



The Director of Fundraising
Community and Philanthropy
Foundation Information Pack

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Introduction

Dear Candidate

We are delighted that you are interested in applying for the role of Director of Fundraising and Philanthropy with the Community Foundation for NI.

Since we were established in 1979, we have awarded millions of pounds in grant funding to local charities and community groups.

We have also developed numerous programmes to support local communities build their capacity and sustainability.

We have encouraged local philanthropy and facilitated donors with their giving, working in partnership with a range of donors, trusts, foundations and government to improve the lives of people in NI.

We are excited to have just started the first year of our new three-year strategy.

The Director of Fundraising and Philanthropy will be a key part of our team, leading on fundraising and philanthropy to help us achieve our ambitious objectives between now and March 2026, and beyond.

We are a great employer and hope that you will get a picture of what it would be like to work for the Foundation, through this pack.

We are working with our recruitment partners Engage whom you can contact in the first instance if you have any queries, and we very much look forward to receiving your completed application by the closing date of Monday 12 February 2024.

Yours sincerely



Roisin Wood
Chief Executive

Who we are

The Community Foundation for NI is a local, independent charitable trust that provides grants and support to local communities in Northern Ireland. Reaching thousands of groups, charities and causes across Northern Ireland we have 45 years of experience to share and access to a global network of Community Foundations working at grassroots and at a regional level. Our Endowment ensures that we'll be here to serve and support the community in Northern Ireland for generations to come.

We are registered as a charity and our organisation was established under a Trust Deed in 1979. In the most recent financial year, we managed an income of £4.4 million.

We have 29 staff based in offices in Belfast and Derry-Londonderry, although since Covid, we have operated a hybrid working policy. We dedicated a lot of time in 2022/23 developing our new strategy, covering the three years from April 2023 to March 2026. As part of this process, we changed our mission, vision, values and behaviours, and you can read more about that below.



What we do

Our vision is a fair and equitable society for everyone.

Our work is based around three main areas:

- making grants to local charities and community groups to enable them to support their beneficiaries across a wide range of themes and issues;
- developing, managing and delivering programmes which address specific social issues that we have identified such as housing and homelessness and human rights. Programmes can include training, mentoring, capacity building as well as grants;
- working collaboratively to influence policy, advocating for communities and using impact and knowledge to inform policy and practice.

Our funding practice underpins all our work, as we continue to build our financial sustainability via diverse income streams and ethical investments. We are committed to open and trust-based grant making processes when supporting local communities. We continue to support philanthropic donors and funders to develop their plans for charitable giving.

We are fortunate to be in a strong financial position, with some long-term, medium-term and short-term revenue streams already secured. We have (invested) endowment funds of £20 million which provide returns annually to support some of our core costs and grant making. Read more below about some of the impact we made over the year to date in 2023/24.

Engaging and Supporting Communities

- Awarded over £1.3 million towards supporting community resilience, leadership and organisational effectiveness;
- Secured £155k from Porticus for our Women's Programme to develop a call to action for a Women's Health Strategy. Supported the capacity building of grassroots women to amplify voice and ensure they are visible and valued;
- The leadership programme has supported 48 participants, 38 Leadership in Action Projects, 19 workshops, 32 ILM L5 in Leadership & Management or Coaching/Mentoring and 5 ILM L7 in Leadership & Management;
- Supported 17 projects across Northern Ireland under the Peace Impact Programme, recruited a new Development Officer and are planning a series of thematic seminars/workshops over 24/25;



- Held 6 thematic conversations: 2 grantee network meetings on social value opportunities with the SIB, and poverty with the Equality Coalition and CarersNI;
- Further developed our plans for a scoping exercise and business plan for the development of a digital hub for Northern Ireland;
- New feedback mechanism on our website/ emails;
- Engaged with key organisations including JRCT and the Trussell Trust around poverty and on convening conversations on coordinating community responses;
- Joined the Northern Ireland Equality Coalition to work collaboratively with sector organisations, addressing issues around funding and campaigns for the delivery of an Anti-Poverty Strategy for Northern Ireland;
- Were one of the founding members of the Civic Initiative, providing space for civic society to critically examine and support the advancement of peace, reconciliation and well-being after the Good Friday/ Belfast Agreement;
- Helped to build the financial capacity of finance staff within the Health Fund grantees, by providing one to one support on their grant financial management;
- Held the biggest ever participatory budgeting event in Northern Ireland on the issue of Housing and Homelessness. We awarded over £160k in grants.

