



Chief Executive Recruitment Pack



About Kent Community Foundation

Kent Community Foundation has been finding, funding, and supporting some of the smallest voluntary organisations in the county for over 23 years. In this time, we have distributed £60 million to small charities and deserving causes where a modest sum of money can make a significant impact.

We are part of a UK-wide accredited network of 47 Community Foundations, committed to improving the lives of local people and communities, particularly the most vulnerable, isolated, and disadvantaged.

Responsible for more than 100 philanthropic funds, we are unrivalled in our knowledge of local causes and assist individuals, families, and businesses who want to help to establish and administer their own charitable funds.

Our Mission

Our mission is to proactively create strong local communities by connecting those who want to help with those seeking help.

Our Vision

Our vision is to empower organisations and charities in our local communities of Kent and Medway who make a real and positive difference to people's lives.

Our Values

Excellence

We strive to achieve excellence in the delivery of our service by exceeding the expectations of both our donors and our grant recipients.

Supportive

We go above and beyond to support the organisations that apply to us for funding by sharing our knowledge and expertise to help build a sustainable and confident voluntary sector across Kent and Medway.

Integrity

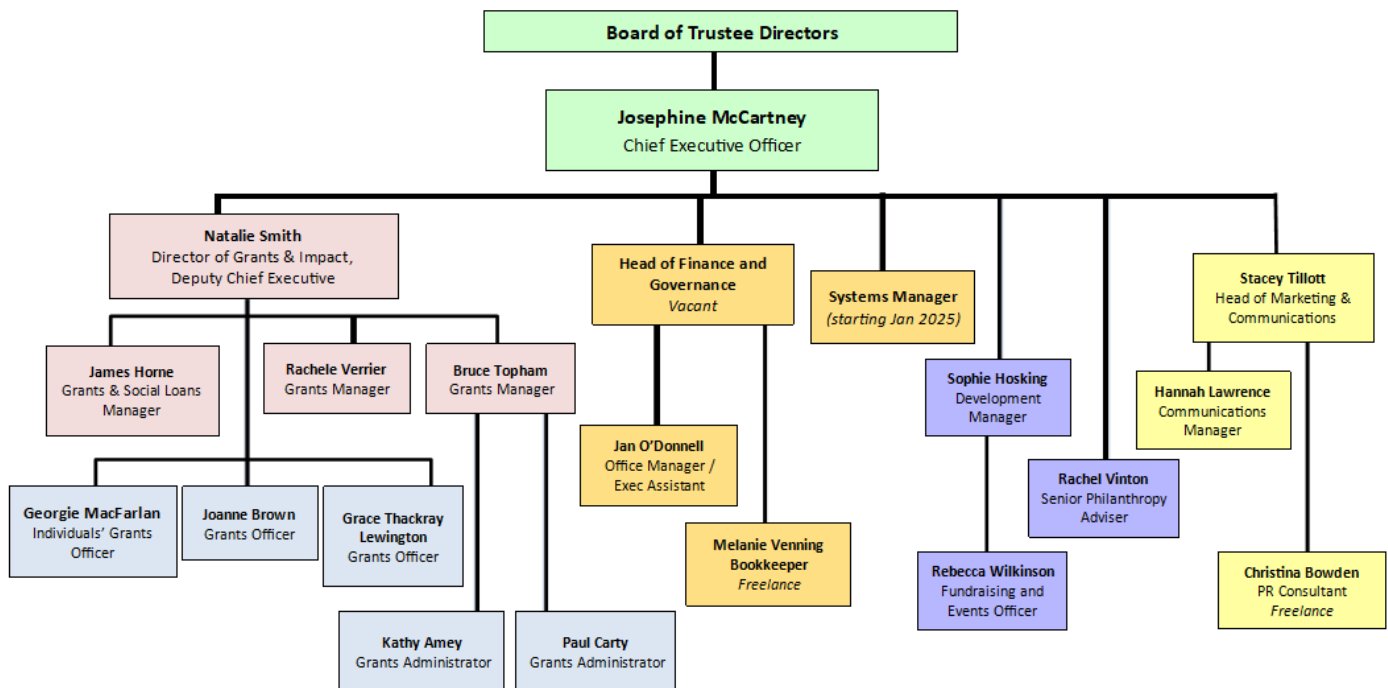
We operate with integrity in everything we do. We are transparent in our processes and deliver what we promise.

