



COMMUNITY TRUST

JOB ADVERT

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| Job title: | Head of Foundation – Cambridge United Community Trust |
| Reports to: | Board of Trustees |
| Location: | Abbey Stadium, Newmarket Road, Cambridge, Cambridgeshire, CB5 8LN |
| Hours: | 37.5 per week (flexible working available). This is a senior position - occasional unsocial hours are a requisite of the role. |
| Salary: | £40k - £45k (dependent on skills & experience) |
| Key Relationships: | Board of Trustees, Cambridge United Football Club, The Premier League Charitable Fund, The English Football League Trust and Stakeholders across strategic areas of work |

JOB VACANCY

This is an exciting opportunity to lead a passionate, established and talented team based within a unique professional football club. Turning over £500,000 and employing 25 staff and additional volunteers, we are seeking to recruit a visionary leader who can lead our charity in the next development stage, which will include the rebrand and transition of the Charity to Cambridge United Foundation.

CAMBRIDGE UNITED COMMUNITY TRUST

Cambridge United Community Trust is a registered charity (No: 1137275) which is proud to be the official charity of Cambridge United Football Club, a professional community focused club competing in EFL League One.

The Community Trust uses the power of sport and the passion that people feel for Cambridge United Football Club to make tangible impact: empowering our community and changing lives.

Our 2021-2024 Strategic Plan: “At the Heart of Our Community” sets out an ambitious plan to be at the heart of a stronger, healthier and more equal community. We work across four key themes: Community Engagement, Inclusion, Wellbeing and Education & Skills.

OUR FOCUS

Education & Skills:

We improve engagement, confidence and attainment in primary schools.

We provide opportunities for people to develop new skills for employment.

Wellbeing:

*We promote positive mental and physical health.
We empower people to live healthier lifestyles.*

Inclusion:

*We promote equality, diversity and inclusion in our community.
We reduce barriers for people to participate in physical activity.*

Community Engagement:

*We combat social isolation amongst seniors
We create welcoming environments for young people to aspire to fulfil their potential.*

HEAD OF FOUNDATION

Working closely with the Board of Trustees and the Charity's Senior Management Team the Head of Foundation has executive responsibility for governance and financial sustainability of the charity.

The Head of Foundation will be a leader capable of inspiring people both internally and externally, whilst ensuring we continue to improve "Our Foundations:" which are the systems and processes underpinning our work, allowing our staff and volunteers to do what they do best. Our Foundations are Impact, Governance, Finance, Safeguarding and being Community-Led (p10-11 of our strategy.)

Working in close collaboration with Cambridge United Football Club, the Charity values creating meaningful, high-impact relationships with corporate supporters in the city to develop and grow our work. The Head of Foundation will also be required to diversify income streams in ways, which align to the "At the Heart of Our Community" Strategy.

As an ambassador for the Charity, the Head of Foundation will foster a positive culture amongst all staff and volunteers, with overall responsibility for training and development across the team.

The Charity are seeking a visionary leader that can deliver and effectively communicate our vision, mission, and values to all. We strive to make the Charity a leading entity for community engagement and change within the City and surrounding areas.

REQUIREMENTS

You will be comfortable managing executive and non-executive board level meetings, with the ability to influence and establish credibility as a trusted leader to our stakeholders.

Income generation and/or business development experience is essential, whilst experience within the football and or charity sector is attractive.

You will also need to be creative, take innovative approaches to solving problems and able to continually motivate and inspire.

You will need to have a good working knowledge of finance.

You will need to have good people management skills. A diplomat. This job requires an ability to engage with a wide group of people including stakeholders, staff, Board and many more.

You may have a working knowledge of the voluntary sector and social impact-led organisations.

RECRUITMENT TIMELINE

- **Application Period**
26th October – 9th November 2022

- **Interviews**
Stage One – Tuesday 15th November 2022
Stage Two – Thursday 24th November 2022

- **Preferred Start Date**
January 2023

EMPLOYABILITY STATEMENT

Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

SAFEGUARDING STATEMENT

Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks.

The post holder will be required to undergo Safeguarding training periodically.

EQUALITY, DIVERSITY & INCLUSION

Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.

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