Diversity, Equity and Inclusion

- We awarded £900,000 to projects directly supporting black and ethnic minorities, refugees, people with disabilities and the LGBTQ+ community supporting 170,000 beneficiaries;
- Supported 77 new organisations in this work;
- Secured £2.3M for the Human Rights Fund;
- Awarded 13 grants from the Social Justice Fund;
- Reviewed all funding processes as part of our Grant Making strategy to ensure proportionate grant making;
- Developed four practice to policy papers on health fund;
 - Held three lived experience panels to inform both fund/programme design and decision making;
 - Facilitated conversations with other funders around how we can better support the refugee and asylum-seeking community and for those participating in the New Voices Programme;
 - Participated in campaigns around the loss of ESF funding, Levelling up and DoH Core Grant Scheme;
 - Became members of the Refugee and Asylum seekers forum led by Law Centre NI;
 - Responded to the consultation on the Violence Against Women and Girls Strategy for Northern Ireland and the provision of period products for Northern Ireland.



Improving Wellbeing

External

- We awarded over £1.7 million towards improving mental, physical and economic wellbeing, including reducing individual homelessness, improving nutrition, reducing food and fuel poverty;
- We held two successful events focusing on the impact of the health funds and support for people with poor mental health, carers, and people with cancer;
- Our Health Funds have supported 291,673 beneficiaries to date, with an average cost per beneficiary of £63.60;
- 263,776 people have reported improved health as a result of the funding;
- 52,070 have reported better access to health and wellbeing support services.



Internal

- Wellbeing work has been well received by our staff and we have developed our first ever wellbeing plan. Our plan will cover the five pillars of wellbeing and will help us secure the Investors in People Workplace Wellbeing recognition mark;
- We have three Wellbeing Champions, seven Wellbeing Ambassadors, two Menopause Champions and two Mental Health First Aiders who are now taking this work forward;
- We surveyed staff with our first health and wellbeing questionnaire, which was compiled in conjunction with Chest Heart and Stroke's Work Well Live Well Programme. The findings from this helped us create the wellbeing plan
- This partnership has allowed us to offer more to our staff to really work on physical and mental health, alongside wellbeing more generally;
- Our wellbeing activities, skills and reward and recognition programme have all been well received, with staff feeling more visible, supported and valued;
- In both our Belfast and Derry offices our self-care cupboard and our self-care hub are steps in the right direction;
- Staff are talking more about wellbeing and sharing this with our grantees and the sector.

Funding Practice

- We have awarded £3.6million through 394 grants to date in 2023/24, through 34 funds;
- We launched our grant making strategy and we continue to receive positive feedback from our applicants and grantees around how agile and responsive we are;
- We have added opportunity to feedback online through setting up a grants feedback email;

- We presented our grant making strategy at a DFC event to advocate for government to learn from our approach and be a more open and trusted funder;
- We continue to be represented on IVAR's Open and Trusting Steering Group, the Joint Forum, Belfast City VCSE Advisory panel, Infrastructure Reference Group, NI Funders Forum encouraging open, trusting and agile approaches to grant giving;
- The lean review of our grant making has helped us streamline our processes quite significantly;
- Approval rate remains acceptable at 48% due to us streamlining our processes and using both our funds and donor funds to address demand where possible;
- Developed three new funding partnerships to encourage our donors to collaborate rather than work in isolation;
- Developed 5 business cases for new funds and continue to work with 29 existing donors to support their plans for giving.



