



Bedfordshire & Luton
Community Foundation

Chief Executive Officer (CEO) Recruitment Pack

Deadline: 12:00 hrs on Saturday 31 October 2020

Interviews: W/C Monday 23 November 2020

About Bedfordshire and Luton Community Foundation

Bedfordshire and Luton Community Foundation (BLCF) is a growing charity and one of the leading local grant-makers in the county. We are working to increase philanthropy across Bedfordshire, distributing over £10 million pounds locally since our inception and establishing a national reputation for an innovative, community-focussed, and strategic approach. We provide financial support to a range of groups and some individuals.

We are passionate about improving the lives of people in Bedfordshire and Luton and we are known for our ground-breaking initiatives, for our investment in supporting local charities and for our deep relationships with grassroots groups in our area. Our work has been recognised nationally for the impact we have made, but we remain firmly rooted in our communities.

Vision, Mission and Values

We want a Bedfordshire which is thriving, collaborative and inclusive – where there is opportunity for all and the lives of the most disadvantaged have been transformed through innovative, community-based solutions.

Our mission is to be a catalyst for positive social change in the county by connecting people, ideas, resources and needs to make a lasting difference in Bedfordshire.

What does this mean?

We have transformed our Foundation into a critical local convener, funder, and partner. We do not shy away from taking a community leadership role when needed and advocating for small, local charities and the challenges they face.

Our innovative collaborative style has been used as an example of best practice by the Open University – we do not ‘do’ to communities, we work in partnership ‘with’ communities as we recognise that they have the expertise to address the many challenges that we all face today.

Conditions of Employment

Job Title:	Chief Executive (CEO)
Accountable to:	Board of Trustees
Salary:	£55k (pro rata)
Hours:	Full time or Part Time (minimum of 30hrs per week)
Office hours:	Monday to Friday 9:00 hrs to 17:00 hrs
Contract Type:	Permanent
Pension:	5% contributory pension after probationary period
Holidays:	25 days holiday per annum, in addition to public holidays (pro rata)
Location:	Countywide throughout Bedfordshire. The post-holder will be based at the Foundation's offices in Luton (some homeworking may be considered)
Transport:	Car mileage allowance for travel in connection with work
Probationary Period:	6 Months

Role Overview

The CEO is the most senior member of staff of the Foundation and answers to the Chair and the Board of Trustees for the effective leadership of our people; building the capacity and financial security of the Foundation; achieving the agreed levels of impact for the work of the Foundation and for building the reputation of the Foundation as a champion for philanthropy in Bedfordshire. Working in conjunction with the Head of Operations and Head of Partnerships they will ensure that services are maintained and delivered to a high standard and are underpinned by our principles of Diversity, Equity and Inclusion.

The CEO will:

- Deliver on the strategic vision for BLCF
- Uphold the key values of BLCF
- Support the Board to ensure good governance
- Strengthen and invest in internal systems and staff to ensure long lasting success
- Maintain strong and effective working relationships with organisations locally and nationally, and the full range of key stakeholders to ensure best possible outcomes for communities across Bedfordshire
- Ensure BLCF has excellent positive influence and a high profile, and use these for maximum benefit of all communities, but especially those that are more disadvantaged
- Work in conjunction with the Head of Partnerships to find and develop income opportunities to ensure BLCF has the resources required to fulfil its mission
- Work in conjunction with the Head of Operations to ensure the timely, transparent, and equitable distribution of grants
- Attend regional and national UKCF meetings

Key Responsibilities

Principal Duties and Responsibilities Include:

1. To provide overarching leadership and strategic focus to BLCF and to be responsible for the management and administration of the charity within the strategic, policy and accountability frameworks laid down by the Board of Trustees. To manage, guide and support the Senior Leadership Team within BLCF.
2. To act as the main link between the staff team and the Board. Together with the Chair, to enable the Board of Trustees to fulfil its duties and responsibilities for the proper governance of BLCF and to provide the Board with timely advice and appropriate information on all relevant matters.
3. To promote Philanthropy and Grant Making opportunities and to drive the business accordingly. To have an appreciation of Diversity, Equity and Inclusion (DEI) issues and to further raise awareness.
4. The job description highlights the main requirements below but is not exhaustive and the post holder will be required to undertake any other duties or projects relevant to the nature of the position. The Chair of the Board of Trustees may also stipulate other reasonable requirements. The job description will be reviewed regularly and will be updated accordingly.

