OVERVIEW OF UK COMMUNITY FOUNDATIONS

We are the leader of a national network of accredited Community Foundations across England, Wales, Northern Ireland and Scotland. Our network is one of the largest grant givers in the UK, having distributed over one billion pounds to small local charities and grass roots organisations. We are passionate about communities as a force for good in our society.

Our network consists of 46 Community Foundations, which cover every postcode in the United Kingdom, and have an unparalleled reach into local communities. Each Community Foundation has an in depth understanding of their local area, what the priority needs are and how best to address these issues.

Community Foundations are the only way for local people to give right to the heart of their communities wherever they live across Britain. Our Community Foundations support local projects on a range of issues, such as poverty alleviation; emergency crisis response; and youth engagement.

UK Community Foundations (UKCF) coordinates national grant making programmes for Comic Relief, UK Government, Big Lottery Fund and well-known UK corporates.

Find out more on our website here.
HEAD OF LEARNING - THE ROLE

Reporting to the UKCF CEO, we are looking for someone to provide leadership for UKCF’s exciting new Leadership Programme, as well as sourcing and/or developing the programme content itself.

The Head of Learning will be responsible for implementing the day-to-day management and development of the Leadership Programme, including: development of philanthropy-based training; maintenance and enhancement of standards; sourcing and commissioning relevant materials and support; delivering key modules to programme participants; and having responsibility for the relationship with Community Foundations with respect to all aspects of training and development.

The successful candidate will work with our network of members to identify existing material and practice around philanthropy and leadership, to design and deliver the content and to commission new modules from potential suppliers. They will ensure clarity of identity, currency of subject agendas, relevance of learning methods and the fulfilment of appropriate standards in each area of study, with a focus on engagement across the whole Community Foundation network.

**Salary:** in the region of £45k (depending on experience)

**Contract:** 3 years

**Location:** Flexible, but regular visits to UKCF’s London offices will be essential

**To apply:** Please read the role profile and send your CV and covering letter to Prospectus

Your covering letter (no more than 3 pages) should address the points found in the skills, knowledge and experience section, as well as any other relevant information on what you would bring to the role.

**Closing date:** 19 March 2018

**1st stage interviews** will be held on 4 April

**2nd stage interviews** will be held on 11 April
THE LEADERSHIP PROGRAMME

There is a clear correlation between Community Foundations that have excellent leaders and the strength of their community leadership, fund development and grant making. We believe that professional and structured training in the form of a Leadership Programme concept holds the key to maximising the performance of all our Foundations.

The Programme will deliver leadership development programmes and specialist training modules. These will include facilitated peer networking, coaching CEOs, identifying and sharing good practice, providing web-based learning and development, as well as establishing blueprints for performance excellence. They will be a mix of externally sourced and in-house delivery, with some bespoke content for those areas specific to the Community Foundation network, building on current UKCF member services around functional meetings and issue-specific webinars. The Leadership Programme will be flexible and will support the leaders of both larger and smaller Community Foundations. It will include training and development targetted at the trustees of Community Foundations.

KEY RESPONSIBILITIES

ACADEMIC LEADERSHIP

• In liaison with UKCF’s SMT, provide the vision for the Programme, set the agenda for its development and maintain and enhance quality.
• Shape programme in consultation with Community Foundations
• Promote the programme to Community Foundations
• Undertake the effective monitoring of the programme and lead enhancement activities.
• Contribute to, and where appropriate lead on the process of programme development, minor modifications, major changes, validation, revalidation and review by UKCF.
• Analyse data on CF progression and achievement with a view to identifying issues and trends and formulating appropriate training and development in response.

LEARNING, TEACHING AND ASSESSMENT

• Establish appropriate Communities of Practice within development and grant-making functions to ensure action / experiential learning and knowledge sharing is sustained across the network.
• Build on the Philanthropy Framework to develop philanthropy advisory skills across the network.
• Undertake such teaching duties as are appropriate to the requirements of the Programme and consistent with areas of expertise.
• Ensure that participating CFS are appropriately supported and provided with timely and constructive guidance for their development.

PROFESSIONAL ENGAGEMENT

• Establish and maintain appropriate dialogues and relationships with the relevant communities (academic, governmental and commercial) and its audiences, updating knowledge of sector developments, subject and skills for the benefit of the programme
• Support and contribute to the Programme as well as UKCF’s external profile, via sector conferences and forums etc
MANAGERIAL

- Contribute to the leadership and management of the Programme by providing administrative, managerial and technical input to the programme to ensure quality, consistency and clarity of delivery
- Inform wider UKCF strategy and development of membership package and national programmes
- Maintain and manage external supplier relationships
- Work with colleagues in UKCF and across the network to ensure the highest possible standards of participant experience in terms of:
  - Programme promotion (provision of material, contribution to open days and other recruitment activities)
  - Engagement, recruitment, induction, progression and learning support.
- Act as the champion and promoter of the Leadership Programme to ensure the highest level of awareness
- Produce reports and management information as required

FINANCIAL MANAGEMENT AND ENTERPRISE

- To shape and manage the programme budget on a day to day basis, to ensure effective and efficient cost control and management, and to escalate issues as necessary to the UKCF CEO or Finance & Operations Director
- To undertake such needs analysis as is required to both support programme development as well as to include in funding and sponsorship proposals
- Support business development activities and marketing where necessary.
- Promote a culture of enterprise within the Leadership Programme and amongst the participants; in liaison with appropriate colleagues, develop business-related, sponsorship and income generating opportunities and activities connected with the programme/subject and research activities, including the development of full cost programmes and consultancy services

SKILLS AND EXPERIENCE

This person specification sets out the qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

We do not necessarily expect a candidate to have all these skills in place, from the outset, however they cover the essential, minimum skills we hope the candidate would develop, should there be any gaps in experience.
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<th>CRITERIA</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>EXPERIENCE</td>
<td>At least 3 years’ experience of managing and developing programmes of learning and development, including analysing impact</td>
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<td>Direct delivery of different methods of learning/teaching activities and/or commissioning activities of this nature</td>
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<td>Knowledge or teaching experience in one of the core areas, or one specific to the CF network, such as philanthropy advisory services</td>
<td>Y</td>
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<td>Identifying and managing relationships with a range of partners, including working with senior colleagues and/or diverse audiences and needs</td>
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<td>Analysing information and producing reports in written and graphical format (e.g. charts and graphs)</td>
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<td>SKILLS AND ABILITIES</td>
<td>Effective verbal and written communication skills</td>
<td>Y</td>
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<td>Strong analytical skills and the ability to interpret data</td>
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<td>A participant-centred approach</td>
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<td>Ability to manage competing deadlines and priorities</td>
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<td>Ability to problem solve and act on own initiative</td>
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<td>Committed to learning and developing skills and experience</td>
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<td>OTHER REQUIREMENTS</td>
<td>Experience with Salesforce or other similar CRM system</td>
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<td>Digital skills within a learning environment</td>
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<td>Willingness to learn and take on a variety of tasks</td>
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<td>Experience of working with networks or membership organisations, and/or the third sector</td>
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<td>Travel across the UK and regularly to London, if based elsewhere</td>
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<td>Work flexible hours if necessary</td>
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