

## **Programmes Director – Job Role**

Post:	Programmes Director
Reporting to:	Chief Executive
Salary:	£33,000–£36,000 per annum depending on experience
Direct reports:	Grants Manager and Community Outreach Officer
Length of contract:	Permanent
Hours:	Full time 37.5 hours per week
Located at:	CCF office in Lawhitton, Launceston with some travel
Responsible for:	Directing the CCF’s grant programmes

## **Job Purpose**

The Programmes Director is a key role within Cornwall Community Foundation (CCF) and is responsible for directing the development and management of CCF’s grant making programmes.

With an ability to think strategically and creatively you will work under the Chief Executive to direct the future development of the grants programme, leading the Grants Manager and Grants Team to identify areas for research and development and building relationships with outside organisations to refine the CCF’s approach. You will lead on the creation and implementation of the Grants Strategy, maximising the team’s potential, as well as providing high quality customer care to our stakeholders.

As an important spokesperson for the CCF, you will develop relationships with key stakeholders including but not limited to the voluntary and community sector, public agencies and other grant making trusts and foundations. You will inform the Chief Executive and Trustees of issues affecting the VCS and will represent the CCF on relevant Committees and working groups when it is in the best interest of the organisation.

The CCF is committed to the principles of a ‘one team’ approach. This recognises that all members of the team contribute to the success of delivering the CCF’s goals to address need in the community by making high quality grants and promoting philanthropy. As such the Programmes Director will actively encourage, support and enable effective cross team working. In addition they will, where appropriate, work in support of particular development goals.

## Duties and Responsibilities

1. Directing and developing the CCF's grants programmes: support the Grants Manager in ensuring the efficient administration of each grants programme, either directly, or through management of the Grants Manager, Grants Team and volunteers. Report on the development of new programmes and strategic matters relating to grants delivery. Champion the use of data, research tools & administrative systems which supports the delivery of grant programmes.
2. Directing the impact monitoring and evaluating of the CCF's grants programmes: develop systems for monitoring and evaluating individual grants, specific grant funds and the Foundation's overall programme; provide management information about these programmes to enable the Chief Executive and Trustees to take a strategic overview and provide impact reports for donors and fund holders.
3. Assist the Chief Executive to expand the range and volume of funds: keep up to date on new national funding programmes for grants management and prepare bids that will attract significant funds and research new areas of work. Liaise with the network of Community Foundations and adopt best practices.
4. Give a professional service to donors: you will work under the Chief Executive and alongside the Fund Development team to ensure that the charitable objectives of our Fundholders are achieved through their grant making. You will ensure that accurate information is presented to our Fundholders and donors regularly and will keep them informed of issues and provide case studies in order to retain their continued support. You will work closely with the Fund Development Team to develop and manage relationships with donors.
5. Promotion of the CCF: to ensure key stakeholders including potential beneficiaries and supporters are aware of the CCF's impact and activities. You and your team will ensure that relevant stories, data and other information about our grant making is available for a range of PR purposes and for fundholders.
6. Enhance the CCF's reputation and influence with the local voluntary and community sector (VCS): support the Chief Executive to position the CCF as a trusted partner and effective funder. Develop a positive working relationship with the VCS so that we understand their needs. Visit and develop working

relationships with the VCS, promote and represent the CCF at meetings, exhibitions and conferences.

7. Oversee the CCF's Community Outreach programme: you will work with the Community Outreach Officer to ensure that the CCF provides more support to hard to reach communities to achieve greater fairness of outcomes.
8. Oversee the recruitment, training and management of external grant assessors and panel members: develop a network of potential supporters who could advise the CCF on geographical and social needs in the county and identify potential advisors to be co-opted onto grant panels.
9. Manage the development and working ethos of the Grants staff, paid and voluntary: ensure that contributions are made to maximise efficiency and effectiveness, and are implemented to the highest standards, always ensuring that the reputation of the CCF is maintained at a high level.
10. Other: undertake any other reasonable responsibilities to contribute to the development of the CCF as requested by the Chief Executive or Trustees.

## **Person specification**

### **Minimum qualifications and experience required to perform the role effectively:**

- a) Graduate or equivalent professional qualification or experience.
- b) Significant and appropriate experience, some of which may have been gained in grant making.
- c) Leadership experience, preferably in a senior position.
- d) Current working knowledge and understanding of the charitable sector. Local knowledge of the charity sector and social issues in Cornwall is an advantage.
- e) Ability to develop strong relationships across a diverse stakeholder group.
- f) Experience of developing and implementing business plans that achieve desired results.
- g) Ability to take initiative and be proactive to achieve strong outcomes for the team.
- h) Ability to work with a high level of autonomy.
- i) Outstanding and effective communication skills.

**Competencies and behaviours needed to perform the role effectively:**

- a) Must demonstrate connection to and engagement with the charitable sector.
- b) Actively support and sustain the Foundation's vision and mission and values.
- c) Ability to think strategically but also work effectively at an operational level.
- d) Highly developed and finely tuned communication skills, an effective listener and proven networker and network builder.
- e) Ethical and responsible and must demonstrate a high level of integrity and trustworthiness. Confident, assured and respectful to others.
- f) Creative and resourceful.
- g) Motivated to work on own initiative as well as a team player.
- h) Ability to inspire others.
- i) Excellent organisational and time management skills with the ability to manage a heavy workload and deal with competing priorities.
- j) Ability to build trust quickly and develop excellent working relationships.
- k) An understanding of and commitment to equity and diversity.
- l) Willing to work flexibly in response to changing organisational requirements and to learn new skills.

**To apply**

To apply for this post please forward your CV and covering letter to Tamas Haydu Chief Executive [tamas.haydu@cornwallfoundation.com](mailto:tamas.haydu@cornwallfoundation.com)

**Deadline to apply**

Monday 1 March 2021