



BIG SOCIETY CAPITAL

Working with us to improve the lives of people in the UK

Contents

- Who we are 3
- What we do 4
- Our team 5
- Working here 6
- The opportunity 7

Who we are

Big Society Capital improves the lives of people in the UK by connecting social investment to charities and social enterprises.

We believe investment has a significant role to play in the world, helping to deliver solutions to some of the most entrenched social challenges. We know that investment can help charities and social enterprises achieve more, with over 3,000 organisations having already used social investment in the UK to grow their social impact. We are an independent social impact investment institution, set-up by Sir Ronald Cohen and Nick O'Donohoe with £600 million of permanent capital from Dormant Bank Accounts and the High Street Banks. We are governed by senior representatives from the social, financial and government sectors.

Values

Underpinning our approach is our organisational culture that shapes all our work. Our values articulate the culture we seek to create, and encapsulate a number of behaviours and attitudes we feel are necessary to live up to our purpose.

Purposeful: We are passionate and energetic in our work to bring about our long-term vision of a thriving social investment market that enables positive social impact.

Pioneering spirit: We give our team the autonomy and flexibility to be entrepreneurial and creative. We have the courage to push boundaries and a restless drive for change.

Openness: We listen, learn, experiment and collaborate. And we are adaptive and flexible in responding to what we learn.

Rigorous: We take a rigorous approach in all we do. We expect the highest standards and continually strive for excellence.

Respectful: We are genuine in both our approach and aspiration. We value each member of our team and our partners for what they bring.



What we do

Our work at Big Society Capital starts with building an understanding of the social issue and the sustainable enterprise solutions that can bring about change. We then design or improve investment routes that can bring together the needs of enterprises and investors. We believe sustainable solutions can attract the greatest capital and ultimately grow to have the biggest impact on people's lives.

As a wholesale social impact investor, we invest into fund managers who in turn provide capital to enterprises that can bring about social change. So far, in collaboration with other investors, we have committed over £1.3 billion of investment. We also engage with investors, fund managers, charities and social enterprises to make it easier to use social investment. We currently focus on three strategic themes where we believe social investment has a significant role to play in improving people's lives in the UK:

Homes

The Challenge:

The UK's housing market crisis is affecting people across the country: there is an inadequate supply of high quality, affordable homes which is leading to rising levels of homelessness, people living in unsuitable accommodation and people unable to access the support they need. This is happening at the same time that home ownership is becoming increasingly unaffordable. We believe social investment has great potential to help address these challenges and to contribute to a more inclusive housing market.

Our Approach:

Our aim is to test, replicate and scale innovative housing models. We want to attract additional capital to these models to deliver more secure and affordable homes for those in needs, including for the most vulnerable people in society.

Place

The Challenge:

There are areas of the UK that have been 'left behind' for many years, and even in relatively prosperous areas, there continues to be high inequality and entrenched poverty. We believe that where a person happens to be born should not affect their life chances or ability to live a happy and fulfilling life. We believe social investment is one tool that can help address these challenges to enable thriving and inclusive places in the long-term.

Our Approach:

Our aim is to work with partners at both the local and national level – who bring a range of tools, skills, experiences and resources – so that places can flourish. We believe social investment has a role to play, but recognise that creating longterm change will be complex and that we need to take a learning approach to our work.

Early action

The Challenge:

Vulnerable people across the UK struggle with challenging problems that often are preventable before they escalate. However many interventions and funding streams are reactive to issues that have already occurred. We believe social investment has the potential to support interventions that address issues and their causes early.

Our Approach:

Our aim is to develop and scale innovative ways to prevent social problems, with a focus on improving the lives of vulnerable children and elderly people. We will do this by focusing on improving outcomes for: children transitioning from the care system, children at risk of obesity and vulnerable elderly people.

Our team

Our staff and Board bring together diverse experiences from the social, finance, government and business sectors to deliver our work to improve the lives of people in the UK through social investment. A full list and profiles of our staff and Board are available here: www.bigsocietycapital.com/our-team

CHAIR

SIR HARVEY MCGRATH

Harvey has been our Chair since 2014. He has a long and distinguished career in the international financial services industry, including chairing both Prudential plc and Man Group plc. He holds a number of non-executive roles, including at Heart of London, Funding London and the Mayor's Fund for London.

CHIEF EXECUTIVE OFFICER

CLIFF PRIOR CBE

Cliff joined us in 2016 as Chief Executive Officer. He was previously the CEO of UnLtd for social enterprises, and has held senior leadership positions across the social sector. He is on the Board of the International Venture Philanthropy Centre and the UK National Advisory Board on Impact Investing.

EXECUTIVE TEAM

ANNA SHIEL

HEAD OF ORIGNATION

Anna joined us in 2012 and is responsible for our Place and Homes focus areas, and our overall origination approach. She was previously a Director in Merrill Lynch's Financial Institutions Group. She is a Board member of Charity Bank.

CHRISTINE CHANG

DEPUTY CHIEF INVESTMENT OFFICER

Christine joined us in 2012 and is responsible for the delivery of our investment process. She has international finance experience including at Enclude and Goldman Sachs, and was recently on secondment to run Esmée Fairbairn Foundation's social investments. She is a Trustee of the Thera Trust.

DAVID BURNDRED

CHIEF FINANCIAL OFFICER

David joined us in 2017 and is responsible for our finance, legal, compliance and operations teams. He has held a number of senior leadership roles, most recently as CFO at Lewis Silkin LLP, and nine years at CDC Group as an Investment Manager. He is a Trustee of a community sports organisation.



JAMES WESTHEAD

HEAD OF ENGAGEMENT

James joined us in 2019 and is responsible for our engagement with investors, and charities and social enterprises. He was previously Executive Director of External Relations at Teach First and prior to that, an Education & Social Policy Correspondent at the BBC. He is Chairman of literacy charity, The Hackney Pirates.

JEREMY ROGERS

CHIEF INVESTMENT OFFICER

Jeremy joined us in 2013 and is responsible for investing and managing our portfolio. He has twenty years of experience across the financial and social sectors including as a Managing Director at JP Morgan, Big Issue Invest and Ashoka. He is a Senior Advisor to the Rockefeller Foundation.

STEPHEN MUERS

HEAD OF STRATEGY

AND MARKET DEVELOPMENT

Stephen joined us in 2016 and is responsible for our Early Action focus area, strategy and relationship with government. He was previously Director, Criminal Justice Policy at the Ministry of Justice, and has held senior roles across many government departments. He is a Trustee of the Friends Provident Foundation.

Working here

Purpose

As a member of the team, you have an opportunity to shape our work and the impact we can have to improve people's lives across the UK through social investment.

Benefits

We provide a salary and benefit package that is very competitive within the UK social and public sector, and that includes a contributory pension plan, health insurance and other benefits.

Approach

Our approach is the result of five years of learnings about what is required to make social investment work, and how to build effective teams and processes to deliver this approach. The critical factors that underpin our approach are:

Market creation more than market failure: To build solutions to tough social problems we must take a proactive approach - this involves starting with the social issue, considering sustainable enterprise solutions, and then designing routes that bring together the needs of enterprises and investors.

Understanding our role alongside others: We need to listen deeply and understand when it is most appropriate to use social investment to help address social problems, and how we sit alongside other partners supporting solutions.



A tri-lingual approach: We need to be able to speak the language of the social sector, financial sector and government to help us understand social problems, connect investment to socially motivated organisations, and shape the broader environment.

A learning culture driving open decision-making: We believe that building a culture of learning, discovery and a willingness to fail is vital to our success.

Bias to action: We believe part of our role is to move first and learn by doing. One way we achieve this is by encouraging staff to think like owners of our mission and by backing their ideas for achieving it.

Executive Assistant to the CEO

Location: London, EC4
Salary: £33,000 - £37,000 (depending on experience)
Accountable to: Chief Executive Officer

Overall Purpose of the Role:

You will support the Chief Executive Officer and Chair, enabling them to effectively shape and drive forward organisational aims.

