

Bristol City Funds **Pro Bono Brokerage Co-Ordinator**

Bristol's City Funds is a new way for the people of Bristol to come together to bring new funding into Bristol to help solve the biggest problems facing our communities. Too many people here do not benefit from the city's economic and environmental wealth, so we'll use donations and social investment to address big issues facing people in Bristol, making permanent, sustainable changes. We also want to get more "bang for our buck" from the generous offers made by business people to provide pro bono support to third sector organisations.

That's where this role comes in. We know that many Bristol businesses want to engage with the City Funds mission in non-financial ways. Providing pro bono support to local VCSE organisations can fit well with businesses' CSR goals as well as providing excellent personal and skills development opportunities for employees.

But there's a mismatch between the pro bono offers made by businesses and the needs of third sector organisations. We've carried out research that shows there is strong demand from third sector organisations for pro bono support but there needs to be more preparatory work done to generate a stronger pipeline and craft clear, relevant briefs using a partnership approach that is more responsive to the organisations' requirements.

This role will be very important in getting support to our local organisations to help them get back on their feet after the immediate Covid-19 crisis starts to lift, and in imagining what a different future might look like.



"If cities are going to be challenged and stripped back to the bones, when we rebuild them let's not rebuild them as we had before, like we did after the financial crash of 2008, but let's build something different and more sustainable, more inclusive, more fair and more just."
Marvin Rees, Mayor of Bristol, April 2020

Job specification

The Pro Bono Brokerage Co-ordinator for the City Funds will be responsible for sourcing and carefully defining the pro bono requirements of charities, voluntary and community organisations as well as social enterprises. You'll then collaborate with VCSE infrastructure organisations (such as Voscur, BSWN and Locality), businesses and existing pro bono platforms and providers (such as BITC, CanDoBristol, Cranfield Trust, Bristol Pro Bono and others) to find the best way to provide the solutions.

Main Duties

- help define and deliver the programme's objectives
- work collaboratively with the city's infrastructure organisations to identify a pipeline of third sector organisations where pro bono support could make a difference, nurturing and shaping the "asks" from charities, voluntary and community organisations as well as social enterprises to carefully define their real requirements
- establish collaborations with existing pro bono providers and platforms
- build relationships with businesses at a senior level that want to offer pro bono support

- match the “asks” to appropriate pro bono “offers”
- identify a suitable platform to support the programme, which is transparent and visible to your line manager, the City Funds Governing Board and such other stakeholders as may be agreed
- monitor and report to your line manager and the City Funds Governing Board on brokerage activities, outcomes and targets
- develop relationships with corporate partners, sponsors, donors and other funders to form a business plan for how this initiative can become financially sustainable in the future
- build and maintain effective working relationships with stakeholders at all levels, both internally and externally.

Person specification

What you need to have

We are looking for an energetic and committed person who is:

- a creative, experienced connector of people
- equipped with an understanding of relative disadvantage and its impact on individuals and communities
- socially focussed and passionate about making a real difference to disadvantaged people across our City
- experienced at forging and maintaining effective, cross-sector collaborations
- commercially minded – able to relate to and influence businesspeople at all levels
- used to taking a consultative approach for example in business consultancy, recruitment or another brokerage role
- organised and self-motivated – a ‘completer-finisher’ with good attention to detail
- able to multi-task and comfortable with changing priorities

and who has:

- knowledge and understanding of voluntary, community and social enterprise organisations (third sector)
- excellent listening and communication skills – both written and verbal
- high emotional intelligence
- strong commercial instincts for making a deal
- a proven track record in working to deadlines and working in a target driven environment
- the ability to collate and analyse data and information in order to provide high quality, relevant reports to the City Funds Governing Board.

What we'll give you in return

City Funds is a collaboration between Bristol City Council, Quartet Community Foundation and Bristol & Bath Regional Capital. The post holder will be appointed by Quartet Community Foundation and will be based in Quartet's office (when this reopens), working from home or other locations as required.

We envision that this role will be carried out as a temporary employment contract over 35 hours per week, with an initial 12-month contract. This could be extended if further funding is secured.

Alternatively, you could suggest other ways to achieve our aims, for example by providing services to us through an SLA. We're open to your ideas, but the budget is fixed at the equivalent of a salary of £28,000 per annum.

Although the role is for City Funds, the post will be co-funded by Quartet Community Foundation and Voscur.

