

Role Profile

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| Title: | Director, The Kensington & Chelsea Foundation |
| Location: | 111-117 Lancaster Road, London W11 1QT |
| Salary: | £55,000 upwards, depending on skills and experience |
| Holiday: | 25 days (excluding statutory public holidays and Christmas) |
| Reporting to: | Board of Trustees |
| Current reports: | Development Manager, Community Engagement Manager, Projects Manager, Operations Manager and occasional volunteers |

What we do

The Kensington & Chelsea Foundation, a trusted, independent local charity with a 10-year record of success, is searching for a dynamic new Director to lead us through an exciting period as we look to significantly grow our work across the borough. Since 2008, we've been bringing together charities, individuals, businesses and schools to address local disadvantage.

In that time, we've raised almost £13 million, with £6 million specifically supporting local, grassroots charities and £7 million raised in response to the tragedy at Grenfell Tower.

We've seen the transformative impact of our work in the borough but there's so much more to do. We're looking for someone who shares our ambition, possesses exceptional skills, gravitas and experience, who will lead and inspire our small team, working closely with our Board of Trustees, to scale up our programmes as we enter our next important phase.

Our unparalleled local relationships and in-depth understanding of our borough mean that we are uniquely placed to identify issues which disadvantage local people. We have big ambitions to significantly raise the level of funds, building on our track record which is most recently and notably illustrated in our role in relation to Grenfell.

As well as raising funds and other in-kind resources, we inspire change by sharing our ideas and research and through partnerships. We work closely with our local charity partners and with input from local people to ensure the funding we raise is used to best effect and goes where it's needed most. Our current focus is on supporting children and young people, enhancing skills and employment and combating isolation and loneliness.

Our small team played a major role in response to the fire at Grenfell Tower in June 2017, raising over £7.1 million. We worked closely with our local community partners with £5.2 million distributed quickly to the survivors and the bereaved and to local organisations on the frontline. The remaining funds are committed to be spent in the next two years on projects to support people in North Kensington on the journey to healing. These projects have been developed by listening to and working with the local community.

Key Responsibilities of the role

- Setting strategic direction with the Board of Trustees and staff team
- Increasing our annual turnover with a diversified and sustainable fundraising strategy
- Sustaining and strengthening our position as a leading organisation in the borough through effective media and by representing us at meetings and events
- Identifying, building and maintaining strategic partnerships which will further our work to improve local lives
- Leading on disseminating our new brand (currently in development)

- Leading on our highly regarded grant-making programmes
- Providing dynamic leadership to our team so they are able to perform to the highest level
- Attending, supporting and answering to the Board of Trustees at four meetings annually
- Overseeing all operational activities and monitoring and reporting to the Board on performance against objectives

Main Tasks:

Strategy, Leadership and Governance

- With Board input and approval, develop our strategy to be challenging but realistic, preparing business plans, financial reports and policy recommendations to support
- Ensure compliance with our legal and charitable responsibilities
- Report to, service and keep the Board appropriately informed, consulting its members as necessary on matters of strategic importance
- Support all HR systems including recruitment, training and appraisal and inspire the staff team and volunteers
- Be responsible for the charity's accounting procedures and for the Annual Report and Accounts
- Be aware of and minimise risks that may endanger our reputation and success
- Develop strategic alliances with other place-based giving organisations across London.

Fundraising and in-kind support

- Grow our network of donors to support growing charitable ambition
- Develop the donor journey of existing donors to ensure lasting and sustained commitment (including through new schemes and legacies)
- Ensure that sufficient core funding is maintained for the K&C Foundation's long-term future

Marketing and Communications

- Implement the K&C Foundation's new brand through an effective communications and marketing plan to reach all key stakeholders including new and existing donors, businesses, schools, trusts and foundations and our community and charity partners
- Manage key relationships with other actors in the borough including RBKC
- Act as an ambassador and key spokesperson for the K&C Foundation, building awareness of our goals, activities and successes
- Lead on events for new and existing supporters
- Expand and develop relationships with opinion formers and with the media to raise our profile.

Community Engagement and Grant making

- Work with the community to identify pressing local needs, identify appropriate charity partners and shape fundraising and grant-making policies to respond to them
- Keep abreast of local data and national data that impacts on local people and local needs
- Develop excellent relationships with local community partners and charities and share knowledge and good practice
- Have due diligence systems in place to reassure donors and be clear and transparent about all grant-making processes and reporting
- Ensure that grants are properly made and monitored in line with policies
- Keep donors informed as appropriate of grants made and their impact, in order to stimulate further interest and engagement

Experience, skills and attributes

As our Director, you'll have:

- a clear commitment to our vision, mission and values
- experience of developing and delivering strategic plans whilst overseeing their implementation
- proven ability to identify and secure new fundraising income streams to enable strategic growth
- experience of encouraging individual and corporate donors
- a knowledge of community engagement and innovative grant-making
- proven track record of budget planning and financial management
- emotional intelligence and empathy and personal gravitas
- a naturally collaborative approach to working and a hands-on attitude
- a knowledge of communications and marketing campaigns
- outstanding written communication, presentation and interpersonal skills, able to engage with a range of stakeholders including businesses, donors, volunteers, foundations, and people of all ages and from all backgrounds across the borough
- experience of project management with the ability to successfully deliver multiple projects
- knowledge of the third sector and charities' legal and regulatory obligations
- experience of inspiring, developing and leading a team to deliver on ambitious strategic objectives
- experience of working with and influencing a Board of Trustees
- an entrepreneurial, adaptable, and innovative approach to planning and delivery
- broad IT competence
- a willingness to work evenings and weekends when the role requires

Application Process

To apply for this position, please submit your CV and a supporting statement that fully addresses the appointment criteria (maximum 2 pages of A4). Please also include the names and contact details of two referees who will only be contacted once your permission has been granted.

Deadline for applications: Thursday 19 September at 5pm
First Round Interviews: Friday 4 October
Final Interviews: tbc

These dates may be subject to change and applicants will be advised in advance should this happen.

NB Shortlisted candidates may be required to undertake additional assessment before or after the final interview.

Please send applications by email to the current Director, Susan Dolton, at Sdolton@thekandcfoundation.com If you have any queries or wish to have an informal discussion about the role, please contact Susan by email or on 020 7229 5499. For any further information, please visit thekandcfoundation.com

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