Strategy

Our Vision is a fair and equitable society for everyone

Mission

Working hand in hand with communities to build a better future

Strategic Priorities

Engaging & Supporting Communities

- We will listen and respond to the changing needs of communities
- We will help people to develop skills to build a resilient community sector
- We will support communities to advocate for change on Issues Important to them



Driving Equity, Diversity & Inclusion

- We will challenge unfair systems and processes
- We will advocate for respect and Inclusion across everything we do
- We will be courageous in speaking out on issues of social injustice



Improving Well-being

We will commit to initiatives that enhance:

- ✓ Mental well being
- ✓ Physical well being
- ✓ Economic well being
- ✓ Social well being
- ✓ Environmental well-being

Our Funding Practice

We will continue to build our financial sustainability via diverse income streams and ethical investments

We will develop open, trust based, innovative and agile grant making processes

We will support philanthropic donors and funders to develop their plans for giving

Key Drivers

Working collaboratively to influence policy

Advocating for communities

Using Impact & Knowledge for informing practice & policy

Priority Initiatives

Poverty

Climate Sustainability

Community Transformation

Digital Inclusion

Social Justice

Health

Values

We are passionate and ambitious about what we do

We act with integrity always

[Click here to access full Community Foundation Strategy 2023-2026](#)

CULTURE – VALUES and BEHAVIOURS

Ambitious

Having or showing a strong desire and determination to succeed.
Not doing more but doing it smarter and better in a way that puts all communities at the heart of our work.

' Success is peace of mind which is a direct result of self-satisfaction in knowing you did your best to become the best you are capable of becoming'

John R Wooden

Passionate

Having or showing great excitement and interest – in our work, our communities, our team and our impact on Northern Ireland society.

' What lies behind us and what lies before us are tiny matters compared to what lies within us'

Ralph Waldo Emerson

Integrity

Adherence to moral and ethical principles.

' It takes courage to create a meaningful life of integrity. It also requires good company. And practice'

Shelly Francis



BEHAVIOURS

Active listening:

listen, be attentive,
reflect, clarify, don't
interrupt

Non-judgmental:

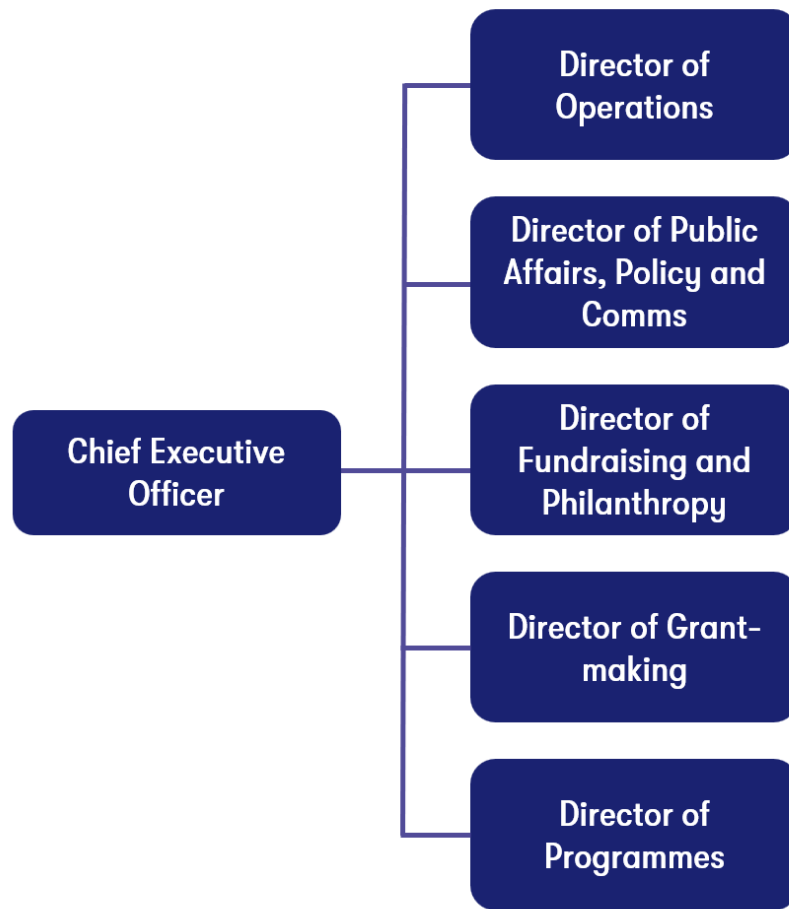
engaging without
judgement, criticism
or personal bias

Collaborative:

working positively
together towards a
shared goal

We support our staff and Trustees to live our values and behaviours and work together to improve the lives of people in Northern Ireland.

