



# Stewardship Committee Application Pack

January 2022

We are looking for individuals who share our vision for grantmaking in the UK to be more informed, effective and strategic to join our Stewardship Committee. This is a brilliant opportunity to influence and guide the sector, and we welcome expressions of interest from people with knowledge and experience in at least one of the following:

- A large grantmaking trust or foundation
- A lottery distributor
- A central government department
- A smaller, place-based funder
- A charity that makes grants to individuals
- A data ethics or diversity/identity specialist

# Introduction

## **Refreshing our Stewardship Committee**

As we look to implement our upcoming 2022-25 Strategy, we're refreshing our Stewardship Committee which oversees and accounts for the appropriate and timely maintenance of the 360Giving Data Standard, including what upgrades are required and the process for making them.

We're looking for new members to join the Committee and the 360Giving fold. This is a unique opportunity to support the governance and strategically influence the development of the 360Giving Data Standard, which underpins all of the work that we do.

## **Recognising the positive value of diversity and inclusion**

We are particularly interested in improving the diversity in the 360Giving Stewardship Committee as we enter our next phase as an organisation. We recognise the positive value of diversity, and want to promote equality and challenge discrimination.

It is vital that our work reflects the breadth of the civil society included within the data. We welcome applications from all suitably skilled and experienced people and particularly from candidates from black and minoritised communities and disabled people, who are under-represented in the philanthropy, technology and data sectors that we operate in, and in our current committee members.

## **What you need to know**

In this pack, we've set out the things we think potential members of the Stewardship Committee would want to know before applying. We hope it helps you feel as excited by the opportunity as we are to have your expertise and perspectives.

# Background

## About 360Giving: our story and values

At 360Giving, we help UK funders publish open, standardised grants data, and empower people to use this data to improve charitable giving. When funders publish information on who, where and what they fund in the 360Giving Data Standard, it means they are sharing it in a way that others can access and use for free.

### Our story

Government funding for charities and civil society has decreased significantly over the past decade or so; and the consequences of the pandemic have reduced the ability for organisations to fundraise from the public. With this in mind, the limited resources available from grantmakers must be deployed effectively. An increasing number of collaborations are already taking place, showing that funders are recognising that they must maximise the value of their grants.

Despite this context, historically funders have had limited visibility of how each other spends their money. This has made it hard to identify shared opportunities and challenges, or to assess UK grantmaking – and its impact – as a whole. Since forming in 2015, 360Giving has driven the sector to a tipping point where publishing open grants data is becoming the norm; but funders still need to become more data-informed and improve the quality of the information they share.

As well as transforming the knowledge base of funding in the UK, we've developed tools that make the data easier to access and use. We also provide programmes and training for people to develop the skills and confidence to use it.

As we look ahead, we want to do even more to empower people to use data. Our attention is turning to embedding the lasting change we want to see.

You can find out more about us at <https://www.threesixtygiving.org/about/>

### What's next?

#### Building on our success

Our upcoming 2022-25 strategy will mark a step-change in our maturity as an organisation, and in our ambition. We want to see a permanent shift in culture and practice for data-informed decision-making to be a central element of grantmaking.

## Four key goals

We currently have four key goals towards our vision:

1. Increase relevant data available for informed decision-making
2. Improve the quality and depth of data for increased usefulness
3. Enhance data use for greater impact
4. Lead and influence practice for impact

The key role of the Stewardship Committee is in supporting Goal two. With the support, guidance and careful consideration of the Committee, we're looking to develop the 360Giving Data Standard to increase the use of categorisation; including by extending the DEI Data Standard, developing participatory grantmaking and thematic extensions and incorporating grants to individuals.

