



North West Foundation

Grant Panel and Virtual Committee

Candidate pack

2-1-2021



Your application

Dear Applicant,

Thank you very much for your interest in these volunteer positions. On the following pages you will find details of the roles and the selection process to assist you in completing and tailoring your application. To apply you should submit:

- A completed application form – found at the end of this pack
- An up-to-date CV – if you do not have one please contact us

Please note that applications can only be considered if all the documentation is complete. Please send your application, preferably in MS Word format by email to: Social.investment@traffordhousingtrust.co.uk for the attention of Bethan Rowsby, making it clear if you are applying for the Grant Panel or Virtual Committee.

We are recruiting Grant Panel and Virtual Committee members on a rolling basis and will close to new members once the positions are full. On this occasion we recommend you apply by the 26th of February to be included in our next induction round. However, if this date passes and you are still interested please contact us and we will contact you in the future if additional vacancies come up.

You will receive an acknowledgement within 36 hours of receipt, and we suggest that if after that time you have not heard from us, you telephone us on 0161 968 0461 to ensure that it has arrived.

Please do contact us if you wish to have an informal discussion about the role and organisation, or if you have any other questions to help you decide whether to apply. You can contact us on 0161 968 0461. We look forward to hearing from you.

Kind regards

The Foundation Team



Letter from the Head of Foundation



Dear Applicant,

As Head of Foundation (THT), I am pleased to announce that we are expanding Trafford Housing Trusts investment in Communities.

Building on the work of the Social Investment Fund which launched in 2017 and the Community Panels before that, following the acquisition of THT by L&Q we have the resources to make an even bigger difference. North West Foundation (NW Foundation) is here to enhance the social impact of THT by developing and funding additional activities, projects, and services. Everything we do is designed to create more opportunities for our communities and customers to Live Better Lives and have Better Places to Live.

We are looking for people with experience of living in Trafford and or Community Investment who can support us to maximise the impact of a c.£1.5 million Community Grants Fund.

At THT, we cannot achieve our vision for a better society on our own. It is essential that our Community Investment adds to the existing fabric of Trafford and beyond. We are looking for Individuals who can bring local knowledge, share their expertise, and challenge our thinking constructively to ensure impactful application of our investments.

I very much hope you choose to join us in this exciting undertaking and very much look forward to hearing from you.

Tom Wilde

Head of Foundation, Trafford Housing Trust

Vision and Purpose

Our purpose at Trafford Housing Trust is to enable better lives by creating better places to live – as an organisation we are already and have been since our inception – been a force for social good.

With poverty and inequality on the rise, a national housing crisis, and now with Covid-19 meaning many more people will be out of work or struggling with mental health – now, more than ever, we have an essential role to play in supporting our customers and communities.



Thanks to the acquisition by L&Q – we have the resources to make an even bigger difference.

The NW Foundation is here to enhance the social impact of THT by developing and funding additional activities, projects and services to meet customer need.

After extensive customer, stakeholder and expert consultation and engagement– we have our focus as:

Better Lives

- Better Economic Wellbeing
- Better Physical and Mental Wellbeing
- More Opportunities for Children and Young People

Better Places to Live

- Better Sense of Community
- Better use of THT's Resources and Skills
- Strong Community and Voluntary Organisations



Governance – Grants Panel

The NW Foundation Grants Panel ('Panel') is an independent panel responsible for reviewing and assessing applications for VCFSE grants in Trafford, and making recommendations for grant awards to the NW Foundation Management Team ('FMT'). The Virtual Committee ('VC') comprise of a mix of residents, frontline staff, poverty, or investment specialists and support the Panel by scoring each application remotely. The Panel and VC will work in line with the Grants Policy, the Partnership Agreement, and the NW Foundation Strategy and Annual Delivery Plan. The Panel will operate and make recommendations in line with the grants budget approved by THT Board. A minimum of five members (of either the Grants Panel or Virtual Committee) will be required to score each grant application.

Membership

The Grants Panel will be appointed by the FMT.

The Grants Panel will comprise between 7 and 11 people. An appropriate representation is required between:

- Resident Experts who can provide local insight and knowledge about the local Communities.
- Strategic Delivery Experts (including Statutory Services, Private Business and Social Enterprises) who can provide experience and knowledge of how best to address local needs and add to the fabric of existing assets.
- Specialists such as community investment or poverty expertise, who can provide experience and knowledge of how best to invest in local needs to maximise impact and link to other partners in Greater Manchester.
- Other specialists may be co-opted as required.

The Grants Panel will be Chaired by a member of the FMT.

Frequency of Meetings

The Grants Panel shall meet on a 6-weekly basis for up to 3 hours (although the average meeting is 2 hours). The Calendar will be set annually.

Emergency resolutions or recommendations may also be sought from the Grants Panel by e-mail if circumstances require. The quorum would still apply for any such resolutions.

Quorum

The quorum for the Grants Panel is 4.

