

GLOUCESTERSHIRE COMMUNITY FOUNDATION

INVEST Programme Manager

FROM THE CEO

With over 35 years supporting our county, the Gloucestershire Community Foundation (GCF) is growing and developing rapidly. Having agreed our exciting new strategy for 2026-2030, our mission is to **“Give £1 Million into the communities across Gloucestershire annually for ever.”** The exciting new role of INVEST Manager is therefore a key senior management role in developing and growing GCF for the delivery of this pledge and our future success and positive impact in the county.

GCF performs three functions: it supports philanthropy in the county, be that from individuals, families, local businesses, or the public sector; it provides community leadership through a deep understanding of the needs and issues; and it performs a grant making function, ensuring that money reaches those who need it, in the most effective way. Essentially, we are a business striving to deliver exceptional service to our donors, fundholders and the charities we serve, but the main difference being we have a social conscience in all we do.

The INVEST Manager will be joining us at a time of exciting change and will have an opportunity to contribute and shape the future of GCF. Thus, it is an outstanding career opportunity for the right person who will bring professionalism and efficiency to our organisation and, at the same time, make the role their own.

We are looking for someone to join our small friendly and collaborative team who are passionate, fun, committed and engaging, to support the Foundation’s growth and overall success.

I greatly look forward to hearing from you.

Best Regards

Talitha Nelson

GLOUCESTERSHIRE COMMUNITY FOUNDATION

INVEST Programme Manager

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INVEST Programme Manager

OVERVIEW

Hours of work:	up to 24 hours per week flexibility offered
Salary:	up to £35,000 - £37,500 FTE (with potential to grow)
Place of work:	Planned time in the office, homeworking by arrangement, and other locations around Gloucestershire.
Responsible to:	CEO

Gloucestershire Community Foundation (GCF) has distributed grants in Gloucestershire for over 30 years. With a permanent endowment of £7.2 million, we have delivered 1,354 grants totalling £3.8 million over the last 5 years, benefitting grass roots organisations in the county and making a real difference to the lives of those most in need in our community.

GCF's Vision: "Gloucestershire is a place where people and communities are empowered to become resilient and strong".

We have ambitious development plans and the role of the INVEST Programme Manager is key to our strategy. The charity sector has faced a challenging period over the last few years, with reduced budgets and increased demand, putting an enormous strain on charities to keep themselves afloat whilst continuing to provide their services.

To help build resilience within Gloucestershire charities and support charity leaders, we developed the **INVEST Leadership Programme**. The Programme provides a one stop shop of non-financial, tailored support for charities and community groups that need professional advice or expertise either for themselves or their organisation. The programme connects the business community and the charity sector by facilitating mentoring support and or pro-bono services provided by professional experts.

We want to engage businesses and individuals to participate in the programme so we can deliver a bespoke matching service for local charitable groups in the county. Through our growing business network, working with companies that want to support their local charities and embed CSR firmly in their culture, we have established a Community Investor Fund which allows businesses to give back effectively and efficiently.

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THE ROLE

The INVEST Programme Manager will manage INVEST; engaging businesses and individuals to participate in the programme and provide a bespoke matching service for charitable groups in the county. You will work closely with our team and CEO.

1) INVEST - Mentoring and Coaching Programme

2) INVEST - Pro-Bono Matching Programme

3) INVEST - Business Club

- Identify and engage new businesses to join our INVEST Leadership Programme and Business Club.
- Promote INVEST widely and share information of the benefits of the programme to the VCSE sector and encourage charities to join.
- Match appropriate businesses and individuals to participating charities who have requested specific support through the INVEST programme.
- Plan and deliver, regular webinars to our charitable groups. Our INVEST Let's Talk provide purposeful spaces to bring people together to collaborate on topical issues and challenges, sessions regularly host 50-100 people.
- Plan and deliver INVEST events to engage and encourage local businesses and individuals to join INVEST.
- Identify areas of need from the sector to understand how the INVEST can support more charitable groups.
- Provide ongoing support, including regular touch points with all charities registered.
- Manage all INVEST contacts and ensure all information and communications are recorded on Salesforce.
- Manage the Community INVEST Fund including the grant making panel the fund supports.
- Provide regular reports to the CEO and board of trustees, to ensure KPI's are met.
- Ensure all monitoring and reporting requirements to GCF's funders are met.
- Work closely with the Operations Manager to identify future funding opportunities for INVEST.

