



Candidate Information Pack

Director

Salary c.£100,000, plus pension contribution

Please find:

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- The Recruitment Process (timetable and how to apply)
- Links to the brief [Application Form](#) and [Equal Opportunities Monitoring Form](#)

The A B Charitable Trust is committed to best practice in equality, diversity and inclusion.

For background information on the A B Charitable Trust go to <http://abcharitabletrust.org.uk/>

For an informal conversation please get in touch with Ally Davies at ad@allysondavies-consultant.com

LETTER FROM THE CHAIR

Dear Potential Candidate,

Thank you for taking the time to consider applying to be our next Director.

A little about us. The Trust was founded in 1991 by my parents, Anne and Yves Bonavero, to defend human rights and promote human dignity. It remains a family endeavour: each of my three siblings is a trustee, alongside four independent trustees. The trustees bring a wealth of experience and knowledge, and we are lucky to have an exceptional cohort of colleagues in the executive team. Together, we are all passionate about effecting positive change in our priority areas.

Sara Harrity joined us as the Trust's Director in 2007. She was our first employee. Together we built the organisation as it now stands, with a budget of £8m per annum and an outstanding, committed team. Sara has taken the difficult decision to step down, and so now, for the first time in seventeen years, we are recruiting a new Director.

This happens to come at an enormously exciting time for the Trust. We have been through a period of sustained growth over the past few years. We now seek a new Director to work with our board and executive team to continue to grow our grant-making in an effective and strategic way.

Please do consider joining us - there is much to be done.

Yours,

Philippe Bonavero

Chair

BACKGROUND BRIEFING

Are you our new Director?

- Are you a collaborative, experienced and emotionally intelligent leader?
- Are you committed to defending human rights and human dignity, and passionate about issues affecting marginalised and excluded people?
- Are you able to build trusting, respectful and creative relationships with a wide range of people, groups and organisations?
- Do you have experience of, or a demonstrable passion for, one or more of our priority areas?
- Do you have a sound understanding of grant making, or perhaps sub-granting, or commissioning, along with senior experience of finances in a not-for-profit setting?

If so, then you might well be the right person to join us at this exciting time.

Approach and priorities

The A B Charitable Trust exists to promote human dignity and defend the human rights of the most marginalised and excluded people. We do this by focusing on four priority areas:

- *The human rights framework*
- *The criminal legal system*
- *Migrants, refugees and people seeking asylum*
- *Access to justice*

Our approach is founded on liberal principles of universalism and human rights. We believe in justice, not charity. For us, this means supporting work that promotes rather than diminishes dignity – work that is respectful, acknowledges people’s strengths, and supports them to exercise their own agency. It also means supporting efforts to change the systems that shape the lives of marginalised and excluded people in pernicious ways, rather than just reducing the harmful impacts of what exists. We have a particular interest in work that uses the law to address inequities and injustices at both individual and systemic levels.

We have always understood that we can achieve nothing alone. Our role is to support and strengthen the sectors in which we work. That necessarily comes with a sense of

humility, borne from an understanding that our brilliant partners have a wealth of knowledge and wisdom. For that reason, we focus on long-term, unrestricted funding.

Values

The following values are central to our culture:

Justice: We seek to support the most marginalized and excluded people in society.

Collaboration: We aim to build respectful and mutually beneficial relationships.

Learning: We are committed to learning to inform our future practice.

Efficiency: We maintain high standards of administrative efficiency and cost-effectiveness.

Our journey

The Trust was founded 33 years ago to promote and defend human dignity. Since then, we have given £33.4m to organisations, and this year we will spend some £8m, having steadily increased our grant-making over time. The Trust is funded on a yearly basis by the Bonavero family.

We are now one of the key funders specialising in supporting human rights organisations and initiatives in the UK.

We plan to continue our trajectory of significant growth over the coming years, which means that the new Director will be a key part of shaping the next part of our journey.