Attendance

All Grants Panel Members are expected to attend meetings. Where other commitments make this impossible, they should tender their apologies in advance to the Chair.



Role Profile – Grant Panel Member

OVERVIEW OF THE ROLE:

The NW Foundation Grants Panel ('Panel') is an independent panel responsible for reviewing and assessing applications for VCFSE grants in Trafford and making recommendations for grant awards to the NW Foundation Management Team ('FMT').

Responsibilities

Review and assess medium and large applications for VCSE grants funding in Trafford, demonstrating fairness and objectivity.

Provide investment recommendations to the FMT, in line with the allocated grants budget, including endorsement of any recommendations provided by the Virtual Committee for micro or small grants.

Ensure all recommendations to the FMT have given due consideration to value for money and demonstrable impact for THT customers and communities.

Use relevant knowledge, insight and expertise to provide constructive feedback on unsuccessful or early-stage applications, in order to strengthen future applications for the benefit of Trafford residents.

Proactively seek application of the Grants Policy to meet the funding priorities, making recommendations to the FMT to support the further improvement of impact and outcomes of the grants programme.

Act as 'champions' or 'ambassadors' for the NW Foundation grant fund, discussing and promoting it with relevant partners and stakeholders to encourage new applications in accordance with the Grants Policy and funding priorities.

Operate in accordance with the updated Grants Policy, Partnership Agreement and the NW Foundation Strategy and Annual Delivery Plan.



Role Profile – Grant Panel Member

<p>SKILLS, KNOWLEDGE & EXPERIENCE You will:</p> <ul style="list-style-type: none"> • Bring an area of specialism / expertise relevant to the desired profile of the Panel. • Have a track record of partnership working and use your networks to promote engagement with the NW Foundation. • Build local knowledge of activity relevant to the NW Foundations priorities. • Have a willingness to develop skills and local knowledge relevant to the role • Keep up to date with local and sector issues. 	<p>BEHAVIOURS You will have confidence and competence in:</p> <ul style="list-style-type: none"> • Fair and impartial assessment • Customer Focus • Relationship building • Problem solving • Nolan Principles for Standards in Public Life. • Demonstrate a commitment to solutions focused approach. • Participate in Panel induction and training events as appropriate. • Maintain absolute confidentiality regarding all aspects of the Panel’s business. • Act as an ambassador and representative for the THT and NW Foundation, upholding the reputation, values and objectives of the Trust and a role model for good governance practices and behaviours. • Network and promote the achievements, purposes, and benefits of the Foundation.
<p>REWARDS, LEARNING & DEVELOPMENT You can expect to:</p> <ul style="list-style-type: none"> • Be reimbursed for reasonable expenses. • Receive upon your appointment training in confidentiality, the Nolan Principles, understanding and measuring impact, The Theory of change, Grant making and scoring guidance. • Be asked to commit on average 4 hours monthly to the role. At quieter or busier times, we may ask you to be flexible and do more or less than this average. 	<p>VALUES You will demonstrate:</p> <ul style="list-style-type: none"> • A commitment to the values of THT: Trust, Innovation, and Impact. • A commitment to acting responsibly and accountably. • A desire to build open honest and respectful relationships. • A motivation to create a fairer world.



Role Profile – Virtual Committee Member

OVERVIEW OF THE ROLE:

The NW Foundation Virtual Committee ('VC') is a remote committee responsible for scoring applications for VCFSE grants in Trafford, and making recommendations for grant awards for the consideration of the Grants Panel and the NW Foundation Management Team ('FMT').

The Virtual Committee comprise of a mix of residents, frontline staff, poverty or investment specialists. A minimum of five members (of either the Grants Panel or Virtual Committee) will be required to score each grant application.

Responsibilities

- Operate electronically with a view to providing a fast-tracked service for grant approval.
- A minimum of five individuals will be required to score each grant application and the average score must a minimum standard to be approved.
- Recommendations for Micro and Small grant awards will be delegated to the Virtual Committee to enable the Grants Panel to focus on medium and large applications. All recommendations will be sent to the FMT for approval.
- An overview of recommendations made by the Virtual Committee will be reported to the Grants Panel at each meeting,
- The Virtual Committee will be given a deadline by which to respond to an application.
- Virtual Committee members will also be able to flag up 'critical information' which is felt essential to decision making. In this instance all Virtual Committee members will be asked to reconsider their decision based on this information (for example local information may be known which has not been divulged within the application).
- Virtual Committee members will be invited to meet (in-person or virtually) at least twice a year for reviews and training proposes.