How we are organised



Financials

Here's a snapshot of our latest published annual income and expenditure report, and you can click on the links below to access the last three years' annual accounts for more detailed information.

	Note	Unrestricted Funds £	Restricted Funds £	Capital Endowment Funds £	Total Funds 2023 £
Income					
Voluntary income:					
Donations and Gift Aid	2	258,388	1,541,066	3,119	1,802,573
Activities for generating funds:					
Investment income	3	-	-	462,386	462,386
Income from charitable activities:					
Funding received	4	171,124	1,996,509	-	2,167,633
Total Income		429,512	3,537,575	465,505	4,432,592
Expenditure					
Fundraising and Communications		198,379	1,987	80,209	280,575
Charitable Activities	5	1,286,610	13,106,962	650	14,394,222
Total Expenditure		1,484,989	13,108,949	80,859	14,674,797
Net income/(expenditure) before other recognised gains and losses		(1,055,477)	(9,571,374)	384,646	(10,242,205)
Unrealised gains		-	-	(902,734)	(902,734)
Net income/(expenditure) before transfers		(1,055,477)	(9,571,374)	(518,088)	(11,144,939)
Net transfers between funds	8	1,021,411	1,365,243	(2,386,654)	-
Net movement in funds		(34,066)	(8,206,131)	(2,904,742)	(11,144,939)
Fund balances brought forward at 1 April 2022		957,048	26,944,700	22,303,387	50,205,135
Fund balances carried forward at 31 March 2023		922,982	18,738,569	19,398,645	39,060,196

[Annual Report March 2023](#)

[Annual Report March 2022](#)

[Annual Report March 2021](#)

Meet the board



Adrian
Johnston
Chair

Adrian has been involved with the Community Voluntary Sector for 25 years across reconciliation and youth work activities. Recognising that over time considerable progress has been made on reconciling various sections of Northern Ireland's community. However, social and economic deprivation continues to exist and impact on the most vulnerable within our society. Adrian firmly believes that the role of CFNI will be crucial in further enhancing social cohesion and ensuring everyone in NI understands their role in advancing our collective community.



Ciaran
Moynagh

Ciaran is Solicitor Advocate at Phoenix Law specialising in the areas of equality, human rights and family law. He has a reputation in the area of judicial review with a particular emphasis on strategic litigation. He believes the use of strategic litigation and ensuring access to the court system promotes equality and brings about legal change making Northern Ireland a more equitable place for those who are marginalised.



Caolan Ward

Caolan describes himself as a values driven policy and public affairs leader with over a decade of experience in policy, government influencing and stakeholder engagement. He has worked extensively in public policy roles that have included significant government engagement and advocacy responsibilities. Additionally he has worked within government, focusing on policy creation and data analysis and a range of policy areas such as; financial services policy, health policy, procurement, public services reform, data protection, service transformation and EU policy.



David
McCurley

David McCurley has a background in financial planning and fund management and is a Senior Investment Manager with Whiterock Capital Partners.



Gerard Deane

Director of Holywell Trust, Gerard has been working to promote good relations since 1994 when he helped co-ordinate a visit of Israelis and Palestinians to Ireland. He went on to work on a number of different projects – Journeys of Coexistence (a project that delivered local, regional, national and international journeys to build relationships between our two main communities), Right to Hope (a Northern Ireland and border-counties-wide project that used arts and creative processes to engage young people), North West Community Network, Holywell Consultancy and, since 2004, with Holywell Trust.



Jane Wilde

Jane trained as a doctor and worked in public health. She holds a firm belief in community development and has a long term commitment to improving the social and economic determinants of health. She was the first Chief Executive of the Institute of Public Health set up to promote cooperation across the island of Ireland. She was a founding member of the Northern Ireland Women ' s Coalition, a cross community political group, and took part in the all party talks which led to the Belfast Agreement.



