Friends Provident Foundation is a small, independent, endowed charity based in York with a big ambition to build a fair economy and better world. A belief in equity and social justice, striving for fairness, truth and integrity, empowering communities and stewardship of the Earth underpins all we do.

We are seeking a Social Investment Portfolio Manager to join our small, friendly team.

As a Social Investment Manager you will lead on achieving tangible impact through social investment in line with our strategy and mission.

We are looking for someone who is proactive, and solutions-focused, able to work well independently, as well as part of a team. You will be responsible to trustees for the development, management and administration of our social investment strategy, as well as undertake due diligence assessments and help to communicate learning arising from our work.

The post can be home-based or from our office in York. The role involves some travel within the UK from time to time to attend Trustee meetings and other events. International travel is possible but not required.

If you share our values and ambitions and are interested in joining our team please visit our website to download the application pack: https://www.friendsprovidentfoundation.org

We are committed to being an inclusive employer, where equity and social justice is one of our central domains in creating a fair economy. We welcome applicants from diverse backgrounds including age, disability, class, race, sexuality, and gender identity.

If you have a disability and would like to request an application form in a different format, or discuss your application at any point, please contact enquiries@friendsprovidentfoundation.org.uk

We are a Living Wage employer.
Job Description

Job title: Social Investment Portfolio Manager
Hours: 28-35 hours (4 or 5 days)
Salary: £40,000 per annum pro rata
Location: Flexible
Reporting to: Investment Engagement Manager

Purpose:
The Foundation is a capitalised charity that seeks to use all its assets in pursuit of a fair and sustainable economy. This is a central principle reflected in our Investment Policy, strategy, governance and investment activity. We have created this role to strengthen our capacity to utilise our endowment through social investments in mission-led funds and direct investments in social enterprises.

The Social Investment Portfolio Manager:

A. Is responsible for the development, management and administration of the foundation’s social investment strategy
B. Identifies and conducts and manages due diligence assessments on individual social investment opportunities;
C. Works as a member of the Foundation’s investment team to deliver real world impacts from social investment activity;
D. Supports colleagues to communicate lessons arising from the Foundation’s programme externally;
E. Supports the overall objectives of the Foundation.
Key Responsibilities

A. Responsible for the development and management of social investment

- To develop the Foundation’s social investment strategy to maximise the impact of our capital in pursuit of our mission;

- To be responsible for reporting on the social investment portfolio, working consistently and in line with the Foundation’s own terms and conditions of support, the wider legal framework and best practice principles within the sector;

- To work and liaise with the organisations supported by the Foundation through investment relationships, to assist them in achieving the goals shared with the Foundation;

- Participate in project advisory groups and Investment Committee in relation to grants and social investment under management;

- To maintain the Foundation’s project management and other records, including database, email, electronic and paper project files to an auditable standard;

- To report to the Director and Trustees on individual project progress, as required;

- To report to the Trustees, periodically, on progress in achieving the Foundation’s programme objectives, as requested by the Director or Investment Engagement Manager or Investment Committee.

B. Investment opportunity identification and assessment

- To undertake horizon scans of the social investment field, building networks and understanding of the Foundation’s areas of interest and existing partners;

- To assess and make judgements on individual social investment opportunities in line with the Foundation’s investment policies and procedures;

- To commission due diligence and prepare clear, concise, and timely due diligence assessment reports with recommendations on individual investment opportunities for consideration by Investment Committee and/ or Trustees;

- To undertake administration required for Trustee approved investments and authorise payments in accordance with the Foundation’s policies and procedures and within authorisation levels determined by Trustees;

- To review and update the Foundation’s investment due diligence processes with colleagues and the Investment Committee;

- To maintain the Foundation’s systems for proposed and approved social investments, in line with current good practice and any relevant legislation.
C. **Support real world impacts from investment activity**

- To work as part of the investment team to support the Foundation’s investment strategy
- To engage and work collaboratively with other mission-driven investors and organisations that share analogous investment goals.

D. **Supporting external communications**

- To contribute to the population of the website, including blogs/similar and to develop procedures and protocols for other staff or Trustee use of the Content Management System;
- To maintain contacts and relationships with other relevant bodies, professional associations and key bodies in the public and voluntary sectors;

E. **Supporting the Foundation’s objectives**

- To play an active part in considering issues arising from the Foundation’s work and commitments, including researching and write one-off papers for consideration by the Director, Investment Committee and/or the Trustees;
- To brief the Director, Trustees and colleagues as required on findings and other issues arising from the social investment portfolio;
- To contribute to the production of agenda papers for Trustees and to present oral reports at Trustee meetings as required;
- To give input to the preparation of statutory returns and the Foundation’s annual report;
- To apply Foundation policies as determined by charity law, employment law, Data Protection, equality of opportunity, good grant-making practice and the Foundation's commitment to transparency and fair dealing;

  To work as a key member of the Foundation’s executive team, working flexibly and providing support and guidance to colleagues.

- To take the opportunity to highlight relevant professional development activities and, with the Director’s permission, to access them.
- To undertake tasks to further the Foundation’s objectives, as requested by the Investment Engagement Manager, Director or Trustees.
Person Specification

Experience

Essential:

- Relevant work experience in investment, finance, accountancy, business consultancy or another analytical field
- Experience of investment decision making and due diligence processes

Desirable:

- Experience in impact investing and impact measurement
- Working in a small organisation
- Experience in or knowledge of social justice work in the UK

Skills

Essential:

- Critical thinking skills
- Good financial analysis skills including the ability to evaluate financial statements, business plans and financial models
- Strong Excel skills including the ability to build and evaluate financial models in Excel
- Excellent written and oral communication skills including the ability to support the production of investment papers and impact reports
- Highly developed administrative skills
- Ability to prioritise own work
- Keyboard skills, database management and general computer literacy
- Excellent inter-personal skills

Desirable:

- Ability to write for a broader audience
- Social media management

Knowledge/Expertise

Essential:

- A good understanding of and commitment to addressing social and environmental challenges in the UK
• Critical appraisal of new ideas, projects and approaches using a variety of methods including financial, text and research
• Understanding of civil society

Desirable:
• Practical knowledge of the financial system, social enterprises and structures in the UK or internationally
• Understanding of responsible investment and stewardship

Personal attributes

Essential:
• Ability to be proactive as well as work in a team
• Sympathy with the stated aims and ethos of the Foundation
• A desire for continued learning and development particularly in the field of impact investing
• Excellent interpersonal skills and a proven ability to build good working relationships with people from a wide range of backgrounds and perspectives.
• Ability to travel within the UK on occasion

Terms and Conditions of Employment and benefits include:
• This is a permanent contract with Friends Provident Foundation.
• The Foundation supports flexible working and job sharing.
• Any offer made will be subject to the receipt of satisfactory references. The appointment will be confirmed, subject to a satisfactory six-month probationary period. It is a requirement of all staff to be familiar with the Foundation’s policies.
• Generous pension scheme, with 13% employer contribution
• Life insurance cover
• Climate Perks scheme: paid journey days to choose low-carbon holiday travel
• Compassionate and carer’s leave
• Enhanced maternity and parental leave
• Relocation costs (if moving to be based in York)
How to apply

Please download the document ‘Questions for Social Investment Portfolio Manager’ from: https://friendsprovidentfoundation.org/library/resources/social-investment-portfolio-manager/

Please submit your CV together with your answers to the questions, by 5pm on Tuesday 14th November 2023 to enquiries@friendsprovidentfoundation.org.uk

Danielle Walker Palmour  
Director  
Friends Provident Foundation  
Blake House  
18 Blake Street  
York, YO1 8QG

If you would like to arrange an informal discussion, please contact Danielle Walker Palmour at enquiries@friendsprovidentfoundation.org.uk

We will acknowledge receipt of your application and send you a copy of our Diversity and Equality monitoring form for completion. Answers to this are anonymous and for monitoring purposes only. Short-listing will be undertaken on an anonymised basis. Shortlisted applicants will be invited to attend an interview.

We are happy to reimburse shortlisted candidates for travel costs and childcare costs incurred as a result of attending an interview.

If we can support you in accessing or attending the interview, please get in touch with us at: enquiries@friendsprovidentfoundation.org.uk

We plan to hold interviews on Wednesday 6 December in London
**Privacy Notice**

**What we collect and why**

When you apply to us for a trustee role you will be providing personal data about yourself, through which you can be identified. We have written this notice to let you know how we will handle and protect your information.

Information which may be collected during a recruitment process, may include:

- Name
- Your work, education, and training history
- Contact information including email address, postal address, and phone number
- Contact information for your referees
- Any other personal information which you choose to give us relating to your application
- Notes made by the selection panel during shortlisting and the interview process

We require this information to review your application, undertake, and support the recruitment process, and communicate to you the decisions and outcomes of that process.

The Data Protection Bill (2018) sets out that we are required to have a lawful basis for processing your data. In this instance we are processing your data under ‘legitimate interests’ specifically to support our recruitment process and applicants, as outlined above.

We store this information on our office IT systems, including cloud-based directories and email system, and in paper-based files. We retain information for unsuccessful applicants for a period of 6 months following the completion of the recruitment process, to enable us to provide feedback, address any other queries, or disputes. After a period of 6 months we will delete your data.

For any concerns you have about our use of data, please contact:

enquiries@friendsprovidentfoundation.org.uk or on 01904 629675.

You can also contact the Data Protection Regulator, the Information Commissioner’s Office (ICO): [https://ico.org.uk/global/contact-us/](https://ico.org.uk/global/contact-us/)