Grant making

We fund a wide range of work, including front-line services, policy influencing and narrative change. Whenever possible we provide unrestricted funding. Our funding mostly goes to small- and medium-sized organisations.

Grants are made through three funding streams:

The *open programme* – provides unrestricted funding to small- to medium-sized charities to help strengthen their work.

The *special initiatives programme* – grants are made by invitation and provide unrestricted or project funding to organisations which are filling gaps in our priority areas. These grants involve developing close working relationships with partner grant-holders and other funders.

The *anchor programme* – grants are targeted to organisations which are indispensable to the sectors we fund. They are made by invitation and are usually

long-term, providing infrastructure support to help build the resilience of the sectors we fund.

Smaller grant applications are brought to quarterly meetings for decision by a sub-committee of the Board, whereas larger grants go to the full Board.

We place considerable emphasis on being a relational funder. The team works to build relationships with applicants and grant holders and ensures that effective and efficient systems and processes are in place to assess applications, prepare for decisions and process payments and monitor grants accordingly.

The team culture and structure

Trust is the cornerstone of all relationships across the organisation, both internally and with our partners. We put a lot of work into understanding the organisations we work with, and we trust them to know – better than we do – what is needed to effect change.

The team works collaboratively and collegially and shares a commitment to being supportive to everyone who comes into contact with the Trust. The team is experienced, friendly, hard-working, flexible and committed to learning and development, at both an individual and organisational level.

About the role

The new Director will join us at a key moment. They will inherit a strong, talented and empowered team and work closely with a committed and engaged board of trustees who bring a range of expertise, knowledge and skills. We are passionate about what we do, and as an independent funder, we are fortunate to be able to be creative and take measured risks.

The Director will be critical in shaping how the Trust continues to deliver our strategic aims, whilst remaining true to our values and founding ethos. As the board's eyes and ears, we need someone who is able to guide the Trust strategically, whilst both understanding the difficulties that our partners face at the coalface, and being able to identify new and impactful opportunities. We also need someone who will excel at continuing to lead and develop our talented team.

About you

The Director will have a passion for the work of grant holders in our priority areas. They will have emotional intelligence and will genuinely enjoy being actively engaged with

the development of the whole team. They must be able to demonstrate a commitment to our mission and values, along with being:

- a collaborative and collegiate leader and manager,
- a strong communicator and relationship builder,
- a genuine team player, who is flexible and adaptable.

This could be the right opportunity for a range of potential candidates. You could be someone who has already worked at a senior level in grant making, or you may have gained a sound knowledge and understanding of grant making through applying for grants, or sub-granting, or commissioning, or you may be coming from an organisation that is steeped in the human rights sector. We really do want to hear from candidates from a wide range of backgrounds and we particularly encourage people with lived experience to apply.

We value, welcome and respect all the differences that make us who we are, including: age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, and social background.

JOB DESCRIPTION

Job title	Director
Salary	c.£100,000, plus 6% pension contribution
Location	Central London (Bloomsbury) office
Hours	Full-time (35 hours/five days per week, three of which will be office-based)
Reports to	Chair of Trustees
Manages	Head of Programmes (1)
Oversees	Staff team: Head of Programmes, Grants Manager and New Initiatives Lead (1), Grants Managers (2/3), Grants and Team Associate (1), Grants Administrator (1)
Works with	The Board (9)

Purpose:

- Strategic leadership and management of ABCT in its aim to promote human dignity and defend human rights through grant making.
- Oversight / management of ABCT's grants portfolio, and how it meets ABCT priorities.
- Develop and maintain relationships with ABCT's key stakeholders.
- Build a culture of learning and best practice in ABCT's work.

Responsibilities:

Strategy and planning

- Develop and implement ABCT's purpose, values and strategic framework, as agreed by the ABCT Trustees, and ensure ABCT meets its aims around growth and development.
- Lead on the development, delivery and monitoring of ABCT's strategic and operational work.

