

# TEAM ASSOCIATE FOR THE BLUE THREAD

July 2024

## BACKGROUND

[The Blue Thread](#) is a family foundation based in London. We mainly support organisations in the UK and Israel that work with:

- Women experiencing gender-based violence and abuse
- Migrants, refugees and asylum seekers

We mainly support smaller, grassroots organisations and favour those who bring lived experience into their work and leadership.

We take a relational approach, getting to know those we work with and building over time. We hope to offer an open door, so that our partners feel able to let us know how they're getting on, share any challenges they might be facing, and seek support if they need it. We regularly ask our grantees for feedback so that we can update and improve our approach.

We work proactively to seek out organisations whose mission aligns with us. We also invite our grantees to suggest and recommend potential grantees to us. By taking this approach we hope to share our power as a grantmaker and avoid wasting organisations' time where we will not be able to fund them.

## ROLE DESCRIPTION

This is a new role supporting The Blue Thread's small team. The role itself is likely to vary from day to day and could evolve over time depending on the person appointed. This person will work closely with the Executive Director and Senior Associate to support The Blue Thread's work this year.

This role will include:

### **Team admin**

- Reaching out to existing and new contacts to arrange calls and gather info
- Supporting the management of The Blue Thread's financial records
- Monitoring cash position
- Managing The Blue Thread's bespoke in house grants management spreadsheet, adding new analysis/functionality, checking for errors

### **Grants admin and due diligence support**

- Desk-based due diligence and research
- Administering grants including contacting grantees, confirming transfers and safe receipt, recording actions on The Blue Thread's internal grants management spreadsheet
- Following up with grantees after 6 and 12 months
- Supporting The Blue Thread's impact analysis work
- Contributing to The Blue Thread's reports to trustees and to partner funders

### **Grantmaking research and support for grantmaking assessments**

- Supporting The Blue Thread team to research new areas of support and potential new grantees in The Blue Thread's thematic focus areas – this could be an area that the person is particularly interested/experienced in.
- Potentially joining calls with new/existing grantees, eg taking notes on the call and supporting the team's write up/proposal of grants to trustees

## **PERSON SPECIFICATION**

This role entails a unique opportunity to be part of The Blue Thread's small but strong team. Alongside the core elements of the role, above, there are likely to be opportunities for growth should the person who takes up the post be interested/skilled in additional areas. The right person for this role is likely to:

- Be committed to social action and to a trust-based approach to partnership between funders and grant recipients
- Be conscientious and have good attention to detail, highly organised

- Have good EQ and be comfortable working in a small office environment
- Be self-motivated, comfortable prioritising their work as needed and taking the initiative
- Have experience/expertise with Excel and ideally with accounting/bookkeeping processes
- Personable and able to communicate well and be able to write and speak to a range of stakeholders including grantees (CEOs and frontline workers), trustees/donors, and other grantmakers
- Have some awareness of the dynamics of the charity sector and grantmaking landscape including power dynamics and “open and trusting grantmaking”
- Take the initiative in terms of learning, research and identifying opportunities

## WORKING WITH US

- This role will be initially scoped at 3 days per week (60% FTE). We are open to all types of flexible working, and the person can choose to work the three days over the week as needed. They could also choose to work more in some weeks and less in others, for example to take extended holiday (eg school holidays).
- The role will initially be offered on a fixed term contract to December 2025. There may be potential to extend after this point, depending on how The Blue Thread’s work develops.
- We anticipate the role being mostly home-based, with the person coming into The Blue Thread’s office 3-4 times per month (we are based on Portland Place in London).
- We strongly encourage people with lived experience of The Blue Thread’s key focus areas to apply for the role. If you have lived experience but feel you may not have all of the skills specified, but would be willing to learn (with our support), we would welcome your application.
- If you have gaps in your CV, for example due to challenges in your life, you would be welcome to apply.

- The salary offered will be £35,000 pro rata, with 25 days holiday per annum (plus bank holidays) adjusted pro rata.

## HOW TO APPLY

Please send your CV and cover letter to [hannah@grabiner.com](mailto:hannah@grabiner.com) and [karen@thebluethread.org.uk](mailto:karen@thebluethread.org.uk), before Friday 16<sup>th</sup> August. We anticipate shortlisting a number of candidates and holding interviews in late August/early September. Interviews will initially be with Hannah and Karen as well as a further interview with the wider Grabiner Family Office team. If you have any accessibility needs please let us know.

If you would like to discuss the role before applying, please let Hannah or Karen know (email addresses above).