Role Profile – Virtual Committee Member

<p>SKILLS, KNOWLEDGE & EXPERIENCE You will have:</p> <ul style="list-style-type: none"> • The ability to meet deadlines and communicate effectively with the Foundation Team. • Have a good local knowledge of community activity relevant to Foundation’s priorities. • A basic knowledge of how community grant funding operates. • A working knowledge of outcome and impact focused investment. • A willingness to develop skills relevant to the role. • A commitment to continual learning and personal development. 	<p>BEHAVIOURS You will have confidence and competence in:</p> <ul style="list-style-type: none"> • Fair and impartial assessment • Customer Focus • Relationship building • Problem solving • Nolan Principles for Standards in Public Life. • Demonstrate a commitment to solutions focused approach. • Participate in VC induction and training events as appropriate. • Maintain absolute confidentiality regarding all aspects of the Panel’s business. • Act as an ambassador and representative for the THT and NW Foundation, upholding the reputation, values and objectives of the Trust and a role model for good governance practices and behaviours. • Network and promote the achievements, purposes, and benefits of the Foundation.
<p>REWARDS, LEARNING & DEVELOPMENT You can expect to:</p> <ul style="list-style-type: none"> • Be reimbursed for reasonable expenses. • Receive upon your appointment training for assessing, evaluating, and scoring grant applications, including Confidentiality and the Nolan Principles. As you progress in the role there will be more opportunities and requirements for learning and personal development. • Be asked to commit on average 1-2 hours monthly to the role. At quieter or busier times, we may ask you to be flexible and do more or less than this average. 	<p>VALUES You will demonstrate:</p> <ul style="list-style-type: none"> • A commitment to acting responsibly and accountably. • A desire to build open honest and respectful relationships. • A motivation to create a fairer world. •



Key Dates and Supplementary Information

Closing date: Friday 26th February 9.00am

Email your application form and CV to Social.Investment@traffordhousingtrust.co.uk FAO Bethan Rowsby, stating whether you are applying for the Grant Panel or Virtual Committee.

Following the closing date, we will review the applications and make contact with you by the 5th of March regarding the next steps. This may include an informal online conversation about the role and/or the opportunity to shadow the role depending on the number of applications we receive.

To increase the diversity of our grants panel and virtual committee, we will be reviewing applications alongside each to select a diverse range of experience and skills. We are particularly encouraging applicants from the following groups as we recognise these are underrepresented areas amongst our current team:

- THT customers
- BAME individuals
- Males
- Individuals aged between 18 and 40

For further Information on the NW Foundation, or for a MS Word copy of the application form, please contact Bethan Rowsby on:

Bethan.Rowsby@traffordhousingtrust.co.uk

0161 968 0461.

Further information on THT can be found on:

- The website <http://www.traffordhousingtrust.co.uk>

The Trafford Housing Trust is:

- Registered in England and Wales under No 04831118. Registered Office: Trafford Housing Trust, Sale Point, 126 - 150 Washway Road, Sale, M33 6AG.
- A Charity registered (No 1106967).



THT Grant Panel and Virtual Committee - Application Form

If you're interested in becoming a Grant Panel or Virtual Committee member at Trafford Housing Trust please see below for further information and application details.

The NW Foundation Grants Panel ('Panel') is an independent panel responsible for reviewing and assessing applications for VCFSE grants in Trafford, and making recommendations for grant awards to the NW Foundation Management Team ('FMT'). The Virtual Committee ('VC') comprise of a mix of residents, frontline staff, poverty, or investment specialists and support the Panel by scoring each application remotely.

Applications can be in written or other form or alternatively film yourself or record Section 1 - 4 of your application. Please load your film on to YouTube (you can set it as unlisted so only people you send the link to can see it) and put the link in the box below.

Whatever media you're using for your application, you need to make sure that you answer all of the questions as fully as possible, and that you provide your name and contact details in Section 1 and sign your application form and return to the Foundation Team at THT:

Social.Investment@traffordhousingtrust.co.uk

Section 1 – Your Details

Name	
Address	
Telephone	
Email	

Section 2 – Personal Statement

You can **either** provide written answers on this application form, or attach another form of media to answer these questions.

If you are attaching a video or audio clip, please copy the link here:

1. What most excites you about the opportunity to become a Grant Panel or Virtual Committee member?

2. Please tell us a little about yourself. You can tell us anything that you feel is relevant. For example; your interests, passions or any experience you have gained, in work, community activity or anywhere else that you think you could bring to the role of being on our Grant Panel or Virtual Committee.

3. Once we recruit our volunteers we are committed to help you develop. Is there anything that you would like to learn more about in order to help you get the most from your involvement?

4. Is there anything else you'd like to share which supports your application?

Section 3 – Please attach a copy of your CV to this application

Section 4 – Declaration and Signature

I confirm that the information I have provided as part of this application form is true to the best of my knowledge, and that providing any incorrect information may result in me being disqualified from the selection process or required to leave as a Grant Panel or Virtual Committee Member if I have already joined.

I consent to my personal information being used for the purpose of assessing my suitability to be a THT Grant Panel or Virtual Committee member and that any data I provide will be held by Trafford Housing Trust Limited in accordance with the Data Protection Act.

I note that if I am offered a Grant Panel or Virtual Committee member position with THT, that references will be collected before my appointment is finalised.

Signed:

Date: