



# Programme Officer

Recruitment Pack

## Letter from Chief Executive

Dear Candidate

I am delighted you are considering the role of Programme Officer at The Tudor Trust. I am very much looking forward to getting to know you during this process. The Tudor Trust is on a significant journey of transformation. I am proud that we are building on our 70-year history of grant-making and responsible stewardship of a £220m endowment.

Our transformation began in 2024, with a commitment to using all our resources in ways that centre the ambitions of the communities that we serve. This has meant paying attention to our culture and understanding our people as our assets, alongside our strategic approach to our grant-making.

As an endowed foundation, we understand our power and the importance of sharing this with our grant partners. By working collectively, we can connect to the power of knowledge, wisdom, lived experience and collective innovation that is held within our communities.

The culture we are building in our new iteration of Tudor centres systems thinking and a commitment to learning, so that we can act and build together. The willingness to work in this way and understand the importance of un/learning so we are in service to the ambitions of our communities is integral to every role at Tudor.

We are inviting you to join us on this journey. There is still so much to achieve, and we are ready to grow, so that we can go deeper into our strategy and explore how we can continue to resource the sector. Each grant we make is designed to complement the next and to enable communities to come together to achieve deep systemic change. We call this eco-system building.

Our recruitment practices are designed to open our roles to a diverse range of candidates. We are genuinely open-minded, and if our work resonates and you share our commitment to being the change we seek, then we look forward to hearing from you.

With very warm wishes,



Raji Hunjan (she/her)







# Who we are

## About us

The **Tudor Trust** is an endowed foundation that has committed to using all its resources in pursuit of its mission. In addition to making grants, we in work in partnership with our grant partners to focus on deep, systemic change. Our vision is for **a world as it should be**, one that moves away from scarcity to where resources are distributed in a more just and equitable way. Our mission is to advance racial justice, as the foundation for building a world where everyone thrives.

Over the last year, our programmes team has moved away from the rigidity of a traditional grant-making strategy towards one that is more emergent and embedded in systems thinking. This means exploring how racism, inequity and injustice show up in wider systems and understanding the interconnectivity of each part of the system, whilst working on matters as they arise and refining as we go.

Through working collaboratively, holding each other to account, actively listening to organisations and adapting our approach based on what we are learning, the team are building on our strategy together and making grants at the same time. Our first set of grants, which we announced in April 2025, were designed to kickstart how we want to continue resourcing organisations to be resilient and funded in ways that ensure they can meet their ambitions.

We will continue to develop our grant-making models as we improve our practice of systems thinking and continue being led by the wisdom of our partners.





# About the role

## Programme Officer

We are now looking for an additional Programme Officer to join the team as we start to ramp up our grant-making and continue to build on the approach we are taking. This role will be part of a dynamic team, building a grant-making portfolio that reflects the ambitions of our communities to achieve systematic change. This means:

- Having a strong commitment to systems change and racial justice.
- Working collaboratively to share knowledge and make robust decisions.
- Scoping out organisations who are aligned with our ambitions and in conversation with our current grant partners.
- Building trusting relationships with partners and actively supporting them.
- Following Tudor's grant-making governance and due diligence.
- Continuously learning and iterating approaches to the work.

We're looking for someone who is committed to deep learning and reflection. Our work is expansive and flexible depending on what emerges, so we're looking for someone who thrives in an environment where there is ambition, creativity and uncertainty. Someone who can work in a relational way with the team and our partners, **embodying our behaviours to enable the Change We Seek:**

**Bravery:** Standing by our convictions even when it feels hard.

**Compassion:** Practicing forgiveness and empathy towards ourselves and others.

**Creativity:** Reimagining a more just world.

**Curiosity:** Showing openness and deep listening with the intention of learning.

**Humility:** Accepting responsibility and respecting people and the planet.

**Integrity:** Aligning our behaviours with our actions.

### Key information

Salary:  
£39,000 per annum

Hours:  
35 hours per week

Contract:  
Permanent, full time

Location:  
Hybrid – London office 3 days per week

Reporting to:  
Head of Programmes





# Key responsibilities

## Key responsibilities

### Working with grant partners and stakeholders

- Build genuine, respectful relationships with a broad range of stakeholders, including community organisations and sector leaders who are working towards systemic change through the lens of racial justice. Actively identifying potential partnerships and funding opportunities in ways that are respectful and have integrity to the Change We Seek strategy.
- Maintain a curious and open mindset towards potential grant partners, actively listening to their perspectives and how they want to describe themselves. Continue this listening approach throughout the relationship with all grant partners and support Tudor in developing an approach to ongoing dialogue that is based on learning together.
- Hold a portfolio of grant partners, being led by their ambitions, whilst being available to support them in a responsive way and ensure that we are absorbing risk, so they can focus on their work and ambitions.
- Regularly hold meetings with applicants and grant partners, actively listening to them and being aware of the inherent power dynamic that comes with being a funder, whilst being able to navigate more difficult discussions with compassion, bravery and curiosity. Keeping purposeful and accurate notes to refer to or share with the team.
- Proactively network grant partners with each other and wider stakeholders, creating spaces for meaningful dialogue through workshops and other meeting platforms.
- Work closely with our grant partners to inform Tudor's messaging and ensure that we are engaging in bold and courageous storytelling that amplifies partner voices.
- Be a representative of Tudor when attending events, networking, meetings etc.





