



Position:

Chief Executive Officer

Applications must be received by
12 noon on 20th October 2020

Interviews to be held week
commencing 26th October 2020

About Herefordshire Community Foundation HCF

HCF is a grant-awarding charity helping local voluntary and community groups. Our aim is to make a real difference to the lives of vulnerable, isolated and disadvantaged people in Herefordshire by making it easier for people who care to help people in need. We do this by setting up personally named local giving funds for companies, individuals and families. We also administer national programmes such as the National Emergencies Trust which is currently giving out grants to charities and groups helping with the Coronavirus crisis. See www.herefordshirecf.org

Vision, Mission and Values

HCF exists to provide a service to potential beneficiaries and donors in the whole community. We connect those who care with causes that matter. We aim to provide a spontaneous service so that, when quick response is required, we can provide it.

Our Vision

To continue to create and develop active and vibrant local communities in Herefordshire, which are supported by effective, independent and sustainable grant-making and local philanthropic giving for disadvantage and public benefit. We also serve a wider geography when funds request it.

Our Mission

Through our experience and expertise, we provide grant making and fund management services. We promote and develop local philanthropy and provide a vital link between donors and local needs. We also try to identify emerging needs and put solutions in place to service them.

Conditions of Employment

Job Title:	Chief Executive Officer.
Hours:	24 hours per week.
Contract:	Permanent.
Salary:	£42,642 per annum (pro-rata).
Pension:	5% contributory pension (if eligible).
Holidays:	20 days per annum in addition to public holidays (pro-rata).
Location:	The position will be based at the HCF's office in Hereford.
Probationary Period:	3 months.

Role Review

To be responsible for the overall management and strategic development of the organisation and to direct its operations in accordance with the policy decisions of the Board of Trustees.

Key Duties and Responsibilities

The specific responsibilities of the Chief Executive Officer include:

1. Overseeing all operations and business activities, managing resources and compliance with legal requirements and ensuring good practice in all aspects of the charity's work.
2. Implementing HCF's short-term and long-term plans through day-to-day management decisions and developing business strategies and plans in line with HCF's charitable ethics.
3. Liaising directly with the Board of Trustees to include:
 - information on the progress of key strategies and objectives.
 - regular reports giving financial, fund and grant updates.
 - policy issues.
 - attending Trustees meetings.
4. Effectively managing and supervising all staff and volunteers of HCF ensuring:
 - all responsibilities and duties are clearly understood and delivered.
 - all personnel policies and procedures are in place and are updated with changing employment law – recruitment, training, staff development, appraisal, disciplinary matters and the maintenance of personnel records.
 - all aspects of our quality control procedures are complied with.
5. Developing internal systems to support, monitor and assess risk relating to all activities carried out by HCF in accordance with legal obligations, good practice and to ensure HCF's continuing high standard of service.
6. Ensuring that all internal policies are reviewed and updated on a regular basis.
7. Maintaining and developing relationships with existing and potential donors to include:
 - exploring possible areas for developing new funds and negotiating in relation to new contracts with donors.

- liaising with existing donors for possible further funding and widening fund criteria and grant allocations.
8. Working in partnership and collaborating with other agencies including local government, statutory, commercial and voluntary bodies.
 9. Researching the needs and causes of the county, identifying areas where further funding and wider fund criteria is required.
 10. Promoting and raising awareness of the Herefordshire Community Foundation, maintaining and seeking to improve the charity's public profile throughout Herefordshire.
 11. Actively representing HCF within UKCF regionally and nationally, liaising with head office, and working co-operatively and collaboratively with other Community Foundations.
 12. Undertaking any duties not included in the above description which may be required by the Board of Trustees which are commensurate with the responsibilities of the post.

Person Specification

Knowledge, skills and experience required, to be demonstrated when applying and at interview, include:

1. Good leadership skills and the ability to enthuse, motivate and develop a small team to deliver results.
2. Good knowledge of the legal and financial requirements for charities, community groups and social enterprises.
3. Excellent experience in financial management.
4. Ability to think strategically and to communicate the strategic vision.
5. Excellent all-round communication skills and relationship management abilities.
6. Personal drive, energy, integrity, adaptability and responsibility.
7. Good understanding of the voluntary and charity sectors.

Desirable attributes include:

1. An understanding of the needs in the county of Herefordshire.
2. Marketing and PR experience.

How to Apply

The closing date for applications **12 noon on 20th October 2020**. Interviews will be held week commencing 26th October 2020 with the successful candidate taking up

their post as soon as possible. Please note that only successful candidates will be contacted for interview.

To apply for the position please send your CV and a short explanation as to why you consider yourself to be ideal for the position, based on the key responsibilities and person specification details. Please email the chairman at frank.myers@mcp.co.uk or send your application by post to the The Chairman at Herefordshire Community Foundation, The Fred Bulmer Centre, Wall Street, Hereford, HR4 9HP.