John Gordon

John recently retired as Senior Partner in a leading Belfast Law Firm. He brings to CFNI a wealth of experience in company and charity law. John is privileged to take up his role on the Board, bringing together his professional and personal lifelong interest in charitable giving.



Justin Kouame

Justin Kouame was appointed a Human Rights Commissioner in September 2022. He was formerly Chair of the Northern Ireland Community of Refugees and Asylum Seekers and member of the Northern Ireland Race Equality Sub-Group and Northern Ireland Council for Ethnic Minorities.



Mary McKee

Mary is a Strategic Advisor on social/community regeneration and heads the Buy Social team. Buy Social is an initiative developed by SIB since 2013 which is aimed at getting more social and economic return from the £2.6billion spent on public procurement



Rhyannon Blythe

Rhyannon is a Director at the NI Human Rights Commission, with responsibility for strategic litigation and advising government on matters affecting the promotion and protection of human rights in NI. Prior to this role, she practised as a barrister in Northern Ireland. Rhyannon also serves as a Trustee on the board of Advice Space.



Sophie Long

Sophie lives in York and works at Joseph Rowntree Charitable Trust, managing a programme focused on climate and economic justice, having previously worked on JRCT ' s Northern Ireland programme – which funds some of the same work as CFNI does around peacebuilding and human rights.

Sophie completed a PhD in Politics at Queen ' s University, spent some time teaching Politics at QUB, was involved in electoral politics and worked within political parties, and was involved in activism in Northern Ireland.



Suzanne Lagan

Suzanne is a communications and PR professional. She has spent most of her career working in communications in the charity sector and now works at Queen 's University Belfast. Suzanne is involved in a number of voluntary projects in her community.

Chief Executive Officer



Roisin Wood

Roisin, previous CEO of Kick It Out, English football 's equality and inclusion organisation, has been pivotal in managing and leading the organisation 's equality work, and fostering a more inclusive, cohesive environment in English football since 2011.

Awarded an OBE in 2018 for services to tackling discrimination in football, in October 2020 Roisin took on a new challenge as an Inclusive Leadership Consultant, highlighting her passion and commitment towards an inclusive society.

Roisin has now been in post as the CEO since June 2021. She has led a strategic review of the organisation to ensure that we are a trust based, agile , impactful funder and advocate for the VCSE sector.



Introducing the Role

Why work for us?

The Community Foundation's aim is to be the best charity to work for in Northern Ireland. We feel we have a great staff team. We treat our staff well, providing excellent salaries and benefits, prioritising staff health and wellbeing, encouraging hybrid working and supporting staff development and growth. We have more information below on Employee Benefits.

The role of Director of Fundraising and Philanthropy

The Director of Fundraising and Philanthropy will be a key part of our team, leading on fundraising and philanthropy to help us achieve our ambitious objectives from now until March 2026, and beyond. This is an exciting time to join the Community Foundation for NI, at an early stage of our new strategy.

The plans under our new strategy are ambitious, and we have identified a shortfall of £12.5 million of new income to be raised over the three years April 2023 to March 2026. We have developed a fundraising plan which sets out how we plan to raise the funds. To date, we have raised £2.5 million of revenue income and £2.8 million of endowment income.

While the Director of Fundraising and Philanthropy will lead on the overall fundraising plan, the Senior Management Team have collective responsibility for fundraising, across their different Directorates. We see fundraising as a collaborative exercise.

The overall income target has been broken down into separate income targets for individual Directorates. Achievement of the income targets will require collaborative and supportive working across all Directorates. The Fundraising Plan will be delivered by the Senior Management Team through excellent communication, team working, collaboration and strong relationships.

As well as raising income for our own priorities, we also encourage philanthropy, facilitating donors' giving, by enabling them to set up their own donor-advised funds with us and make grants to support a range of issues, which while donor-advised, are still aligned to our strategic priorities.

The Job description below sets out the role in more detail, while the Person Specification sets out our requirements for the role. More information about the Foundation and our people can also be found on our website.