# Key responsibilities

## Key responsibilities

### Grant-making

- Actively contribute to Tudor's grant-making strategy through a learning, iterative and systems thinking approach, building more accountability to the communities we serve and creating new opportunities in the field that build power and develop strong networks.
- Carry out research and education on different organisations and social issues, with our Learning questions and Change We Seek framework in mind.
- Follow Tudor's grant-making governance procedures and carry out due diligence to ensure we have the information we need to make robust decisions. Gather relevant information from grant partners and support the analysis of it, i.e. financial accounts or people and culture strategies.
- Be well prepared for regular decision-making meetings with the programmes team. Providing informative, transparent and succinct information to enable effective decision-making and be able to understand and discuss the inter-relationship between each grant and how it contributes to the eco-system.
- Rooting the work in the principles of Justice, Equity, Diversity, Inclusion and Belonging (JEDIB), so that we can better understand and address underlying structural inequities and injustice in our society.
- Follow the agreed processes, systems, and procedures for keeping the grants system updated and ensuring our records are accurate and data protection compliant. Working with the Systems and Operations Lead to improve systems and ensure they achieve their purpose.
- Liaise with the finance team to ensure that the correct payments are made to grant partners on time.
- Contribute to the creation of resources, communications and messaging as well as monitoring the relevant email inboxes and responding to queries providing timely and useful information.
- Regularly report back to the Head of Programmes so they are kept informed of your work and can provide direction and support.







# Key responsibilities

## Key responsibilities

### Learning and strategic thinking

- Actively participate in the culture of learning, accountability and collaboration, working closely with colleagues to interrogate systems, hold each other to account, and build on what we are learning together, shaping Tudor's approach.
- Bring insights from grant-making experiences back to Tudor, contributing to challenging and evolving strategic thinking within the organisation and identify and articulate any key themes emerging, providing valuable insights into how societal change is being achieved.
- Keep up to date with your learning on issues related to racial, economic, and social justice, contributing to Tudor's deeper understanding of the wider landscape and systemic challenges.
- Frequently reflect on your own approach and behaviours and challenge your own assumptions, biases or beliefs so that you can identify areas for growth in line with our learning culture.
- Work closely with the Learning and Knowledge Lead to share learning so that we can adapt our thinking and approach based on insights and feedback from the field.
- Assist in wider communications efforts through the website, newsletters, and formal presentations, amplifying Tudor's impact and mission.
- Contribute to collaborative learning events with partners and the stakeholders from the sector to help connect organisations working in the eco-system to share learning with each other.
- Contribute to wider stakeholder mapping, events and wider thinking in the field to influence change.





# Person specification

## What we are looking for

### Experience and knowledge

We are especially keen to hear from people who have experience in one or more of the following areas, but you're not expected to have experience in all of them to apply:

- Experience and knowledge in developing and resourcing and supporting small, grassroots, or emerging groups.
- Experience in organisational development.
- Experience of working within or alongside racial justice, social justice, or community-led initiatives.
- Experience and knowledge in alternative approaches to grant-making and philanthropy.
- Experience in relationship-based work - whether that's within community, funding, advocacy, or in other settings.
- Awareness of the structural barriers facing racialised communities and other disenfranchised groups in the UK and/or globally.
- Experience of facilitating or participating in learning, reflection, and adaptation processes.







# Person specification

## Key competencies

We do not expect every applicant to excel in all these areas; however, these are the competencies we need at this stage of our growth:

- **Learning approach:** Curiosity and openness to learning, actively listening to partners and stakeholders, and continuously seeking opportunities to enhance your own understanding through learning and reflection.
- **Relationship building skills:** An awareness of the power dynamics inherent in this role and an openness to untangling them in order to build trusting relationships with grant partners through active listening, curiosity, collaboration and compassion.
- **Adaptive Project Management:** Able to plan, coordinate, and deliver complex work, while working in an emergent and iterative way, through changing contexts and an evolving organisation.
- **Decision-making:** Ability to make informed and accountable decisions collaboratively to direct funding towards groups and leaders aligned with Tudor's mission and behaviours.
- **Communication skills:** Both written and verbal, to articulate key themes, develop reports, communicate with partners and represent Tudor externally, effectively conveying the organisation's mission and values.
- **Systems thinking approach:** An understanding of power, equity, racial justice and systems change and how this impacts those who have lived experience of racism and other injustices as well as a demonstrated commitment to Justice, Equity, Diversity, Inclusion and Belonging (JEDIB) principles.
- **Emotional depth:** Ability to deeply reflect on your own approach, behaviours and practices, to receive and implement feedback and to be able to work through discomfort to aid your learning and understanding.



# How to apply

## How to apply

If you would like to apply for this role, please submit a CV and your responses to the following questions to [resources@tudortrust.org.uk](mailto:resources@tudortrust.org.uk)

1. We strive to have a diverse mix of experiences, strengths and perspectives in the team. What are the elements that you would bring?
2. Why is it important to centre our grant partners in our approach and how is this linked to racial justice and resourcing communities?
3. Explain a time when you have worked in an emergent and iterative way? What skills and behaviours did you use? What insights did you learn?

The questions can be responded to in one of four different ways:

- Written A4 (max 1000 words)
- PowerPoint (No more than 5 slides)
- Audio recording (No more than 5 mins)
- Video Recording (No more than 5 mins)

Tudor values and celebrates the differences that make us who we are. We respect the unique differences that everyone brings to the table, whether it's age, cultural heritage, disability, ethnicity, race, gender, gender identity and expression, sexual orientation, or social background. We encourage people from all backgrounds to apply.

If you'd like to know more about the role before you apply, and would like to chat to one of the team, please email [resources@tudortrust.org.uk](mailto:resources@tudortrust.org.uk). We are a small team, however we will do our best to arrange a call time allows.

## Schedule

Deadline: Monday 14 July 2025, 9am

First interviews online: Monday 28 and Tuesday 29 July 2025

Second interviews in-person: Wednesday 6 August 2025