



Job Description

General information

Job Title	Head of Allocation
Location	Remote working
Reporting To	Head of Operations
Department	Allocation
Website	https://nationalemergenciestrust.org.uk
Employment Status	Full time; contract basis; up to £350 per day

Background

Launched in November 2019, the National Emergencies Trust (NET) was set up to raise funds from the general public in the event of a domestic disaster or emergency. When a disaster hits, the Trust collaborates with charities and other bodies to raise and distribute money and support victims. The funds collected are distributed by local partners on the ground in the areas affected by the emergency event.

NET launched the Coronavirus Appeal on 18th March 2020 in response to the COVID-19 pandemic. Supported by donations from corporates, charitable trusts and the public, the Appeal is allocating funds to community foundations across the UK to assist voluntary organisations doing vital work on the community frontline; from food banks and delivery services, to suicide prevention lines and mental health support.

NET is working as a central coordinating and facilitating body, working closely with and using the capacity of existing organisations, including British Red Cross, Just Giving, the members of UKCF, London Emergencies Trust and local authorities to achieve its fundraising and grant making objectives.

We are seeking a Head of Allocation who will work with NET management and Trustees to ensure that NET's approach to allocating the NET Coronavirus Appeal funds is developed carefully, properly considered and approved through the Board-level Allocations Committee and the Board of Trustees. NET's approach will need to respond to the emergency needs presented by the COVID-19 pandemic and the associated government actions and economic consequences; the approach will take into account the need to allocate equitably, adjusted in the light of new information or developments about need e.g. new or unmet need, and we will need to be able to defend our choices to donors, Government and the wider public.

Key Purpose of Role

As a member of the NET Management team, to advise and implement the allocation of funds strategy liaising with Trustees and relevant internal members of staff as well as external parties ensuring that there is equity and fairness across the wide spread of communities and bodies.

Key Responsibilities

1. Support the senior management of NET and the Chairperson of the Allocation Committee in all matters relating to the allocation of NET funds
2. Develop and communicate NET's allocation strategy for the Committee, the Board and externally
3. Anticipate, shape and provide options regarding allocation questions, for management and for the Allocation Committee
4. Oversee the workflow of the Allocation Committee, consulting management and the Committee Chairperson as needed
5. Commission and, if necessary, prepare papers for the Committee ranging from strategy to specific topics
6. Absorb and interpret quantitative information such as regional demographic data and feedback from grant monitoring reports, and use it to propose actions for the Committee
7. Liaise with NET's Heads of Data Strategy, Distribution, Equality and Head of Fund-raising over materials that need to come to the Committee ensuring a good flow of information to help the Committee reach decisions
8. Act as a member of NET management team

Person Specification

Qualifications:

- Candidates will not be excluded on the basis of formal qualifications.

Experience and Expertise:

Essential:

- Senior level experience within the voluntary sector
- Extensive grant-making experience
- Familiarity with the respective roles of Trustees and the management team
- Strong decision-making skills with the ability to analyse grant applications using systematic and fair principles
- Familiarity with equality, diversity and inclusion best practice

Desirable:

- Strong negotiating and communication skills

Skills & Approach:

- Strong organisational skills with the ability to deliver clear allocation plans
- Ability to use quantitative information for decision-making
- The acumen and nous needed to operate in a fast-moving emergency and to respond to need as it materialises
- Sound project management skills

Travel: No travel required unless within London area

This vacancy has arisen to replace a departing volunteer member of the management team. There will be adequate handover with the departing member. Tasks may vary as the role progresses but will be by negotiation.