

Job Description

Job Title	Fund Manager	Department	Business Development
Grade (if applicable)	J	Location	Flexible – within Care and Support footprint

Job Purpose

To lead and develop Riverside’s approach to making social investments in the homelessness sector including:

- Developing ideas and proposals for social investing that meet Riverside and Commissioner objectives in tackling and preventing homelessness
- Engaging Commissioners and other stakeholders in developing services and negotiating the outcomes for which payment is received
- Managing Riverside’s social investment fund, acting as lead social investor and making investment recommendations to the Care and Support Executive Team
- Contract managing social investment projects, overseeing the reporting, measuring the outcomes and impact delivered through the fund
- Raising Riverside’s profile as a leading provider of services that tackle and prevent homelessness
- Building on and developing partnerships with commissioners and other organisations that help increase Riverside’s impact in tackling and preventing homelessness.

Accountabilities or “What You Have to Do”

The Fund Manager reports to the Head of Business Development and may be required to line manage development colleagues. Key internal relationships include:

- Riverside Business Development Team - to help identify, develop and deliver viable investment proposals aligned to our corporate plan priorities.
- Riverside Quality and Compliance Team - to support the improvement of systems which capture the evidence of our impact and ensure contract compliance.
- Riverside Operational Team - to help increase understanding of social investment, generate social investment leads, build relationships, undertake contract negotiations and develop competitive proposals.
- Riverside Care and Support Executive Team – to consider and approve recommendations on investment opportunities via costed business case proposals and have oversight of the performance of the fund.

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Key Responsibilities

- Inspire and develop investment ideas with colleagues.
- Lead on developing business case proposals for investment projects and present these to the Care and Support Executive Team.
- Lead on the delivery of successful business case proposals through contract negotiation and through competitive proposals to commissioners with operational colleagues as partners.
- Work with teams to apply and continually improve social impact measurement systems that accurately evidence our social impact.
- Monitor and support teams throughout the period of the project delivery, ensuring they are achieving the desired social impact and financial returns.
- Maintain and report on the overall performance of the fund, including its commitments and projected returns.
- Provide regular reports to Care & Support executive team including preparation of financial and social impact statements for the investment fund.
- Share learning with key stakeholders.
- Develop and manage a database of delivery partner agencies who may wish to co-deliver impact funded services with Riverside.
- Build on and develop relationships with other social investment organisations and key stakeholders such as commissioner and government departments to negotiate funding or make formal proposals for impact funded projects.
- Support, promote and enable good relationships and reputation with commissioners, funders and other key stakeholders.
- Play a key role in raising the organisation's profile as a leading provider of homelessness services.

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Knowledge, Skills and Experience

QUALIFICATIONS AND SPECIALIST KNOWLEDGE FOR THE ROLE

Essential

- Knowledge and understanding of different types of charity finance and service development.
- Strong analytical skills, particularly in relation to social and financial models and risk.
- Knowledge and understanding of effective service delivery that achieves social impact.
- An understanding of the current policy context in relation to homelessness and social exclusion.

EXPERIENCE AND TRACK RECORD

Essential

- A proven ability to generate practical solutions from complex situations
- Proven project management skills.
- Experience and / or understanding of the public sector.
- Experience of fundraising, competitive tendering, or developing business case proposals.
- Ability to work as an integral part of a small team in a fluid environment.
- Ability to communicate with a wide variety of people including commissioners, colleagues, stakeholders and partner agencies.
- Self-administering and able to use a range of ICT systems including Word, PowerPoint, Excel and CRM data system.

Desirable

- Experience of modelling social impact and quantifying return on investment in both social and fiscal terms.
- Experience of working in the homelessness sector.

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Competency Framework

Deliver the Vision

- Focuses on the company's goals, understands its direction and contributes to its overall success.

Focus on Performance

- Takes ownership of the performance and development of themselves, supports the development of others.

Strive for Excellence

- Continually looks for ways to improve the service provided by self, team and the organisation.

Be Commercially Minded

- Aware of the need to add value to support economic, sustainable growth for the organisation.

Additional Information

- The role holder is expected to be committed to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

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