



JOB DESCRIPTION

Job Title: Portfolio Manager

Department: CEO

Section: Barnardo's Foundation

Reports to: Director, Barnardo's Foundation

Line Manager and Budgetary Responsibilities:

Direct reports: none
 Indirect reports: none
 Budget managed: n/a

Context:

The Barnardo's Foundation sits within the wider Barnardo's charity tasked with the allocation and oversight of 'voluntary funds'. Voluntary funds refers to the income Barnardo's receive through donors (fundraising) and our retail shops, plus any other additional income streams, minus the costs of running these departments.

This post will work closely with the Foundation Director to promote the Foundation's work within Barnardo's and externally; solicit, assess and manage applications and funded programmes; seeking co-investment in partnership with the Business Development Unit and Fundraising departments; evaluate portfolio performance and contribute to building effective and efficient systems of fund and grant management.

Key working relationships:

Internal: Director, Barnardo's Foundation; programme leads of work funded by the Foundation; Development and Innovation department; Barnardo's University; BDU; Fundraising; strategic impact team.

External: Foundation networks; external researchers/evaluators.

Job Purpose

This post will work closely with the Foundation Director to develop and promote the Foundation's strategy and funded work within Barnardo's and externally; solicit, assess and manage applications and funded programmes; seeking co-investment in partnership with the Business Development Unit and Fundraising departments; evaluate portfolio performance and contribute to building effective and efficient systems of fund and grant management.

Key Responsibilities:

- Promoting and representing the Foundation internally and externally
- Soliciting assessing and managing applications and funded programmes
- Seeking co-investment
- Supporting evaluation and learning
- Developing Foundation systems

Key Activities:**Promotion and representation:**

- To work with the Foundation Director to develop, revise and update all aspects of the Foundation strategy;
- Promote the Foundation strategy with stakeholders across Barnardo's and externally.

Solicit, assess and manage applications and funded programmes

- Seek out high quality proposals from within Barnardo's and potentially external agencies;
- Assess proposals against an agreed set of criteria and produce high quality assessment reports;
- Produce and present reports the Advisory Board and other Barnardo's stakeholders;
- Manage funded programmes, providing regular feedback and support to enable work to achieve their goals.

Seek co-investment

- Work with the Foundation Director to build a broad range of foundation, philanthropic and other relationships in collaboration with internal stakeholders;
- Produce and present materials that would support potential co-investment with others;
- Provide reports and other materials to co-investors.

Evaluation and learning

- Support the external evaluation of funded programmes;
- Undertake monitoring and evaluation of the overall portfolio performance and share reports with the Advisory Group and other stakeholders;
- Support the delivery of a range of shared learning mechanisms;
- Contribute to the evaluation of Foundation performance.

System development

- Contribute to the development of digital application, assessment and management systems;
- Support the evolution of the Foundation as an efficient and effective distributor of Barnardo's voluntary funds.

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to change based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

Pre-employment checks will be required for the role.



PERSON SPECIFICATION

All criteria are essential unless indicated as desirable (D).

Job Title: Portfolio Manager

Please note: Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

Education/Knowledge

- Educated to degree level and/or equivalent professional qualification or knowledge;
- Awareness of current legislative, policy and practice developments affecting children, young people and families across the UK, at national and local government level;
- Demonstrable understanding of all aspects of programme design, delivery and evaluation;
- Awareness of evaluative research in social sciences;
- High degree of ICT literacy.

Experience

- Developing, delivering, and evaluating social care interventions;
- Sound project management, delivering work of high quality in a timely fashion;
- Analysing data and evidence and producing accessible and insightful reports;
- Producing and presenting information for a range of audiences, including policy-makers and practitioners;
- Relationship management with a wide range of stakeholders.

Skills/Abilities

- Able to manage the different needs and priorities of a variety of stakeholder groups;
- Able to present and promote the vision and aims of the Foundation to a wide variety of audiences;
- Problem solving approach to work with tenacity to see issues through to resolution.

Circumstances

- Ability to travel for fieldwork and to attend meetings across the UK;
- Ability to occasionally stay away from home and work unsocial hours.

Competencies

Impact & Influence

- Ability to achieve individual and organisational objectives through the use of excellent communication skills, effective negotiating and influencing techniques
- Ability to negotiate, convince and influence others in internal or external environments in order to get support for Barnardo's desired agenda. External environments may include media, politicians, local authorities, corporate clients and professional bodies

Planning & Organising

- Ability to strategically lead and plan various projects within a portfolio, managing consultants, and ensuring that products are delivered on time and to a high standard
- Good project and time management skills. Ability to manage a diverse workload, progressing longer projects at the same time as responding to quick deadlines

Problem Solving

- Ability to analyse in a logical way and identify patterns and connections which are not immediately obvious
- Ability to effectively use evidence, to sift out the essential elements from a mass of complex information, and to integrate and synthesise ideas and information into a coherent whole

Team Working

- A commitment to working collaboratively, sharing information proactively and fostering good relationships with colleagues, external services and networks

Managing Diversity

- Recognising the unique potential that individuals from differing backgrounds, experiences and perspectives bring to Barnardo's
- Responding to changing working practices and acknowledging the changing customer/client base that the organisation operates with

Barnardo's Basis and Values, and Equality, Diversity & Inclusion (EDI) Code of Conduct

Actively demonstrate Barnardo's Basis and Values and EDI Code of Conduct in all areas of work:

- Respecting the unique worth of every person
- Encouraging people to fulfil their potential
- Working with hope
- Exercising responsible stewardship

To be completed by the People Team / Pay and Reward Team

	Name	Code
Grade	D44A	
Job Family	Support	S
Job Sub-Family	Other	O
Organisational Level	Professional Level 2	P2
Area	To be confirmed by LM/LPT	