



the
Tudortrust

Programme Officer

Recruitment Pack

www.tudortrust.org.uk

Welcome letter from Raji Hunjan, Tudor Trust Chief Executive Officer

The Tudor Trust is a grant-making organisation with a long-standing commitment to funding smaller organisations and the grassroots in the UK. With an endowment of around £220 million, our annual commitment to grants has averaged £20 million. We are winding down our current grant-making strategy and are re-evaluating and developing a new strategy centred around racial, social and economic justice.

The Tudor Trust is transforming. From our operations to our grant-making to our endowment – we are reviewing how to be better partners with individuals and communities; especially those who have been historically under-resourced or minoritised.

We are still at the early stages of our transformation and there is a lot to do.

How are we changing

The work has already begun and has started with the appointment of new Board members and we are focused on building a new staff team. In addition, we will draw upon the expertise of advisors and our grantees in helping us to think through our new strategy and how the funding is distributed.

At the same time, we are building on our commitment to Justice, Equity, Diversity and Inclusion by developing principles and behaviours and all the associated policies and practices. This will lead to changes in practice in how we operate at governance and staffing levels.

Our current staffing structure

We are currently a small team, and we want to continue to develop our strategic ambitions as we build up our team. By the end of 2024, we expect to be a team of around 12 to 14 staff. All new programme posts are designed with iteration, learning and reflection at their core.

As we develop as a team and become more certain about our strategy, we will support individual team members to further develop their skills accordingly. We are therefore looking for people who are multidisciplinary in their skill set; collaborative and curious in aptitude; and are able to combine identity and passion with strategic thinking.

We are serious about working in partnership. We are serious about being more intentional about racial, social and economic justice. We are building a team that reflects all of these commitments. We welcome applicants from all walks of life (previous grant making experience is not required). We are looking for people who are just as serious as we are.

If you share our commitment to the transformation to a more equitable grant making future, and feel you have the skills and passion to help Tudor Trust make real its commitment to Justice, Equity, Diversity and Inclusion we would love to hear from you.

Raji Hunjan
Tudor Trust Chief Executive Officer



About us

The **Tudor Trust** is a grant-making charitable trust with a long-standing commitment to funding smaller organisations and the grassroots in the UK. The trust has an endowment of around £220 million and our annual commitment to grants has averaged £20 million. We are winding down our current grant-making and developing a new strategy to support under-resourced communities to thrive by funding organisations and the grassroots seeking racial, social and economic justice.

In tandem with our strategy review, we are undergoing a comprehensive change process to address all aspects of the way we work which includes refreshing our Board and rebuilding our staff team. This transformation also extends to revising our operational systems, policies and practices with Justice, Equity, Diversity and Inclusion at its heart.

Our behaviours and ways of working

As we co-develop our organisational culture with staff and trustees, we're working towards fostering the following principles which are put into action through our behaviours. These are, integral to our work at Tudor:

Inquiring

Fostering an environment of inquiry through curiosity, embracing new perspectives, engaging in ongoing exploration, and committing to continuous learning.

Collaboration

Working collaboratively with colleagues, grantees and trustees and actively communicate ideas, offer support, and participate in collective decision-making to achieve shared goals.

Transparency

Maintaining transparency through honest communication, open sharing of information and decisions, taking accountability for actions, and ensuring clarity in all interactions.

Inclusive

Creating an inclusive workplace environment by respect for diversity, promoting equity and belonging and demonstration of empathy towards others' experiences and perspectives.

Justice

Ensuring justice through fairness, equity, and impartiality in all aspects of society, ensuring that individuals receive what they are due and that their rights are respected and protected.

Creativity

Encouraging creativity, coming up with new and unique ideas or ways of doing things by using your imagination and thinking in different ways.

These behavioural expectations are fundamental to our organisational culture at Tudor and will guide our practices to ensure a positive, inclusive, and collaborative work environment for all staff and stakeholders. In line with all our development, our approach to building our behaviours will be iterative as we engage more widely with the sector.

About the role

Programme Officer

The Programme Officer is a new role at **Tudor Trust** and offers an exciting opportunity to lead transformative initiatives that amplify the voices of under-resourced communities and contribute to systemic change. By the end of 2024, we expect to have three Programme Officers in place.

As a Programme Officer, you will play a pivotal role in reshaping Tudor's grant-making approach, fostering collaborative relationships with grantees and stakeholders, and contributing to strategic thinking to drive long-term racial, social, and economic change.

The Programme Officers together will oversee a different approach to distributing our funding, which could range from small start-up grants, long term multi-year funding, through to a big bet approach with a focus on larger scale collaboration.

