Head of Programmes Recruitment Pack

Help Norfolk Shine Brighter

Norfolk Community Foundation

Welcome

Join the dynamic team of Norfolk Community Foundation and help to change local lives.

The team at Norfolk Community Foundation are passionate about helping everyone in Norfolk to ‘Shine Brighter’. We partner with the brilliant local charities and community groups in Norfolk supporting some of the most vulnerable in our communities.

The Head of Programmes will lead the strategy and execution of Norfolk Community Foundation's Programmes, manage critical funding relationships with external partnerships, identify how we measure the impact of our work to inspire future giving and work with the team to continue to spot the initiatives that offer game changing opportunities for our communities.

Are you interested in working with us to help make Norfolk a better place to live today and tomorrow? Are you looking for your next career challenge?

Claire Cullens, Chief Executive

Norfolk Community Foundation

Who are the Norfolk Community Foundation?

We are a Norfolk based charity with a clear vision of strengthening communities from the ground up, to make Norfolk a vibrant and fairer place to live. We do this in partnership with local charities and community groups, providing them with funding, leadership and guidance. We use stories of our work to inspire local people and those with an interest in Norfolk, to give funds, time and resources to support our work.

In addition to investing typically £4 million a year into our local communities and unlocking pro bono professional support, since our inception nearly 18 years ago we have created endowed funds in excess of £25 million, ensuring that we are here to support community activity in perpetuity.

The Norfolk Community Foundation is part of a network of 47 Community Foundations working across the UK. This network offers us both opportunities for shared learning and collectively we provide national funders a mechanism to deliver hyper local support. The power of this network has been apparent during the recent pandemic, where we have worked together to deliver in excess of £70 million of funding raised by the National Emergencies Trust, to support local communities most impacted by the effect of Covid-19.

Hub Community Project

Creative Arts East

Norfolk Community Foundation

Our values

Passionate: We go the extra mile to tackle the areas of need within our local communities

Dynamic: We work at pace and champion innovative and creative solutions

Collaborative: We partner to achieve more and work together by pooling resources, knowledge and expertise

Trusting: We recognise that communities know what they need to thrive

Responsible: We act with diligence and integrity, knowing that every penny counts

Norfolk Community Foundation

The role of Head of Programmes

The Head of Programmes is a critical role within the Norfolk Community Foundation, responsible for our support to local Voluntary, Community and Social Enterprise (VCSE) organisations. Our VCSE offer includes grant funding programmes, pro bono business advice programme (ProHelp) and leadership and convening around strategic community initiatives.

With an ability to think strategically and creatively, you will be part of a small Senior Management Team, reporting to the Chief Executive, directing the future development of the Programmes offer and directly managing the Programmes team's activity.

You will lead on the creation and implementation of the Programme Strategy, delivering grant making best practice, optimising the team's potential, as well as providing high quality customer care to our stakeholders. The Foundation are committed to continual improvement and embedded within the role is identifying short and long term opportunities for us to continue to perform at the highest level.

Nelson's Journey

The Hamlet Centre

Norfolk Community Foundation

The role of Head of Programmes

You will ensure that the Foundation captures and responds to the evolving voice of the VCSE sector, connects with a diverse audience of organisations requiring support, and that our actions are relevant and timely. With this understanding and as an ambassador for the Foundation, 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.

The Foundation works as one team, harnessing different specialisms and interests. We recognise that each of us contribute to the success of delivering the Foundation's mission to build Norfolk Communities. The Head of Programmes will actively encourage, support and enable effective cross team working.

Big C

Open Road West Norfolk

Norfolk Community Foundation

Key responsibilities

• Working together with the other members of the Senior Management Team and the Foundation's Trustees, develop the strategic plan for the Foundation and identify the subsequent route map for the Programmes function for the year and quarter ahead

• Lead, motivate, support and inspire the Programmes team to deliver grant funding programmes that achieve the objectives of the funder, whilst adhering to IVAR principles of best practice grant funding. In doing this you will create a positive and performance driven environment

• Working with the Senior Management Team and Funding Plus Advisor, identify opportunities to engage and inspire business support of the VCSE sector. This will include directing and developing the existing ProHelp Programme and Funding Plus offers

• Develop systems for monitoring and evaluating the impact of the Foundation's work both at a programme and organisational level. Provide appropriate and timely feedback on activity to inspire wider giving and provide the context for strategic development

Norfolk Community Foundation

Key responsibilities

• Harness the collection of data from within the Foundation and through our partnerships to ensure we understand and respond to the needs of our communities

• Identify national funding opportunities and relationships for Norfolk investment and prepare bids to attract significant funds

• Enhance the Foundation's reputation and influence with the local voluntary and community sector and support the Chief Executive to position the Foundation as a trusted partner and effective funder. Lead the focus on hearing from previously unheard voices, ensuring we continually challenge ourselves to extend our partnerships across diverse audiences

• Work with peers from Community Foundations across the UK to support the development of the Community Foundation network and help the design of national programmes for local implementation

Eves Hill Veg Co.

Norfolk Accident Rescue Service

Norfolk Community Foundation

Person specification

Across your career you will be able to clearly demonstrate:

- Your strategic thinking, balanced with your ability to deliver at an operational level
- The ability to develop strong relationships across a diverse stakeholder group
- Experience of leading and motivating a high performing team

You will be able to demonstrate your understanding of:

- Grant making principles and activity and understand what excelling in this area looks like
- The charity sector
- Working with statutory partners
- Social issues in Norfolk (desirable)
- Theory of change (desirable)

You will possess the following competencies and behaviours:

- Outstanding and effective communication skills
- A commitment to continuous improvement
- Energy and optimism
- Integrity and trustworthiness
- Creativity and resourcefulness
- Highly self-motivated with the ability to work alone and as part of a team

Norfolk Community Foundation

What can the Foundation offer you?

• The opportunity to be part of a team that is making a tangible difference to lives across Norfolk

• Working alongside a committed and supportive executive and Trustee team. Together we are ambitious for change and support each other, with a common vision of building Norfolk communities from the ground up

• Confidence to know that you are working for a charity whose governance and operations have been independently quality assured and achieved the highest possible rating

• Space to innovate and support to turn your ideas into reality

• No two days will be the same!

Rapid Relief Team

Musical Keys

Norfolk Community Foundation

Find out more and apply

£45,000-£50,000 dependent on experience
Flexible office/home based working
Full-time but would consider 4 days or equivalent

We would be delighted to answer any questions you may have around this role. In the first instance if you would like to speak with our Chief Executive, Claire Cullens, please contact Karenhutchinson@norfolkfoundation.com to arrange a call or meeting.

If you would like to make a formal application please send us:
• Your CV (no more than 3 pages) including details of 2 referees
• A covering statement explaining your interest in the role and highlighting your relevant experience and current salary

Please send these by email to Karenhutchinson@norfolkfoundation.com by Tuesday 3rd May. Shortlisted candidates will be invited to an interview from 9th May.

Thank you again for your interest in this role.

Norwich Door to Door

Hub Community Project

Norfolk Community Foundation

Find out more or get in touch

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Norfolk Community Foundation

Together, Norfolk shines brighter

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