



Executive Officer Recruitment Information



Closing Date: Friday 18 February 2022 (5.00pm)

Longlist Interview by zoom 7 March 2022

Interview in person 21 March 2022

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www.sirjohnfisherfoundation.org.uk

Introducing Sir John Fisher Foundation

We are delighted that you are interested in the role of Executive Officer for the Sir John Fisher Foundation.

The Sir John Fisher Foundation is a charitable trust (UK registered charity number 277844), established in 1980 by Sir John and Lady Maria Fisher. Throughout his life despite a very active business career, Sir John's interest in the affairs of the people of Barrow-in-Furness and the locality became legendary. Both he and his wife took a deep personal interest in many social and charitable organisations giving personal support as well as financial aid. Sir John gave a substantial proportion of his shares in James Fisher and Sons plc to The Foundation, so it could strive to continue that charitable tradition.

The Foundation's objective is to distribute its income to charitable causes, throughout the UK, but with special regard to those based in and working for the benefit of people living in the Furness Peninsula. The Foundation is overseen by Trustees, currently seven in number.

The Foundation supports charitable causes particularly in the six categories of Maritime, Medical and Disability, Education, Music, Arts and Community projects in the Furness Peninsula.

The Foundation has been able to increase its giving considerably in the past 40 years with donations of £2.28mn in the year ended 31 March 2021. Details of where the Foundation's donations have been directed are set out in the Foundation's accounts filed with the Charity Commission and accessible through the Charity Commission website.

The Role

The role of Executive Officer is a full-time permanent position and will operate from an office in the Furness Peninsula (some homeworking is possible).

As Executive Officer you will be an ambassador for the Foundation within the local and national charitable sector. We are looking for someone

who is enthusiastic about the charities sector and helping charities achieve their aims; is capable of working independently; likes meeting and getting to know people; has the ability to operate at both a strategic and operational level; is capable of understanding and implementing the policies and decisions of the Trustees; can help applicants understand the Foundation's aims and access its resources and can provide guidance on strategy and grant giving policy to the Trustees.

Your role will be both strategic and operational. In conjunction with the Grant Officer you will manage the grant process for the Foundation which involves liaising with applicants throughout the whole process, undertaking the associated administration and preparing summaries of the applications for trustee meetings.

The Foundation employs a Grant Officer (0.8FTE) to assist the Executive Officer in grants administration and the smooth running of the office.

The Furness Peninsula and South Lakes

The Furness Peninsula and South Lakes is a beautiful place to live and work in southwest Cumbria.

Low Furness is the peninsula and juts out into the Irish Sea. High Furness is the northern part of the area, that is not on the peninsula itself. Much of it is within the Lake District National Park and contains the Furness Fells. It borders England's largest body of water, Windermere.

The town of Barrow-in-Furness dominates the region with about 60% of the population. Other principal settlements of the region are Ulverston, Dalton-in-Furness, Askam, Coniston and Broughton-in-Furness. The population of Furness stands at around 100,000.

The area has miles of wild and diverse coastline to explore from the endless sands of Bardsea beach to the atmospheric Roa Island and Piel Island. Inland are the limestone pavements, and

the heights of Birkrigg Common with its views of Morecambe Bay and of the nearby Lakeland fells.

Many people live in South Lakes' towns including Windermere and Kendal and choose to commute to the Furness Peninsula for their work.

Visit <https://www.thecumbrialep.co.uk/live-work-invest-in-cumbria/> to find out more about living and working in Cumbria.

We welcome your application and wish you every success with it.

Dan Tindall, Chairman

Job Description

Job Title:	Executive Officer
Salary:	£50,000 - £55,000 package depending on experience
Location:	Furness Peninsula
Reporting to:	Chair of Trustees
Line Management:	Grant Officer

Purpose and Key Objectives

As the Executive Officer for the Foundation you will provide oversight of all financial and grant management, to ensure the activities are implemented in line with organisational standards and best practices, and in accordance with the guidelines determined by the Trustees and the Foundation's constitution as set up by Sir John and Lady Maria Fisher. You will ensure that the Foundation complies with all national guidelines, laws and regulations relevant to its operational work. You will be an ambassador for the Foundation within the local and national charitable sector.

Key Responsibilities

Strategy, Organisational Management and Representation

1. Provide guidance on strategy and grant-giving policy to the Trustees
2. Ensure the Foundation fulfils its legal, statutory, regulatory and risk management responsibilities
3. Facilitate and inform the relationship between Trustees, the Investment Advisor, Woodland Manager and Panel of Medical Experts
4. Organise and manage all Trustee and other meetings, keeping trustees informed of all relevant developments between meetings, sector or grant-giving trends and implement Trustees' decisions
5. Manage, develop and support the Grant Officer in their role.