Job Description

Job Title:	Director of Fundraising and Philanthropy
Responsible to:	Chief Executive
Responsible for:	Fundraising Manager and Administration Officer
Hours:	35 per week - the post holder will be expected to work flexibly to meet the needs of the post – regular evening/weekend work will be required.
Salary:	NJC Scale 51-54 (£60,349 - £63,750) - it is our normal practice for new employees to start on the first point of the scale
Duration:	Permanent
Location:	The Foundation has a hybrid working approach and therefore the place of work will include both the office location and home-based working. This post will also require the post-holder to regularly work away from the office, across NI and occasionally outside NI. Travel to Europe and the US may also be required occasionally.

The Community Foundation for Northern Ireland is an independent grant making trust. Our vision is for a fair and equitable society for everyone, working hand in hand with communities to build a better future. We are passionate and ambitious about what we do, and we act with integrity.

About You

You will share our values of ambition, passion and integrity and are committed to positive social change and improving the lives of people in Northern Ireland. You will demonstrate our behaviours of active listening, non-judgemental and collaboration both internally and externally. You are self-aware, caring and open, with a high level of emotional intelligence, which enables you to build strong and meaningful relationships, defuse conflict, inspire and motivate those around you and work collaboratively and harmoniously with the senior management team.

You will be able to lead and inspire the wider staff team, our Trustees, our ambassadors and new and existing donors. You will have excellent communication skills, with the ability to build strong relationships both internally and externally, talk about the work of the Foundation and prepare clear and succinct written information.

You will also have a proven track record in cost effective fund-raising for a charity, with the knowledge and experience of developing, delivering, achieving and reporting on a fund-raising plan with annual targets of over £1 million.

Summary of the role

As a member of the Senior Management Team (SMT) of the Community Foundation, you will contribute to the overall strategic direction of the work of the Foundation. You will lead the work of the Foundation in our fundraising and philanthropy through the development and successful delivery of the fundraising strategy. The Community Foundation's fundraising and philanthropy will include:

- seeking funding from trusts, foundations, corporates, high net worth individuals, legacies and government, generating both endowed (long-term) and short-term revenue funding;
- working in partnerships with trusts, foundations and other organisations to help us to support local communities to build a better future in Northern Ireland;
- Encouraging philanthropy by facilitating new donors to establish donor advised funds which are aligned to their charitable interests and to the Community Foundation's strategic priorities

The Director of Fundraising and Philanthropy is responsible for leading on the development and successful delivery of the Fundraising Plan for the Community Foundation. You are expected to do this through your inspirational and purposeful management of your team and by working closely with your peers on the SMT, who have a collective responsibility for fundraising. Your role, in collaboration with the SMT is to raise funds to support our grant making and programmes and ensure the sustainability of the Community Foundation.

Main Responsibilities

Strategy and Leadership

- Working collaboratively with the CEO and other Directorates, in line with our agreed ways of working, sharing knowledge and expertise to provide leadership, contributing to and influencing the strategic direction of the organisation, whilst maintaining the culture and values of the Foundation;
- Leading, managing, developing and supporting a strong, high performing team where individuals are working to clear targets which are in line with the vision, mission, values and behaviours of the Foundation;
- Developing and maintaining robust financial controls, risk management systems, budget management and sound administrative processes and procedures to ensure the effective running of the Fundraising and Philanthropy Directorate and to report on its performance.

Fundraising and Philanthropy

- Leading on the development and successful delivery of the Fundraising Plan for the Community Foundation. You will do this by working collaboratively with your team and SMT colleagues throughout the fundraising process, from developing cases for support, to prospecting, to securing new income for the Foundation to support all areas of our work;

- Working with SMT colleagues to develop and initiate new programmes, funds and services and to develop cases for support;
- Building new relationships with Trusts and Foundations to encourage them to work in partnership with the Community Foundation;
- Building relationships with new or prospective donors, including cultivating, making proposals, negotiating agreements and planning stewardship of new donors;
- Developing and delivering on a strategy to grow endowment funds;
- Encouraging Trust Transfers by providing support to trusts that are dormant or wish to close, enabling them to transfer their charitable funds to the Community Foundation;
- Encouraging philanthropy by working with professional advisors as a potential route to new donors and legacies;
- Developing the legacy engagement programme to grow legacy pledges and future income;
- Developing and supporting our ambassador network to promote and champion the Foundation and open doors to new opportunities;
- Building relationships and partnerships which increase the fundraising potential of the Foundation.