Organisational Structure

Kent Community Foundation is a registered company limited by guarantee and a registered charity with the Charity Commission of England and Wales, set up in 2001. As an incorporated charity we have a Board of Trustees who are our company directors. Our Board of Trustees delegate responsibility to sub-committees in some areas such as:

- Finance and Audit
- Investments
- Staffing and Remuneration
- Grants
- Technology
- Environmental strategy
- Equity Diversity Inclusion

Some committees include trusted advisers who specialise in certain areas to add to our trustees' skills and experience. Good governance is important to Kent Community Foundation and the Board considers recommendations from the Charity Governance Code and as a registered charity with the Fundraising Regulator, follows the Fundraising Code.

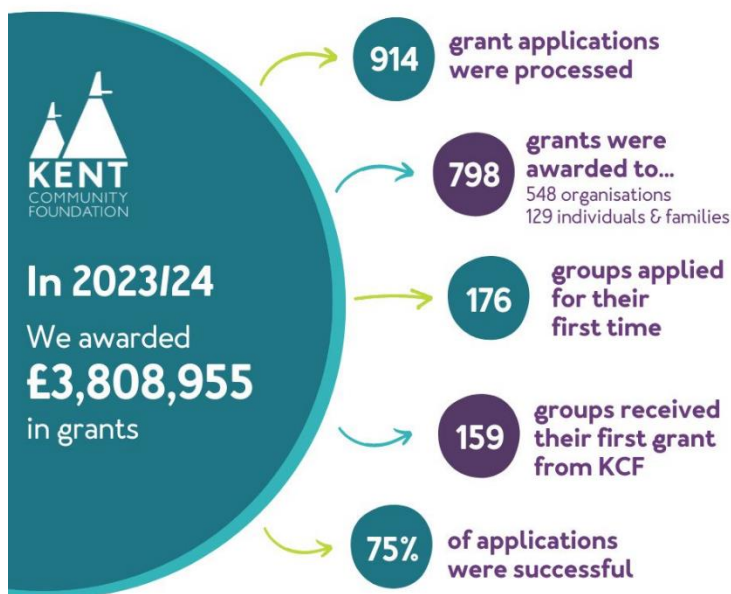


Working for Kent Community Foundation

Our staff are incredibly important. We aim to create a supportive, social and inclusive working culture. Although most staff have opted for a hybrid working routine, our team spends regular time together at our office based in Smeeth, near Ashford, out at events, charity visits and team building and social activities.

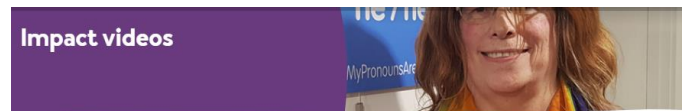
Our policies are created to support our team members to be the best they can be at work. Our current policies include pension contributions up to 10% (we match contributions to maximise investment), enhanced sickness, maternity, paternity, adoption and menopause policies. We also offer 25 days annual leave, plus public holidays, with additional annual leave allowance for long service.

As an organisation, we are actively working on our equity, diversity and inclusion practices, our environmental impact, sustainability, and improving our digital services. We encourage all our staff to be committed to these goals and our core values.



We have a library of fantastic videos demonstrating our impact:

<https://kentcf.org.uk/impact-videos>



Below you will find some of our videos demonstrating the impact our grant funding has on local communities and local people's lives.



Wilderness to Wonderland tidies, plants and maintains neglected public spaces in Margate.
Funding from Kent Community Foundation has helped them to transform unused spaces in Margate into wonderful, colourful, enticing areas which have brightened up the town and improved the feeling of civic pride.



Faversham Assistance Centre (FACE) enable elderly and disabled people who are financially challenged, stay in their own homes for longer. They do this by offering practical help in the form of garden maintenance, decorating and odd jobs to those who are unable to carry out these tasks themselves due to ageing or disabilities.



