



Head of Programmes Application Pack

About Cornwall Community Foundation

Behind the holiday playground you see in photographs, Cornwall is the poorest county in England, with many disadvantaged and isolated communities, extreme child poverty, youth unemployment and associated mental health issues. These needs are often unseen but are very real.

At Cornwall Community Foundation, we believe in a positive Cornish life for all, free from poverty and social isolation. Our aim is to change people's lives for the better by helping local communities. We want Cornwall & the Isles of Scilly to be a great place to live for everyone - a place where people work together to address disadvantage. Donors trust our expertise to direct funds to those grassroots organisations and initiatives which will make a big difference to the lives of those in genuine need, reaching vital projects that might not otherwise survive. Since 2003 we have grant awarded more than £15 million to over 6,000 community projects. In 2022 we grant awarded £2.4 million.

We manage charitable funds on behalf of local individuals, families, companies and public agencies. Many of our funds are invested in endowment, which is currently valued at £10 million. We also manage flowthrough (non-invested) funds for the Duke Of Cornwall's Benevolent Fund, the Police and Crime Commissioner for Devon & Cornwall and Cornwall Council.

Our friendly and committed [Team](#) of 12 is based in Launceston when they are not working from home. We have an active and engaged Board of [Trustees](#) who meet four times a year and several committees who meet throughout the year. This role offers a fantastic opportunity for personal development, networking and experience building working alongside our committed team and experienced Trustees.

Job Purpose

The Head of Programmes is a key role within Cornwall Community Foundation (CCF) and is responsible for leading the development and management of CCF's grant making programmes and measuring our impact.

With an ability to think strategically and creatively you will work with the Chief Executive to lead the future development of the grants programmes and impact monitoring. You will

lead the Grants Team to identify areas for efficiency and development and build relationships with outside organisations, including UK Community Foundation, to refine 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. Your work will inform the Chief Executive and Trustees of issues affecting the voluntary and community sector. You will work with the Grants Committee and the Impact Committee and other working groups as required.

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 CCF's goals to address need in the community by making high quality grants and promoting philanthropy. As such the Head of Programmes will actively encourage, support and enable effective cross team working. In addition you will, where appropriate, work in support of particular personal and team goals.

Head of Programmes

Post:	Head of Programmes
Reporting to:	Chief Executive Officer
Salary:	£35,000-£38,000 per annum depending on experience
Length of contract:	Permanent
Hours:	Full time
Located at:	Based in Cornwall and able to work from CCF's office in Lawhitton, Launceston at least two days a week, and more if role or business needs require this.

Job Description

The responsibilities of the Head of Programmes are as follows:

1. Leading and developing CCF's grants programmes: leading the Grants Team in ensuring the efficient administration of each grants programme. Report on the development of new programmes and strategic matters relating to grants delivery. Champion the use of data, research tools & administrative systems such as Salesforce which support the delivery of grant programmes.
2. Leading the impact monitoring and evaluating of CCF's grants programmes: monitoring and evaluating the impact of our grants and the Foundation's overall impact, including via the UN Sustainable Development Goals; provide management information about our funding programmes to enable the Chief Executive and Trustees to take a strategic overview and provide impact reports for donors and fund holders. You will also take a lead role in ensuring impact reporting is appropriately integrated into our Grants Team systems and processes.

3. Give a professional service to donors: you will work with the Chief Executive and 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, keep them informed of issues affecting the voluntary and community sector that they could support and provide case studies in order to retain their continued support.
4. Enhance CCF's reputation: to ensure key stakeholders including potential beneficiaries and supporters are aware of CCF's impact and activities. You and the Grants Team will ensure that relevant stories, impact data and other information about our grant making is available for a range of PR purposes and for Fund Development, including various bids. Visit local voluntary and community sector organisations, promote and represent CCF at meetings, exhibitions and conferences.
5. Oversee CCF's Community Outreach programme: you will work with the Community Outreach Officer to ensure that CCF provides more support to hard to reach communities to achieve greater fairness of outcomes.
6. Oversee the recruitment, training and management of external grant assessors and panel members: develop a network of potential supporters who could advise CCF on geographical and social needs in the county and identify potential advisors to be co-opted onto grant panels.
7. Manage the development and working ethos of the Grants Team staff and external grant assessors: ensure that contributions are made to maximise efficiency and effectiveness, and are implemented to the highest standards, always ensuring that the reputation of CCF is maintained at a high level. Act as their line manager, dealing with holidays and other HR aspects, with the support of the Chief Executive.
8. Other: undertake any other reasonable responsibilities to contribute to the development of 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 / management 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 CCF.
- h) Ability to work with a high level of autonomy.

- i) Outstanding and effective communication skills, including presentation skills.
- j) Experienced in Microsoft Office (Excel, Word, Powerpoint).
- k) Familiarity with the UN Sustainable Development Goals, which forms the basis of our Impact Reporting.

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 CCF's vision and mission and values.
- c) Ability to think strategically but also to 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 and manage others.
- i) Excellent organisational and time management skills with the ability to manage a stretching workload and balance 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.
- m) Salesforce skills and experience would be an advantage, but is not an essential requirement.

To apply

To apply for this post please forward your CV and covering letter to Tamas Haydu CEO
tamas.haydu@cornwallfoundation.com

(Incomplete applications will not be considered.)

Deadline

27th March 2023

Professional and personal references will be required prior to appointment. Proof of right to work in the UK will be required.