This role requires excellent organisational and administrative skills and the ability to prioritise your workload with high attention to detail. The successful candidate will be a natural relationship builder with exceptional communication skills. You will need to be flexible and able to deal with ambiguity as well as possessing the ability to take initiative and demonstrate good judgement.

Statement of responsibility:

PA Support and Diary Management

- Manage an effective diary system for the Chief Executive, arranging appointments to ensure that their time is optimised. Communicate details of appointments to other attendees and ensure their attendance. Locate all files and papers needed for meetings in advance, asking colleagues to produce background briefings or request briefing material from external sources as needed
- Act as first point of contact for the Chief Executive, determining the importance and urgency of all enquiries and dealing with them or routing them through to the most appropriate person for response
- Maintain a bring-forward system to ensure that items are followed up on the relevant dates

- Manage correspondence, including email, by prioritising it for consideration by the Chief Executive
- Draft letters and other communications as required, ensuring that all correspondence is handled and responded to in a timely manner

Meeting coordination, Events and Travel

- Arrange internal and external meetings for CEO and scheduling various Executive Team, Board and Board Committee meetings including logging in calendars and room bookings and catering
- Make travel arrangements for CEO, preparing itineraries and preparing expense claims as required
- Participate and assist in organising internal and external company events as required
- Attend internal meetings to provide administrative support and take minutes that are accurate and shared in a timely manner

Administrative support

- Prepare high quality documents including reports, correspondence, presentations materials and other audio-visual materials, gathering appropriate data and information and meeting set deadlines
- Manage project administration and undertake or assist with project tasks as required by the CEO and wider team. Liaise with other staff and external contacts in the delivery of projects, monitoring timelines and reporting issues and progress to the project lead
- Coordinate the production of board documents in accordance with agenda timelines for submission to CEO and Company Secretary before final approval by chairs of boards
- Provide occasional diary and administrative support to Chief Financial Officer and Company Secretary as required

Person profile

Essential experience

- Experienced PA/Executive Assistant
- Extensive experience of organising meetings, booking travel and accommodation
- Experience of working in a busy office environment handling a varied workload with competing demands
- Experience of creating filing and data retrieval systems
- Comfortable with the use of Microsoft Office packages and confident to learn other online tools

Desirable experience

- Experience of working with Boards and Committees
- Experience of working in Financial Services or a similar environment
- Experience of working in the not-for-profit sector and an understanding of the social issues that Big Society Capital addresses

Skills, abilities and attributes

- Numerate and demonstrates a high level of proficiency in written and spoken English
- A confident & effective communicator who remains calm under pressure and when dealing with competing stakeholders
- Discretion and confidentiality
- Focuses on customer satisfaction and delivers a quality service
- High level of accuracy and attention to detail
- Excellent time management and organisational skills
- Resilient and can cope with ambiguity
- Enthusiastic, proactive and confident
- Plans ahead, works in a systematic and organised way, responding logically and decisively in difficult and changing circumstances
- Good at finding innovative solutions to problems
- Able to work flexibly as required; attending occasional evening events and travelling to meetings in the UK

Salary and terms of employment

- This is a permanent, full time role, open to flexible working;
- All applicants must have an existing Right to Work in the UK;
- Salary - £33,000-£37,000 (depending on experience);
- Big Society Capital is committed to being a diverse organisation that is truly representative of the communities we serve. We are an equal opportunities employer with an inclusive environment where all employees can contribute to their fullest potential.

Benefits include:

- 25 days holidays (plus bank holidays and additional closure days). Allowance increases with length of service
- Season ticket loan
- Pension of up to 11% employer contribution
- Flexible working options
- Employee Assistance Programme (EAP)
- Private health and life insurance policy



Applications

- Please apply through [Be Applied](#)
- Deadline – Midday on Tuesday 28 January 2020;
- Interviews – If your application is successful, you will be invited to interview in early February.

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