Leadership

To develop the overall capacity and operational capability of the leadership team:

- To lead, inspire, mentor, and motivate staff and volunteers
- To assist the Board in agreeing the values, ethos, vision, and mission of BLCF
- To ensure that diversity, equality, and inclusion are at the heart of everything that BLCF does
- To lead the review and development of a medium-to long-term strategy for the charity within its objects, vision, and mission and to obtain the approval of the Board
- To develop and expand BLCF's services for the benefit of the local community in order to achieve the agreed strategic plan and its objectives, vision and mission and thus to ensure that the charity is focused on achieving its strategic priorities
- To ensure that the charity's values, ethos, and policies are relevant, fair, and consistently implemented
- To develop an organisation that is constantly seeking ways to learn and to improve its performance
- To develop and maintain an environment that attracts and retains the best staff and volunteers and be responsible for overall staff wellbeing and occupational health.
- To develop the leadership talent of key management staff
- To build a staff culture where everyone is valued, is clear on their role and equipped to do their job

Governance and Legal and Regulatory Compliance

Ensure that the charity fulfils all its legal, statutory, and regulatory responsibilities, including with the Charity Commission and Companies House:

- Liaise with the Finance Officer/Treasurer and Auditor to ensure that management accounts are presented at board meetings and for annual returns to be lodged in a clear and timely manner
- To engage with UKCF (the national body for Community Foundations) and ensure the organisation continues to deliver the UKCF Quality Mark accreditation
- To deliver the design, maintenance and updating of the Foundation's vision, strategy, and business/operating plans
- Attend Board meetings and provide clear reporting on progress and actions and to act upon instructions from the Board
- To support the Board to ensure good governance across all areas of the organisation

Management

- In conjunction with the Head of Operations, be responsible for the day to day running of the Charity - this includes being accountable to the Board for the proper and effective management of the charity
- In conjunction with the Head of Partnerships, to maintain existing, and to secure additional funding and income streams to support the continuing work and further development of BLCF.
- To run the charity efficiently and effectively by ensuring that the charity has an appropriate organisation structure and management systems in order to fulfil its strategic objectives and to carry out its work
- To provide senior management staff with clear objectives for their role and development and give regular feedback via annual appraisals
- To ensure that all management policies and decisions support the agreed vision, mission, values, philosophy, and strategic priorities of BLCF
- To ensure that business, operational, and annual plans to underpin the strategic plan are developed, agreed, and implemented
- To identify appropriate methods for monitoring the performance of the charity and to regularly report back to the Trustees on the performance of the charity against its strategy, its business, operational and annual plans, and against the annual budget as approved by the Board
- To ensure that the recruitment, management, training, and development of staff reflect good employment practice and are directed towards achieving the charity's objectives
- To ensure that the charity is aware of best practice and that it constantly works to achieve this in line with agreed strategic objectives

Finance and Risk

Be responsible overall for the financial health of the charity including developing, overseeing, and monitoring an effective programme of diverse income generation to achieve strategic goals and mission.

- To ensure robust financial management of the Charity's resources, ensuring that BLCF remains solvent
- To consult with the Board and Treasurer to prepare an Annual Budget for approval by the Board
- In conjunction with the Finance Consultant, to maintain an overview of the finances and resources of the Charity as a whole, operating within the agreed annual budget
- To provide long term forecasts aligned with the strategic plan to ensure BLCF's strategy is affordable and the charity is viable going forward
- To ensure that the major risks to which the charity is exposed are reviewed regularly by the Board and the management team, systems have been established to mitigate these risks, and a risk analysis is automatically carried out when taking on new work or proposing new work to the Board
- To ensure that there are effective mechanisms to ensure the robustness of external and internal controls (financial and non-financial)

Fund Development

- In conjunction with the Head of Partnership and Head of Operations, identify new funding opportunities with local individuals, families, businesses and statutory sources, bidding for these and translating them into new funds
- Increase the number and range of Foundation fundholders through solicitation and the securing of new relationships
- Develop both endowed funds and flow through funds to agreed targets.
- In conjunction with the Head of Partnerships, steward existing and new fundholder relationships
- Represent BLCF at events throughout the area, seeking new funding streams
- Lead on high profile relationships ensuring the retention and renewal of donors
- Write bids for statutory programmes or trust proposals as and when needed
- Be the visible leader of the charity within the county, be respected by philanthropists and oversee the marketing activities of BLCF
- Making presentations and applications to key potential donors, statutory services, and others
- Manage the reputation of the Foundation

Donor Relationship Management

The CEO will develop and spearhead a Donor Relationship Management Plan, alongside the Head of Partnerships, to deliver new funding. This plan will include, but not be limited by:

- Attending various funding fairs to promote the work of the Foundation and gain awareness of new projects and new funding streams
- Represent, and enhance the reputation, of the Foundation
- Attend appropriate conferences, study days, events etc to maintain awareness of needs and issues
- Attend staff meetings and other meetings related to award making and participate in self-development and professional training
- Ensure new donor funds meet money laundering regulations
- Each member of staff is expected to work towards delivering the objectives of the Foundation in all that they do, contributing specifically as a result of their primary role but also in general as part of the Foundation

External and Internal Relations

To foster good communications throughout the charity and externally:

- To actively develop the charity's public profile, professional networks and foster good relationships with statutory, voluntary, and private bodies, and other external stakeholders
- To set up mechanisms for listening to the views of current and future beneficiaries on the performance of the charity, as well as on areas for future development
- To scan the external environment for changes that may affect the charity, to advise the Trustees proactively and to take necessary action

Other Services and Projects

- To lead on the development of new services and projects as appropriate

Occasional travel will be necessary

Person Specification

(E) = Essential – (D) = Desirable

Qualifications:

1. **Higher level qualification** (degree or higher) or equivalent qualification or relevant work experience within a similar work environment.

Experience and Skills:

2. Leadership:

- a. Proven significant experience of senior leadership in a customer-facing not-for-profit organisation (or equivalent organisation/agency) (E)
- b. Demonstrable understanding of good governance, charity legislation and ability to work to a Board (E)
- c. Presentation skills required for necessary delivery of presentations to the Board and external clients (E)
- d. Training and development background (D)

3. Strategy and Planning:

- a. Demonstrable experience in developing strategic direction and leadership (E)
- b. Proven experience in successfully developing, delivering, and reporting against a strategy and Business Plan (E)

4. Management, Finance, Risk:

- a. Significant experience of managing and developing staff with a high level of emotional intelligence (E)
- b. Proven ability to provide appropriate operational and managerial support (E)
- c. Ability to lead change and create working environments that facilitate operational delivery (E)
- d. Experience of working collaboratively with staff to develop strategic approaches (E)
- e. Ability to managing budgets, designing, and managing business processes (E)
- f. Ability to promote knowledge management across organisation (E)

5. Fund Development:

- a. Proven track record in income generation, fund development and partnership building (E)
- b. Experience of successful bid writing (E)
- c. Awareness of relevant funding bodies providing funding both locally and nationally, and ability to evaluate funding opportunities (D)
- d. Can demonstrate a commercial outlook that informs business decisions (D)

- e. Relevant knowledge of national government policy and strategies around grant-making and community interventions, and the national picture for grant-making (D)
- f. Relevant knowledge of legislation and good practice in relation to grant-making (D)

6. Project Management:

- a. Proven ability to manage a programme of complementary projects effectively and successfully (E)

7. External Relations:

- a. Ability to influence, build and maintain strong relationships with external organisations (E)
- b. Demonstrable track record of the ability to “horizon scan”, using the insight gained to create opportunities (E)
- c. Demonstrate good judgement, strategic thinking and relationship building in developing strategic partnerships (E)
- d. An able and confident advocate and negotiator (E)
- e. Ability to recognise the challenges of working with partners who are also competitors (E)

8. Local Knowledge:

- a. Has relevant, effective working relationships in the Bedfordshire community, experience of and an understanding of issues around engaging with public, private, and voluntary sector stakeholders in Bedfordshire (or a similar county/area) (D)
- b. A good knowledge of the geography of Bedfordshire/Luton and the surrounding areas and an understanding of the political and social factors in Bedfordshire that affect different communities (D)

9. Communication Skills:

- a. Proven ability to communicate at all levels both verbally and written (E)
- b. Highly developed communication and interpersonal skills (E)
- c. A high level of written and spoken English (E)
- d. Demonstrable Public speaking experience or skill (D)

10. Technical Skills:

- a. Competent IT skills – MS Outlook, Word, Excel (E)
- b. Understanding and basic use of social media (E)

How to Apply

The closing date for applications is 12:00 hrs on Saturday 31 October 2020

Interviews will be held week commencing Monday 23 November 2020 with the successful candidate taking up their post as soon as possible.

To apply for this job, please complete our **Application Form** explaining why you think you would be ideal for the position, based on the Person Specification detailed. We would also like you to complete **the Recruitment Monitoring Form**.

The relevant forms can be accessed via our website:

<https://blcf.org.uk/about-us/work-for-us.php>

Should you wish to have an informal chat about the role please contact Chair of Trustees Viviane Vayssieres on:

- ◆ email: viv@paulerochelle.co.uk
- ◆ mobile: +44 (0) 7929 355541