Donor Management and Stewardship

- Ensuring that due diligence is carried out on all new donors, in line with the Donations Acceptance Policy;
- Preparing Business Cases for new funds and programmes and presenting these to Trustees for approval;
- Negotiating and finalising fund agreements and contracts with new donors;
- Leading a programme of active, planned stewardship of relationships with new donors as they come on board, and in line with agreed processes and procedures;
- Working in partnership with the Grants, Programmes and Operations Directorates to transition new donors into the Foundation and to transfer the donor management responsibilities across to the relevant Directorate;
- Providing excellent donor care and stewardship services to new and potential donors, in line with agreed donor care and stewardship procedures;
- Leading on fundraising and philanthropy events designed to cultivate new prospects;
- Working with other Directorates to develop and support our donor network through events and materials.

Reporting and Compliance

- Ensuring the accurate and timely recording of data relating to fundraising and philanthropy in SharePoint and on our database, Salesforce;
- Monitoring the Fundraising and Philanthropy Team 's Implementation and Lean Review Plans to ensure targets are achieved;
- Preparing clear and informative reports and analysis on fundraising and philanthropy to the CEO, SMT and Trustees;
- Attending the Finance and Resources Committee and Board meetings to present fundraising reports and respond to queries;

- Ensuring best practice and compliance with GDPR and fund-raising regulations and guidelines.

Other

You will also be expected to:

- attend training courses and events as required and share learning with other staff and the trustees, as relevant;
- contribute towards other aspects of the Foundation 's work as required. As this is a senior post there will be the expectation and opportunity for you to be involved across many areas of the Foundation 's work.

General

All staff are required to:

- carry out their work in accordance with the organisational culture, values and behaviours;
- be aware of, understand and comply with all the Foundations policies and procedures;
- manage their workload effectively while ensuring the efficient use of office resources and in particular Microsoft Office and the Foundation 's database, Salesforce;
- always maintain the confidentiality of information received;
- carry out such other appropriate tasks and work as requested;
- attend and participate in staff meetings, team meetings and relevant training;
- attend some of the Foundation events each year;
- Identify improvements and efficiencies – we have a lean approach to our operations and are always trying to improve.

This Job Description is not intended to comprehensively list the responsibilities of the post, but to indicate the main areas which at this stage appear to be the essential requirements of the post.



Person Specification

ESSENTIAL EXPERIENCE

A minimum of 3 years' experience (at Senior Manager/Director level) in a fundraising role within a charity, which includes significant experience in:

- (i) Line managing, leading, supporting and developing a high performing team
- (ii) Developing, managing and delivering a successful fundraising strategy
- (iii) A proven track record in securing large donations and responsibility for securing at least £1 million of income annually
- (iv) A proven track record in stewarding long term relationships with donors, building their value over time
- (v) Developing and implementing internal controls, systems, processes and procedures to support the effective running of the fundraising and philanthropy department.
- (vi) Building strong relationships with staff and key stakeholders (both internal and external)

ESSENTIAL SKILLS AND KNOWLEDGE

Excellent communication skills including the ability to communicate orally and in writing, clearly and concisely.

Emotionally intelligent with excellent relational skills and the ability to build strong and positive relationships with new donors and other stakeholders.

Excellent presentation skills including providing persuasive and effective oral and written presentations to potential donors.

Strong organisational and time management skills, with the ability to deliver on high volumes of work, to tight deadlines.

The ability to record, manage and analyse data to provide reports to SMT, Trustees and stakeholders.

A working knowledge of MS Office plus strong IT skills including the ability to use IT systems to implement, manage and monitor processes and workloads.

Knowledge of charity governance, charity giving, fund raising regulations and the issues facing the voluntary and community sector in NI.