Message from our Chairman

We are seeking a dynamic, driven individual to lead us into the next stage of our growth at Kent Community Foundation. Over the last 23 years we have worked extremely hard to build our reputation across the county as an authoritative voice in local philanthropy. Our fund-holders, who give through the Foundation, are key to our growth to date and we want to continue to provide them with excellent stewardship into the future. Attracting and retaining new fund-holders to Kent Community Foundation is a key part of this role.



As a leading grant maker in the county, our reputation within the sector is incredibly important to us and we want to ensure that our future Chief Executive builds on these trusted relationships. We want to continue to share our knowledge and learning in order to deliver our vision of empowering organisations and charities in our local communities of Kent and Medway. We want to make a real and positive difference to people's lives.

We have an experienced and influential Board who will support you in your role, backed up by a committed and dedicated team of experts in both fundraising and grant making. We are all excited to see what the future holds and we hope that you will be a part of that.

We are coming to the end of our current three year business plan to March 2025 so now is an ideal time to join the organisation to help shape the future strategy and maximise the opportunities for growth across our wonderful county. We look forward to receiving your application.

Chief Executive Job Description

Post Title: Chief Executive

Salary: £75,000

Hours: Full time. Hybrid working.

Post Summary: To provide leadership and management for Kent Community Foundation's administration and finances. Working closely with the Board of Trustees to develop Kent Community Foundation's long-term strategy, budget and business plan. Ensure the organisation maintains its excellent reputation as a leading grant maker in the county and within the UK Community Foundation network and ensure organisational compliance with charity commission rules and regulations.

Responsible to: Board of Trustees

Main Responsibilities

- Leading the process to identify key strategic issues and opportunities facing Kent Community Foundation's, and ensuring a wide range of stakeholders' views are considered
- Working closely with the Board of Trustees to create, develop and execute the business plan to meet the Foundation's long-term goals and reporting on progress
- Establish and monitor key indicators of the Foundation's impact and financial health
- Represent the face of the Foundation at external events, communications and publicity opportunities to build on the reputation of Kent Community Foundation
- Lead on Senior Management Team (SMT) meetings with leadership team to discuss key risks and progress
- Lead on generating income for the Foundation and identifying new prospects (fund-holders)
- Responsible for developing significant new business opportunities for the Foundation and networking with key stakeholders to maximise opportunities for income generation
- Regular communication with fund-holders to develop and maintain high level relationships
- Develop and maintain high-level relationships with potential donors and funders, and other key stakeholders
- Working closely with the Board to develop the infrastructure of the team to ensure maximum efficiency and performance for the Foundation
- Oversight of the Foundation's endowment funds
- Maintain awareness of risks and changes in the external environment that affect the Foundation

- Manage and support the leadership team in developing within their roles and to empower employees, ensuring the team is effective, engaged and motivated to meet the Foundation's objectives
- Working with, and supporting the team to implement new ideas, initiatives and processes
- Visibility at team meetings to engage with employees and recognising achievements and successes
- Responsibility for ensuring the Foundation meets its statutory, regulatory and compliance obligations e.g. Charity Commission, Companies House, HMRC, Health and Safety, Risk Register etc
- Ensure the Foundation meets UK Community Foundation's quality accreditation standards
- Development of leadership team to confidently grow their knowledge and skills to support or deputise within the CE role

Key Qualities and Skills

- Exceptional leadership skills to manage, influence, motivate and drive the team to perform to a high standard and achieve the Foundation's business plan and objectives
- Excellent interpersonal skills to build strong relationships with all internal and external stakeholders
- Able to articulate a clear vision for the future of the organisation through innovation and creativity
- Confident public speaker and ability to engage with local media
- Strong financial acumen
- Passion for strengthening local communities and facilitating social action in Kent and Medway
- Proven track record in delivering significant growth in major donor fundraising, sales or other business development
- Advocates, promotes and demonstrates Kent Community Foundation's core values daily

How to apply

To apply for this position, please complete the [application form](#) (clicking this link will start a download of the application form in a Word document) and send to: Jan@kentcf.org.uk. **Deadline: Monday 6th January 2025.**

If you require the application form in a different format or have any accessibility requests that you wish to discuss with us, or need more information, please email Jan O'Donnell (as above) or call our office on 01303 814500.