## Our values

We strive to act in line with our simple values:

<b>PURPOSEFUL</b>	We have a bold and ambitious aim for grantmaking to be more effective and strategic, by inspiring funders to use data in their decision-making. We're focused on driving meaningful change in philanthropy for charities, and improving outcomes for communities and good causes across the UK.
<b>OPEN</b>	We champion open data for the public good. We help funders make grants data open and provide free, open-source, tools to make it more accessible, so others can use it to target resources where they're needed most. We are open in our approach: we share ideas, challenges and lessons with others, and are open to feedback and committed to improvement.
<b>CURIOUS</b>	We're inquisitive and we believe in using evidence. We inspire and enable people to use 360Giving data to better understand the voluntary sector. We support funders to use data to inform their decisions, share insights and learn from each other.
<b>COLLABORATIVE</b>	We exist at the intersection of philanthropy, charities, data and tech. Through facilitating data sharing and insight in philanthropy, we work with funders, charities, researchers, analysts and developers to achieve our objectives, and strive to support them to deliver theirs.

<b>INCLUSIVE</b>	We make data, our tools and support accessible to all. We prioritise people over tech, use clear language in explaining what we do, and strive to respond to people's needs – whatever their level of knowledge or digital skills.
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## We need you! The role of the 360Giving Data Standard and Stewardship Committee

### The 360Giving Data Standard

For open data to be really useful it has to follow an agreed format – a standard – so it can be easily compared with data from other organisations.

We have developed the 360Giving Data Standard for this purpose. This means that when all the different datasets are linked to the 360Giving Registry and tools, they can be easily “read” by different applications. This is how we make sure that when you use the data, the results that come up can be analysed together.

The 360Giving Standard documentation contains an overview of the schema and an explanation of each of the fields. The documentation also provides information on topics such as identifiers, data protection and licensing. <https://standard.threesixtygiving.org/>

### The Stewardship Committee

We are fortunate to have a Stewardship Committee that has been really engaged in and personally supportive of our work. We look to the Stewardship Committee for governance, accountability, inspiration and constructive challenge.

Officially the 360Giving Data Standard Stewardship Committee oversees the appropriate and timely maintenance of the Standard, including what upgrades are required and the process for making them.

But the Stewardship Committee does much more than that. They work alongside the staff team work to deliver our mission. They also act as a critical friend when discussing all things data, and the Committee helps the organisation to keep an eye on developments happening elsewhere in the data and civil society sectors.

# Role Description

## Who are we looking for?

### **From the outset: A commitment to diversity and inclusion**

Before we provide details about who we are looking for in terms of skills, the 360Giving team from the outset would like to state that we're looking to bring together a diverse Stewardship Committee which reflects the communities that 360Giving publishers serve. We particularly welcome applications from candidates from black and minoritised communities and disabled people, who are under-represented in the philanthropy, technology and data sectors that we operate in, and in our current committee members.

As an organisation, 360Giving is fully committed to eliminating discrimination and promoting diversity and inclusion in our workforce and employment practices, in the work we undertake, and in the provision of all our services. Although this is a voluntary role, to support Stewardship Committee members to fully participate in the work that we do, we will pay out of pocket expenses such as childcare.

## The Role

The 360Giving Data Standard Stewardship Committee oversees and accounts for the appropriate and timely maintenance of the Standard, including what upgrades are required and the process for making them.

The Committee's primary activities are to support and provide advice to the Chief Executive of 360Giving on any issues with the Standard and how to address them, including:

- Reviewing the Standard reference template, data and spreadsheet formats and the classifications used.
- Ensuring that the schema documentation remains up to date.
- Providing oversight of consultation processes to ensure that the needs of a range of stakeholders have been considered.
- Reviewing any changes, upgrades or extensions that may be required to the Standard and advising on a process for how and when to address them.

## Responsibilities

Committee members will at all times:

- Remain appropriately informed on 360Giving's open Data Standard and operating environment.
- Endeavour to attend all Committee meetings, ensuring that they are adequately prepared to contribute to the discussion.
- Exercise independence of judgment, acting legally and in good faith to promote and protect 360Giving's interests.
- Contribute to the broader promotion of 360Giving's objects, aims and reputation through the application of their skills, expertise, knowledge and contacts.
- Act in line with the role description for a Committee Member, [Terms of Reference](#) and the [360Giving Code of Conduct](#), policies, and [values](#).

