending June 2019) the Fund gave away nearly £3.5m, split across a range of causes including £1.5m on education, nearly £200,000 on homelessness and more than £300,000 on disability support. The Company typically offers unrestricted core cost funding, for periods of up to four years, but does also provide capital grants on occasion. The Fund provides medium sized grants, up to around £20,000 per year, to a large number of charities and also runs a small-grants (under £3,000) programme for one-off donations.

"The Leathersellers' Charitable Fund endeavours to improve our communities, both locally and nationally, by encouraging social mobility through education and training; enriching life experiences through art and culture; preventing violence and social deprivation; and by empowering the disenfranchised through the support of those charities working at the margins of our society" – Leathersellers; Charitable Fund Mission Statement

It is important for the Company that members of the livery be actively involved and this is strongly encouraged. Members of the Livery can have their own charitable donations to nominated charities matched by the fund and over 100 members now act as Livery Liasons, getting to know individual charities closely: providing support where they can and ensuring that the work stays close to the heart of the Company.

Each year the Company also hosts an evening reception, at Leathersellers' Hall, for all recipients of a main grant. For more information about the Company's work, please see the [Charitable Fund Report](#).

A selection of recent grant awardees can be seen below:





CORE ACTIVITIES OF THE POST

- Management and administration of grant making through the Leathersellers' Company Charitable Fund and associated Minor Trusts. Including developing the grant application process using SALESFORCE software, planning of visits, assessing new applications and keeping abreast of live grants and reviews.
- Support to the Clerk and Trustees in all philanthropic activities. Prepare written reports, minutes and all other necessary supporting for relevant committees, meetings and activities. Support the various relevant Chairs in their work.
- Represent the Leathersellers' Company Charitable Fund at external events and visits as agreed. Act as liaison with other funders, livery companies and charitable institutions in support of Company objectives.
- Manage the work and duties of the Charities & Education Administrator and the Charities Administrative Assistant.
- Act as the focus for Harrison Housing in the management and welfare of the Residents of the Barnet Almshouses in Leathersellers' Close and prepare papers and minutes for bi-annual Barnet Charity Trustees' meetings.
- Coordinate and manage the Company's Livery Liaison Scheme.
- Liaison with professional advisers including the Charity Commission, Almshouse Association and other charitable bodies that can support Company activities thorough understanding of Charities legislation and regulations.

03 PERSON SPECIFICATION

The appointed candidate will bring significant experience of funding or compelling experience in the broader philanthropic landscape. They will be comfortable delivering the core requirements of a funding position, including ensuring a smooth, fair, transparent process for applicants, while also engaging effectively with the broader livery, external stakeholders and the funding environment. Finally, while taking direction from the vision of the Livery itself as represented by Committee Chairs, this person will be a proactive contributor with the capacity to develop the strategic position of the Fund.

It will be important for this person to be a motivated and skilled manager of others, with a broad insight into the charitable world which will inform and underpin their confident approach to internal and external interactions. They will be a strong communicator, a team player, and a highly motivated person with an evident passion for their work.

Naturally, this person will be expected to have a commitment to high integrity, excellent oral and written communication skills combined with an ability to listen, a collaborative approach and a methodical mind-set which allows for easy transition between strategic thinking and detail management. The Charitable Fund is blessed to be able to call on the insight and support of the Company's members and as such this person will be possessed of the self-confidence to provide a robust sounding board to the Charity Fund Committee while respecting and understanding the Committees' ultimate authority.

PROFESSIONAL EXPERIENCE

- Previous experience working in a funding body or sufficiently similar environment.
- Proven track record of leading small teams.
- Broad exposure to the charitable sector.

PERSONAL ATTRIBUTES

- Common sense, diplomacy, sense of humour and will do/can do attitude
- A measured, collaborative, and consensual working manner with unchallengeable integrity
- Astute and a strategic thinker with a practical action orientation
- Methodical, organised and patient
- A sharp analytical mind, able to propose strategy but also prepared to be 'hands on' and to defer to the Company's wider vision.
- A highly-motivated self-starter with strong interpersonal skills and the presence to work with senior figures.
- The patience and tact to work well within a member-led organisation.
- A confident outward-going person who will enjoy the Company's ethos, history and traditions.
- Empathy with the philanthropic mission, the culture and the heritage of the organisation, recognising the advantages and opportunities of working alongside experienced members, many of whom have main board experience and are relishing the challenge of operating in pursuit of long-term goals.

04 TERMS OF APPOINTMENT

- The role will be based at Leathersellers' Hall, 7 St Helen's Place London, EC3A 6AB
- The appointment will be subject to references.
- An attractive package will be negotiated with the preferred candidate.
- Limited amounts of travel may be required of the successful candidate.



HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to The Worshipful Company of Leathersellers on this appointment.

Candidates should apply for this role through our website at **www.saxbam.com/jobs using code FAACASC**. Candidates should provide a CV and cover letter, no longer than two pages in length.

Click on the '**apply**' button and follow the instructions to upload a CV and cover letter.

If you are unable to apply through the website, please call 0207 227 0880 quoting reference FAACASC.