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INVEST Programme Manager

PERSON SPECIFIC:

It is essential that in your written application you give evidence of examples of proven experience in each of the selection criteria in **Part One** below. These responses will be developed and discussed with those candidates invited for an interview, together with other criteria listed in **Part Two & Three**.

Part one – Knowledge and experience

Essential

- Strong track record of achievement, gained at management level, in two or more of the following fields: Programme/Project Management, Operational Management, Partnership Development, Events, Fundraising, Business Growth, Marketing, Research.
- Excellent interpersonal and relationship-building skills, with the ability to engage confidently with senior business leaders, professionals, and charity leaders and representatives.
- Experience of organising and delivering events, workshops, webinars, and networking activities.
- Evidence of monitoring, reporting, and evaluating programmes against agreed objectives and key performance indicators (KPIs).
- Experience of preparing reports for senior management, trustees, funders, or other stakeholders.
- Experience of using database management and CRM systems (specifically Salesforce, is desirable).
- Understanding of the Voluntary, Community and Social Enterprise (VCSE) sector and the challenges faced by charitable organisations.

Desirable, not essential;

- Relevant qualification in business development, community development, fundraising, project management, marketing, events management, or a related discipline.
- Understanding of corporate social responsibility, environmental, social and governance (ESG), or social value frameworks.
- Knowledge of the Gloucestershire voluntary and community sector landscape

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PERSON SPECIFIC: Continued

Part two – Skills and abilities

- Growth and development driven – motivated by KPI's
- Strong organisational and planning abilities
- Ability to facilitate connections and broker mutually beneficial partnerships.
- Experience of delivering online engagement through webinar platforms.
- Ability to work independently, manage competing priorities, and meet deadlines.
- Strong communication and presentation skills, both written and verbal.
- Able to work hands-on as part of a small team, communicate well through pressure points, working within GCF policy framework.
- Ability to analyse information and produce clear reports and recommendations.
- Competent IT skills, including Microsoft Office applications and presentation packages such as Canva.
- Access to a car and a clean driving licence.

Part three – Personal style and behaviour

- Promotes GCF with confidence and offers fresh and original thinking
- Strategic thinker with the capacity to work across issues and sectors for the benefit of the county
- Offers commercial acumen balanced with a high level of emotional intelligence.
- Resourceful to spot opportunities and connections and show determination in building the financial resources available for community and charitable activity across Gloucestershire.
- Flexible, positive and motivated team player.
- Tenacious and resilient
- Ability to use initiative to work independently
- Strong personal and professional integrity that supports and embodies the values of GCF.
- Willingness to travel throughout Gloucestershire and occasionally work evenings to attend events and meetings.

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HOW TO APPLY

This is an exciting and rare opportunity to play both a strategic and influencing role in how GCF will grow and reach new levels, as well as experiencing real job variety, satisfaction and involvement at every level.

If you want to make a real difference to people in Gloucestershire, we really want to hear from you.

Applicants are invited to apply by sending a letter of application stating how you meet the selection criteria in Parts 1,2,3 included, along with your CV and a completed application form and Equality and Diversity Monitoring Form, which can be found on the GCF website.

Please send this to, ceo@gloucestershirecf.org.uk by 30th August. (We may extend this if necessary)

If shortlisted you will be asked to join for an initial zoom meet, stage 1, in view to be put forward to our panel interview, before the deadline ends. All panel interviews will be conducted face to face.

Conditions of Employment

- The position is offered up to 24 hours/week, 3-4 full days or hours spread over a minimum of 4-5 days. (JD, workload will be adjusted to the hours worked)
- Monday to Friday, with occasional events at weekends or evenings
- Planned time in the office, homeworking by arrangement, and other locations around Gloucestershire.
- Induction training is offered
- There will be a 6-month probationary period
- There is auto-enrolment to the NEST pension after 3 months
- There are 25 days holiday per annum, pro rata, in addition to public holidays
- We also offer an enhanced annual leave, an extra 3 days off between Christmas and New Year
- Current driving licence and access to a vehicle is required