

# Job Description

## General information

Job Title	Assistant Director of Distribution
Location	Remote working
Reporting To	Chief Operating Officer
Department	Distribution
Website	<a href="https://nationalemergenciestrust.org.uk">https://nationalemergenciestrust.org.uk</a>
Employment Status	Full time; contract basis;
Salary	£45,000 per annum

## 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 future appeal funds is equitable, agile, thorough and reflects the NET's values.

## **Key Purpose of Role**

As a member of the NET Management team, to advise on and implement the distribution of funds.

Developing and establishing clear strategies and partnerships for the distribution of funds through liaison with Trustees, staff and external parties  
Ensure that there is equity and fairness in the approach to distribution of funds and the at the needs of the whole community are considered and responded to.

## **Key Responsibilities**

1. Creation of quality assured distribution networks that ensure funds are distributed fairly using Equality, Diversity and Inclusion (EDI) principles.
2. Develop and communicate NET's distribution strategy for the Allocations Committee, the Board and externally.
3. Prepare and, if necessary, commission, relevant papers for Board committees.
4. Absorb and interpret quantitative and qualitative information such as regional demographic data and feedback from grant monitoring reports, to propose actions to the NET board and inform future strategy.
5. Develop and manage processes to evaluate the impact of NET funding distributed
6. Liaise and agree with wider NET management team any materials that need to come to the Committee ensuring a good flow of information to help the Committee reach decisions
7. Act as a member of NET management team
8. Oversee the work of Grants Assessors when appointed, ensuring that induction and familiarisation with the process and application and assessment materials.
9. Tasks may vary as the role progresses but will be by negotiation.

# 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
- Experience of developing and managing the end to end grant-making process
- Experience of working with Trustee Boards and charitable governance structures.
- Experience of working with management and project teams
- Strong decision-making skills
- Ability to analyse complex information and use this to inform decision making
- Experience in and ability to apply equality, diversity and inclusion best practice
- Ability to manage complex relationships with external partners
- Ability to work under pressure

### Desirable:

- Strong negotiating and communication skills
- Understanding of the needs and requirements of donors
- Understanding the context of managing activity across all four UK Nations

## **Skills & Approach:**

- Strong organisational skills with the ability to deliver clear distribution plans
- The acumen and resilience needed to operate in a fast-moving emergency situation.
- Sound project management skills

**Travel:** AdHoc travel required within the UK

The closing date for this vacancy will be **Wednesday, 16 September**. It is will open for two weeks.