- Support Trustees to understand the operating environment across ABCT priorities and help develop ABCT strategy to address this environment in ways that are effective, efficient and rooted in ABCT's purpose and values.

Relationship-building and networking

- Use knowledge of the operating landscape to assess how ABCT can most effectively use its resources, whether with partners or acting alone, to address critical needs and support those who see opportunities in its key focus areas.
- Look out for funding opportunities and system-change opportunities, to help ABCT deploy its resources effectively.
- Represent ABCT externally, with an emphasis on collaboration, and identifying, developing, and maintaining effective relationships with stakeholders to help ABCT meet its objectives.

Leadership and Management

- Working with the team, maintain oversight and management of ABCT's grants portfolio through all stages of the grant-making cycle.
- Manage the provision of clear and timely flow of information for all Trustee and Grants Committee meetings.
- Oversee ABCT's finances, administration and IT, corporate governance and compliance.
- Lead and develop the staff team and operational structure needed to deliver ABCT's objectives.
- Provide line management to the Head of Programmes including supervision, appraisal, training and development.
- Develop a culture of learning / continuous improvement / best practice, and social justice ethos throughout ABCT.

Other

- To undertake any other duties in support of ABCT's work as may reasonably be required.

PERSON SPECIFICATION

E = Essential, HD = Highly Desirable

Knowledge, skills and experience	E	HD
High-level experience of developing and delivering strategies.	✓	
Demonstrable experience and skills in collaborative and empowering leadership and management.	✓	
A live personal or professional connection to the kinds of organisations and groups ABCT funds.		✓
Understanding and knowledge of grant making.	✓	
Experience of grant making, or sub-granting or commissioning.		✓
Experience of and a passion for one or more of ABCT's priority funding areas.	✓	
Strong communication and relationship building skills with good emotional intelligence; must be able to work effectively with a small team, trustees and a diverse range of partners and other funders.	✓	
Senior experience of not-for-profit finances, budgets and financial information.	✓	
Experience of partnership building and delivering in collaboration with others.	✓	
Experience of working with senior-level volunteers and preparing for and presenting to groups and/or committees, including providing well-judged levels of written information to trustees for board meetings.	✓	
Computer literate with an ability to be self-supporting administratively at times.	✓	
Personal qualities and abilities		
High levels of authenticity, listening skills and emotional intelligence.	✓	
Commitment to ABCT's mission and core values.	✓	
Flexibility and diplomacy with a high regard for confidentiality.	✓	
Highly motivated, energetic and enthusiastic.	✓	
Commitment to learning and development.	✓	

THE RECRUITMENT PROCESS

Timetable

Deadline for applications	Thursday, 1 August, 2024
Screening interviews	During August
Meeting the team	Tbc
Panel interviews (in person at London offices)	13 or 16 September
Meeting with the trustees (in person)	20 September (am)
Decision made & successful candidate notified	Late September

Following interview, the successful candidate will be asked to demonstrate their right to work in the UK.

How To Apply

If you would like to apply for this role, please complete the [Application Form](#) and [Equal Opportunities Monitoring Form](#) (or download them from [the job board](#)), and also attach a CV outlining your career to date, with any academic and professional qualifications.

Please send your completed **application form, EO form and CV, by 10am on Thursday 1 August**, to applications+abct@allysondavies-consultant.com.

Data Protection

The personal information that you provide will be used to process your application for employment with the A B Charitable Trust. Personal information about unsuccessful candidates will be held securely for six months after the recruitment exercise has been completed; it will then be destroyed or deleted. If your application is successful and you take up employment, the information will be used in the administration of your employment with us. It will be kept secure and will only be used for purposes directly relevant to your employment.

More Information

If you require any further information or you would like to discuss anything in more detail, please call Allyson Davies on 07968 556 164 or email applications+abct@allysondavies-consultant.com.