Salary:

£38,500 to
£45,000 per
annum

Location:

Hybrid working
(3 days in London
office/week)

Hours:

35 hours/week

Contract:

Permanent, Full
Time

Reports to:

CEO



Key responsibilities

Grant-making Rebuild

- Take a proactive role in rebuilding Tudor's grant-making strategy, identifying opportunities to develop alternative networks and power-building initiatives within disproportionately disadvantaged communities impacted by discrimination.
- Hold a grant-making portfolio and work closely with grantees to develop comprehensive change strategies that foster broader societal impact.
- Build genuine and respectful relationships with organisations and leaders in the field, actively identifying potential funding relationships and opportunities for collaboration.
- Apply a JEDI (Justice, Equity, Diversity, and Inclusion) lens to guide funding decisions towards under-resourced groups and leaders, taking accountability for equitable decision-making.
- Building careful dialogue between Tudor's staff, trustees and advisors to ensure all decisions are understood.
- Effectively manage budgets, ensuring funds are allocated with diligence and accuracy.

Collaboration, Listening and Dialogue

- Maintain a curious and open mindset towards potential grantees, actively listening to their perspectives and how they want to describe themselves. Continue this listening approach throughout the relationship with all grantees and support Tudor in developing an approach to ongoing dialogue that is based on learning together.
- Proactively network grantees with each other and wider stakeholders, creating spaces for meaningful dialogue through workshops and other meeting platforms.

- Collaborate with Tudor colleagues and stakeholders to develop a grant-making approach rooted in inquiry and learning, aimed at achieving sustainable racial, social, and economic change.

Learning and Strategic Thinking

- Bring insights from grant-making experiences back to Tudor, contributing to challenging and evolving strategic thinking within the organisation.
- Identify and articulate key themes emerging from grant-making activities, providing valuable insights into how social change is being achieved.
- Contribute to developing frameworks, using different methods, on how to best capture the learnings, social change and wider impacts of grantees activities.
- Undertake research and commission studies on issues related to racial, economic, and social justice, contributing to Tudor's deeper understanding of the wider landscape and systemic challenges.
- Assist in wider communications to amplify Tudor's mission and impact through the website, newsletters, formal presentations and networks in the field.



Person specification

Experience, Skills and Knowledge

Previous experience in grant-making is not essential. We will collaborate with you to define the responsibilities of the role, taking an iterative and reflective approach and we'll keep reviewing and improving it together.

- Experience in the activist, campaigning, policy space, and/or philanthropy preferred, but not essential.
- Ability to navigate and challenge assumptions, unconscious bias, fostering inclusivity and diversity in all initiatives.
- Ability to build relationships and network with individuals from diverse backgrounds and positions within the sector.
- Proficiency in facilitating and chairing meetings, synthesizing ideas, and driving actionable outcomes.
- Demonstrable ability to take responsibility for a range of tasks and initiatives, managing priorities effectively.





Key Competencies

- **Strategic Decision Making:** Ability to make informed and accountable decisions in directing funding towards groups and leaders aligned with Tudor's mission and strategy, considering long-term impact and sustainability.
- **Learning Orientation:** Curiosity and openness to learning, actively listening to grantees and stakeholders, and continuously seeking opportunities to enhance understanding and drive organisational effectiveness.
- **Communication Skills:** Both written and verbal, to articulate key themes, develop reports, and represent Tudor externally, effectively conveying the organisation's mission, principles and strategy.
- **Adaptability and Flexibility:** Ability to adapt to changing priorities and navigate complex environments, demonstrating flexibility in approach, creativity in finding solutions and willingness to learn and evolve.
- **Equity and Inclusion:** Demonstrated commitment to Justice, Equity, Diversity, and Inclusion (JEDI), with a focus on directing resources towards under-resourced groups impacted by discrimination and challenging unconscious bias.

Key Attributes and Values

- Commitment to the importance of communities that are underserved and experience marginalisation.
- Commitment to systemic change thinking and understanding how individual efforts contribute to broader social transformations.
- Commitment to understanding better the role of philanthropy in racial, social and economic justice.

Our commitment to Equity, Diversity and Inclusion

At **Tudor Trust**, we value and celebrate the differences that make us who we are. We respect the unique differences that each individual brings to the table, whether it's age, cultural heritage, disability and mental health, ethnicity, race, gender, gender identity and expression, sexual orientation, or social background.

Tudor Trust is fully committed to equity, diversity and inclusion in our sector. We want this to be reflected in the diversity of the people who work for us and we are particularly interested in applications from people from all backgrounds.



How to apply

If you would like to apply for this role, please submit a CV and supporting statement to resources@tudortrust.org.uk outlining how you fulfil the person specification (experience, skills and knowledge, key attributes and values) for this role.

The supporting statement can be completed in one of four different ways:-

- Written A4 (No more than 2 sides)
- PowerPoint (No more than 5 slides)
- Audio recording (No more than 5 mins)
- Video Recording (No more than 5 mins)

Applications close:

3pm on Tuesday 16th April 2024

Interview schedule (in person at our office in Ladbroke Grove):

- w/c 22nd April: 1st stage interview
- w/c 29th April: 2nd stage interview and task

For a chat about the role, you can reach out directly to Priya Cinar in the **Tudor Trust** team.

Email priyacinar@tudortrust.org.uk.

