



COMMUNITY TRUST

Job Description: Head of Foundation

Role Summary

The Head of Foundation will be a leader capable of inspiring people both internally and externally and lead the day-to-day operations of our Trust.

The successful candidate will provide inspired leadership to our Management team and establish a great working relationship with a range of stakeholders: Board of Trustees, CUFC, PLCF, EFLT, and key stakeholders within the Cambridge community to ensure we have a great relationship to support the Trust.

The HOF will initiate, develop and implement, in conjunction with the Trustees, strategies and processes which will lead our charity in the next development stage, which will include the rebrand and transition to the charity becoming a Foundation.

Responsibilities

- To manage the day-to-day operations of the Charity.
- To manage the finances of the Charity.
- To report to the Board of Charities on the Charity's strategy, operations, performance and finances.
- To manage the legal requirements of the Charity in accordance with its legal status as a company and a charity.
- To monitor and evaluate all of the projects undertaken and delivered by the Charity to ensure they meet the aims, objectives and strategy of the Charity.
- To maintain and develop the Charity's relationship and reputation with key bodies, such as the PLCF, EFLT, NHS, Cambridge City Council, Cambridgeshire Constabulary etc.
- To create and develop relationships with key institutions within the city to enable the expansion of the Charity's outreach.
- To work closely with the club's commercial department to engage with the business community within Cambridge and create CSR funding to enable the Charity to undertake additional, sustainable projects.
- To create innovative and sustainable revenue streams for the long-term financial viability of the Charity's continued growth and development.
- To manage the growth of the Charity and to be responsible for the recruitment process of further Charity staff appointments and the deployment of volunteers.

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| | <ul style="list-style-type: none">• To maintain and develop the Charity's reputation with all stakeholders, including Cambridgeshire residents, Cambridge United fans and any other key individuals.• To manage all full-time, part-time and casual staff employed by the Charity, or to create structures to delegate this to capable individuals within the Charity.• To ensure projects for which grants are received from the Premier League Charitable Fund (PLCF) or the EFL Charity (EFLT) are delivered effectively.• To be the designated Health & Safety lead for the Charity, with responsibility for the oversight and coordination of health & safety matters.• To be the Data Protection Officer with specific responsibility for ensuring compliance with Data Protection.• To sit on the Senior Management Team of Cambridge United and contribute to the continued development of Cambridge United FC.• To be the dedicated Senior Safeguarding Manager for the Charity with responsibility for the oversight and coordination of all safeguarding matters.• To take an active lead in developing and promoting our equality, diversity and inclusion practices. |
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This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.