Grant Administration

1. Manage the entire grant process for the Foundation, ensuring all enquiries/applications are dealt with efficiently and with courtesy in conjunction with the team
2. Provide support and advice to applicants at all stages of the grant application process
3. Prepare summaries of grant applications for consideration by the Trustees at the, currently, twice yearly, Trustees' Meeting
4. Ensure the appropriate monitoring and evaluation of all grants distributed
5. Meet with and visit grant applicants and successful applicants as appropriate
6. Manage the small grants process (<£4,000 requests)
7. Identify, research and as appropriate meet with possible organisations and projects that would benefit from the Foundation's support

Financial and Communications Management

1. Ensure financial controls, policies and reports are effectively managed on a day to day basis and are fully compliant with charitable legislation
2. Report to and liaise with the Foundation's Accountants, at least monthly and
3. Report to Trustee meetings on key financial data including grant distribution, cashflow, forward commitments and administrative budget
4. Develop and maintain the website ensuring it is accurate and up to date
5. Prepare articles for the media as and when required
6. Represent the Foundation as required at stakeholder, grant applicant and relevant networking meetings.

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes of legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

Additional Information

The role being offered is full time (37.5 hours) but trustees remain flexible - please contact us if you have any questions. You will be working predominantly Monday to Friday with an occasional need for evening, weekend working depending on the Foundation's needs and periods of more intensive work prior to the, currently, twice yearly Trustees' meetings.

25 days holiday + Bank Holidays.

10% pension contribution.

Office Location

The current office is in Ulverston, though Covid19 has led to both staff working from home. It is the intention of Trustees to maintain an office in the Furness Peninsula whilst allowing staff flexibility in fulfilling the duties of their roles.

Health and Safety

The post holder is required to carry out the duties in accordance with Health and Safety policies and procedures.

Diversity

The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures.

Person Specification

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> ▪ A Degree 	<ul style="list-style-type: none"> ▪ Educated to post-graduate or equivalent level in a relevant qualification
Experience	
<ul style="list-style-type: none"> ▪ Evidence of working successfully to tight deadlines ▪ Experience of project management ▪ Financially astute with a proven track record of budget management 	<ul style="list-style-type: none"> ▪ Experience of working in a relevant charity environment
Knowledge	
<ul style="list-style-type: none"> ▪ Understanding of the role of trustees and the principles of management accountability 	<ul style="list-style-type: none"> ▪ Current knowledge of legislation relating to charities
Skills	
<ul style="list-style-type: none"> ▪ Effective interpersonal, communication and presentation skills ▪ Demonstrate good business judgement ▪ Excellent written skills with the ability to summarise grant applications, draft formal communications which have legal / contractual implications as well as informal internal communications which reflect the culture and values of the Foundation ▪ Ability to influence and engage stakeholders at different levels ▪ Ability to lead meetings, capture action points, take accurate minutes of meetings. ▪ Well organised, with the ability to manage multiple projects as well as ad hoc responsive tasks, balancing a range of priorities and deadlines ▪ Use of Word, Excel, Powerpoint at intermediate level 	
Qualities	
<ul style="list-style-type: none"> ▪ A confident professional with integrity, discretion and the ability to develop trust with applicants and stakeholders ▪ Energetic, flexible, responsive and willing to be hands-on. Committed to providing a service that makes a difference ▪ Professional, consistent personality ▪ Passion for excellence ▪ Self-manager who will 'own' their area of responsibility ▪ Strategic thinking – supporting Trustees in their forward planning ▪ Tactful, diplomatic and firm when dealing with unsuccessful grant applicants ▪ Ability to prepare and present reports to Trustees ▪ Ability to manage own professional and personal development and willingness to learn ▪ Commitment to Equal Opportunities, Cultural Diversity and excellent customer service ▪ Ability to prepare grant communications appropriate to the audience 	

How to apply and the selection process

The recruitment for this post is being managed by Cath Dutton of People Junction. If you have any questions about the role or the application process, please email cath@peoplejunction.co.uk or telephone 07787411252.

You must complete an application form available to download from the Sir John Fisher Foundation website www.sirjohnfisherfoundation.org.uk in Word and PDF formats. You may attach a letter but please don't send photographs. You may wish to send in your CV to accompany your application form, please note we don't accept CVs on their own.

In completing your application, you must tell us how you meet the essential qualification, experience, skills and qualities outlined in the Job Specification. We will assess how you meet them through the application form and interview.

A long list will be prepared for the selection panel based on your application form and if you meet the essential criteria you will be invited to meet the selection panel. Following this meeting a short list will be drawn up and if selected you will be invited to interview with the Trustees on 21st March 2022.

Deadline for receipt of applications

This vacancy closes 5pm on Friday 18 February 2022. Please note that late applications will only be accepted if received within 1 hour of the closing time. Any forms received after this time will not be processed.

Your completed application form should be returned by email to cath@peoplejunction.co.uk. Please note that our email servers will not accept emails larger than 10MB.

Acknowledgement of receipt

Applications will be acknowledged by email within 36 hours of receipt.

Interviews

Long List Interviews will be held on 7th March 2022 by zoom/Teams

Final interviews to be held in person (subject to any Covid restrictions) 21st March 2022.