OTHER REQUIREMENTS

Committed to the Foundation 's vision, mission, values (Ambitious, Passionate and Integrity) and behaviours (Active listening, Non-Judgmental, Collaborative)

Committed to Diversity, Equity and Inclusion and to working with a diverse range of people and communities across Northern Ireland.

Attendance at both daytime and evening events and meetings across Northern Ireland, the UK and Ireland. Travel to Europe and the US may also be required occasionally.



Main Terms and Conditions

This is a full-time permanent position, subject to a probationary period of up to 6 months.

Working hours are 35 per week, exclusive of meal breaks. Normal hours for this post are Monday to Friday 9.00am – 5.00pm. However, the post-holder will be required to be flexible and work unsocial hours on a regular basis, to meet the needs of the post. We offer flexible working arrangements, subject to business needs.

Holidays are 25 days annually (plus statutory days) pro-rata.

Staff also get a day off for their birthday each year.

The post-holder may be eligible for membership of the Foundation's Pension Scheme.

The post-holder may be entitled to membership of the Foundation's Health Shield Employee Benefits Scheme.

The post-holder will not be entitled to free on-site parking at our office. However, there is a carpark on site which staff can pay to use at their own expense.

Employee Benefits and Wellbeing Benefits

We offer all employees a rewarding career and value all that they can bring to the role to help us deliver our vision and mission. We want to have the best people working at the Community Foundation, staff who are passionate and ambitious about our work and who act with integrity. We care about our staff and treat them well. In addition to attractive and competitive salaries, we offer all employees a range of benefits, including our core employee benefits and more recently, we have added our wellbeing benefits. We hope that our benefits show our staff that we put their wellbeing first, to ensure that they are healthy, happy and motivated at work, have a good work-life balance and can perform at their best.

Core Employee Benefits

- 25 days Annual leave, rising to 30 days after 10 years' service
- 11 Statutory/Public holidays
- 2 Customary days
- (All leave is pro-rata for part-time staff)
- Occupational defined contribution pension scheme (salary sacrifice)
- Occupational sick pay scheme
- Enhanced maternity, paternity and adoption leave
- Hybrid working arrangements
- Working from Home Allowance
- Flexible working
- On-line staff training portal
- Financial support and time off for training and development

Health and Wellbeing

- Permanent ill-health Insurance
- Life Insurance
- Health cash plan
- Health checks
- Staff wellbeing training, activities and events
- Cycle to work scheme
- Volunteering Leave

Reward and Recognition

- Birthday leave and birthday gift
- Recognition awards linked to values and behaviours
- Rewards linked to financial wellbeing
- Acts of Kindness Rewards
- Office Wellness Hub, with wellbeing resources



How to apply

Please forward a **CV, maximum three A4 sides**, together with a completed **Supplementary Questions form** available from www.engageexec.co.uk, ensuring you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with from the recruitment timetable. You will also be asked to submit a separate **equality form** (see below).

The deadline is **Noon on Monday 12 February 2024**. Applications should be made by email to: **apply@engageexec.co.uk**.

Contact Patrick Minne on 07792 509003 if you have any queries about the role or the application process.

Equality Monitoring and Criminal Convictions Disclosure

Along with the CV and Form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Patrick Minne so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

The Community Foundation for Northern Ireland is an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as men and members of minoritised communities are currently under-represented in our workforce, we would particularly welcome applications from these sections of the community.

Timeline

CV, Supplementary Questions and Equality Monitoring and Criminal Convictions forms to be submitted

Noon, Monday 12 February 2024

First Interviews

Tuesday 20 and Wednesday 21 February 2024

Second Interviews (may include a seen or unseen task)

Tuesday 27 February 2024

Final Interviews

Friday 8 March 2024



The Community Foundation Northern Ireland

Please address any enquiries relating to the advertised position to Community Foundation NI's recruitment partners:

Patrick Minne | Lesley Dugan



Tel: 07792 509003
Email: apply@engageexec.co.uk

Enquiries unrelated to this recruitment can be addressed to:

Community Foundation NI

Community House
City Link Business Park
6a Albert Street
Belfast BT12 4HQ

Tel: 028 90 245927
Email: info@communityfoundationni.org

Charity Registration NIC105105