In addition to the general duties set out above, each Committee member should use any specific skills, knowledge or experience they have to help the Committee reach sound decisions, and may be involved in working groups and consultation meetings in addition to the Committee meetings.

The 360Giving Board representative will also have the following responsibilities:

- Ensure that the 360Giving Board is kept informed about recommendations of the Stewardship Committee and views are accurately represented.
- Ensure that the Chief Executive keeps the Stewardship Committee informed of 360Giving developments and plans.

## Person specification

Committee members will be recruited to provide a range of skills and experience needed by the Committee, as well as a balance of different backgrounds and identities.

It is 360Giving's aim that the Committee includes a minimum of one member from each of its key stakeholder groups, including its Board, staff, publishers, open data experts, researchers and end users.

The priorities for this recruitment are people working at:

- A large grantmaking trust or foundation
- A lottery distributor
- A central government department
- A smaller, place-based funder
- A charity that makes grants to individuals

- A data ethics or diversity/identity specialist

In addition, candidates should have the general skills and attributes of a Committee member:

- A commitment to the organisation and its values
- A willingness to devote the necessary time and effort
- Good, independent judgement
- An ability to work effectively as a member of a team
- A willingness to speak their mind

360Giving and the Committee share a commitment to valuing diversity, equity and inclusion, and this will be considered in the appointment of the Committee and its operations.

## Time Commitment

The Committee meetings are held on Zoom two to four times a year.

Committee members are expected to be able to dedicate an average of one day per quarter to the role, including preparation for and attendance at Committee meetings and potential participation in working groups and consultations.

## Term

Members can be appointed for three years at a time, with no limit on the number of times that membership can be renewed. The membership of the Committee as a whole will be reviewed annually to consider skills and experience needed.

Committee members will not receive any financial or other benefit, but they may be reimbursed at cost for reasonable out-of-pocket expenses (in line with the expenses policy) incurred in relation to attending Committee meetings, or other activities undertaken at the request of the Chief Executive of 360Giving.



# How to Apply

We will be receiving expressions of interest until 31st January 2022.

If you would like to be considered as member of the Stewardship Committee, please send:

- A comprehensive, up-to-date CV
- A supporting statement explaining why you are interested in the role and how you believe your skills and experience match the priority skills and experience that we are looking for, as outlined in the personal specification
- Details of any business or other interests which might give rise to conflict of interest, and how you could address this should your application be successful

You are also invited to complete and return the diversity monitoring form downloadable from the vacancy page on the website. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of the application.

Expressions of interest with monitoring forms should be sent to [recruitment@threesixtygiving.org](mailto:recruitment@threesixtygiving.org) by 5pm on 31st January 2022.

If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion then please contact [director@threesixtygiving.org](mailto:director@threesixtygiving.org).

Shortlisting and potential interviews will be undertaken in February 2022 by the Stewardship Committee Chair, Linda Humpries, and the 360Giving Chief Executive, Tania Cohen.

## Alternative formats

If you require any documents related to the application process in an alternative format or require adjustments through the process, please contact [recruitment@threesixtygiving.org](mailto:recruitment@threesixtygiving.org).

## Your data and privacy

As part of any recruitment process, 360Giving collects and processes personal data relating to applicants to help us make informed and fair selection decisions. 360Giving is committed to being transparent about how it collects, stores and uses that data and to meeting its data protection obligations.

The information provided during recruitment processes will be securely stored on our network and will only be accessed by authorised personnel involved in the recruitment process.

For any unsuccessful candidates, 360Giving will keep information collected during a recruitment process for six months once the process has ended.

If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file.

Further information about our privacy policy is available at <https://www.threesixtygiving.org/privacy>.