



## Educational Grants & Relationships Manager

# CANDIDATE INFORMATION PACK

Merchant Taylors' Company/Merchant Taylors' Foundation

### Summary

This role drives the educational grant-making and relationships which are important to Merchant Taylors' Company ('the Company'), and its charitable arm The Merchant Taylors' Foundation ('the Foundation').

The role has other duties which support this priority.

The Company and the Foundation are served by the same small staff team, to which the postholder belongs.

The Company is a 700-year-old City of London livery company which is a vibrant community of around 1,000 members dedicated to fraternity, philanthropy and education.

The Foundation is a registered charity and a charitable arm of the Company. The Company's membership provides the trustees for several charities, of which the Foundation is key.

### Background

The Company and Foundation are at an exciting point in their development as regards education. Historically, education in the Company context was conceived of as largely about relationships with [particular schools and other places of education](#). Those relationships remain key. However, the launch in 2020 of the Merchant Taylors' Foundation has given impetus to a broader approach. The school relationships are now part of a wider picture including other forms of education (for

example, for ex-offenders). That in turn is part of the Foundation's overall vision of improving lives:

- Across the country, primarily through educational grant-making
- In London, as a place-based funder in central boroughs of which Lewisham is a key example.

Operationally, there are some respects in which the distinction will remain important between country-wide education versus London-centred place-based funding. However, the distinction is no longer likely to be emphasised to the Company's membership, since education and place-based funding are two sides of the same coin in improving lives. The Foundation's [Early Years joint programme](#) with the Leathersellers' Company is a great example: funding innovative Early Years learning providers in Lewisham, to support the vital first 1,000 days of children's lives.

The **Merchant Taylors' Foundation Review 2023**, downloadable [here](#) or from the Company's website, is essential reading for candidates to understand:

- The *breadth of grant-making activity* relating to education – see the section on *Improving Lives Across the Country*. The postholder leads on this activity.
- Some of the current education-related *volunteering opportunities* for Company members – see the section on *Meet the Volunteers*. The postholder leads on developing, promoting and organising education-related volunteering to ensure that the Company's members are at the heart of all we do.
- The *fundraising ethos* of the Foundation – see *page 48 onwards*. The postholder contributes to fundraising, above all by writing most of the education-related copy for Company/Foundation publications (such as the Review).
- The *place-based funding activity* of the Foundation – see the section on *Improving Lives in London*. Other colleagues lead this work but it complements the postholder's activity. You'll notice that much of this work also involves young people and could equally be described as educational in the broad sense.

- The place of the *Education Committee*, with which the postholder works closely, in the governance structure involving the Company and the Foundation's board of trustees. See *pages 4-5*.

### The governance relationship between the Company and the Foundation

The Foundation's board of trustees are appointed from the membership of the Company by the Company's governing body, the 'Court of Assistants'.

The Foundation's operations are carried out by a subsidiary of the Company called Bradestrete Services Limited ('Bradestrete'). The postholder, like the rest of the staff team, is employed by Bradestrete.

Grant-making is largely delegated by the Foundation's trustees to the Company's Education Committee and Charities Committee, and in some cases the staff.

The Foundation, and therefore the postholder's job, is closely connected to the life of the Company.

- The Company makes significant corporate donations to the Foundation.
- The Company's membership is the Foundation's natural fundraising and volunteering constituency.
- The membership provides the Foundation's board of trustees and the people on the Committees which support the board.

### Other key responsibilities

The postholder is responsible for driving the relationships between the Company and its associated [schools and other places of education](#) throughout England and Northern Ireland. Usually the link is that the school was founded by a member of the Company or that the Company appoints some of the governors, or both. Neither the Company nor the Foundation has any operational responsibility, since all of these institutions are legally separate from the Company and have their own governance structures.

The aim is to have flourishing relationships in which the pupils are connected to the life of the Company, and ideally there are volunteering opportunities for Company members. Even if the Foundation did not exist, this aspect of the postholder's work would still be essential. It's as much about the quality of the relationship and the mutual benefit for the Company and the schools, as it is about any grant-funding flowing under the relationship. The [Livery Academy Awards](#), featured in the Merchant Taylors' Foundation Review 2023, are a good example.

The Educational Grants & Relationships Manager role involves occasional travel to the schools.

The postholder manages our external relationships relating to education (see next section).

The postholder also serves the board of trustees of Merchant Taylors' Educational Trust, another registered charity and charitable arm of the Company. At present, a key activity of this charity is providing some of the Foundation's funding for transformational bursaries and scholarships to independent schools associated with the Company.

The postholder also administers the affairs of the [Walter Bigg Foundation](#), an Oxfordshire educational grant-making charity with a historical connection to the Company.

### Educational relationships?

Strong external relationships enable the Foundation to achieve more than it could on its own. Great examples are the [No Going Back](#) initiative to rehabilitate offenders and ex-offenders, featured in the Merchant Taylors' Foundation Review 2023, and our Early Years joint grant programme with the Leathersellers' Company. These are powerful relationships which get things done. We'd love to have more of these. The postholder is crucial in identifying, growing and sustaining these relationships.

Finding and building new relationships inevitably involves a certain amount of 'suck it and see' getting to know stakeholders. However, the postholder will need to make shrewd judgements about which merit further time and effort. We are not interested in talking shops and conferences which don't deliver worthwhile action.

### What else is important?

Some of the Company's associated schools are in the independent sector, others are state-maintained. The postholder will love both types, recognising that education can be transformative in any context.

You'll be part of a small team of friendly colleagues who are good at what they do. There is little by way of administrative support staff, so it's essential that you enjoy exploiting technology to keep us working and communicating efficiently with each other.

This is a broad role, which makes it stimulating and rewarding. It also means you need to have strengths and be motivated across the whole range of the work. If you feel passionate about one aspect of the role but lukewarm about the others, this is not the job for you.

### Employment and benefits detail

**Employer:** Bradestrete Services Limited, a subsidiary of the Merchant Taylors' Company.

**Annual salary:** £45-50,000 pa dependent on experience.

**Duration of employment:** permanent.

**Hours:** 37.5 hours per week.

**Location:** The Company supports hybrid working and some activities can be completed by working from home. Other activities require the jobholder's presence at the office. Occasional travel within the UK/Northern Ireland is also required.

Annual leave and benefits:

- 25 days' annual leave, plus Bank Holidays, plus additional time off at Christmas, when Merchant Taylors' Hall closes
- An immediate £60 per month allowance for a gym membership or to support other health and wellbeing activities
- Immediate access to "Perkbox" discount scheme

- Free lunches when the Merchant Taylor's Hall kitchen is open and you are working in Merchant Taylors' Hall
- Company defined contribution pension scheme with a 10% employer contribution
- Private Medical Cover after your probation ends
- Life Assurance after six months' service
- Income Protection insurance after six months service

## How to apply

Please email your CV, and a separate personal statement which addresses both the questions below, to [hr@merchant-taylors.co.uk](mailto:hr@merchant-taylors.co.uk)

### Question 1.

How would you bring your lived experience, work experience and personal knowledge into this role to help you achieve the aims of the role?

### Question 2.

We are looking for a hard-working, creative person who has a track record in improving lives. Please tell us about an initiative you have developed or delivered and the difference that it made.

### Data protection

Any personal data you provide (e.g. address, telephone number, employment history) will be used for recruitment purposes only, and only shared with individuals involved in the recruitment.

Data will be stored securely: electronically (on the Merchant Taylors' Company's cloud-based IT system). Data related to unsuccessful applicants will be deleted six months after the end of the recruitment period.