



INVEST Manager

Candidate Information Pack August 2026



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Welcome

Thank you for your interest in leading the INVEST Programme. With the help and support of our donors and partners, GCF has delivered and increased support to a larger number of charities than ever before. We have changed and continue to change lives.

The Foundation's role as a community leader and convener means we build community resource, broker partnerships, promote strategic relationships and rise to the challenge when leadership is required in difficult circumstances.

At GCF we strongly believe that we are here to serve our local communities and are focused on providing the best possible service to charitable organisations in the county. Our approach is one of warmth and compassion and this carries through to everything we do.

Now in year four, our INVEST programme provides vital support to the voluntary sector, helping to improve the resilience and sustainability of VCSE groups navigating a continued wave of challenges.

We're now looking for a dynamic business development manager, for this new role, to help drive our supportive services and develop partnerships across all sectors, helping us to change the world on our doorstep.

If you have a passion for supporting the community and the relevant or transferable experience, then this is the role for you. We care deeply about our team members and provide a supportive, values-led culture and offer opportunities for learning and growth.

Thank you for considering GCF for the next stage of your career. I really look forward to hearing from you.

Much appreciated

Talitha Nelson CEO

A handwritten signature in black ink, appearing to read 'TNelson', written in a cursive style.

Gloucestershire Community Foundation was established in 1989 to build a permanent and sustainable endowment to support communities in Gloucestershire. Our membership to UK Community Foundations means we're quality accredited to high standards and give the best in philanthropy advice for the county.

Our work always has been, and always will be, rooted in the people and places of our wonderful county. It's an honour to work together with donors, partners and funders to change the world on our doorstep by funding hundreds of inspiring local organisations working across Gloucestershire. At its best, local philanthropy is ambitious, courageous and nimble. It touches the hearts of generous people and reaches the heart of our communities. It sustains the most vital community work and is a catalyst for innovation. It moves swiftly when it needs to, but it is also patient and adapts to changing needs and opportunities. And it brings meaning and joy to the lives of our donors and partners.

About INVEST

The INVEST Leadership Programme contributes to the sustainability of the voluntary sector services to Gloucestershire communities in the medium to longer term. The programme is reflective of the current needs of the voluntary sector and is helping to build resilience within Gloucestershire charities and support charity leaders.

INVEST provides a one stop shop for charities and community groups that need support either for themselves or their organisation in the form of:

- An experienced Mentor / Coach
- Pro-bono support/professional service offer, from a local business for a specific area of the organisation
- Access to bring people together to enable networking and to learn and discuss sector specific topics through our webinars, Let's Talk, Let's Listen.

For more details about the INVEST programme please visit our website:
www.gloucestershireccf.org.uk

GCF's Impact

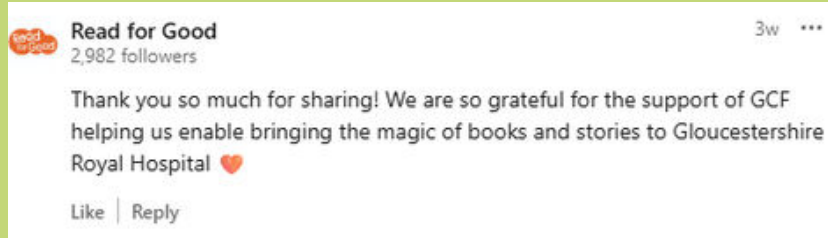
We distribute grants each year to projects across the county, addressing issues including health and wellbeing, homelessness, social isolation, education, and the environment, among others. Over the last five years alone, we have provided more than £3.5 million in grant funding via more than 1,000 grant applications, to more than 450 community organisations in Gloucestershire.

In 2023-2024 we saw a 18.7% increase in demand for emergency food parcels. Gloucester Foodbank like many in the country has had to buy food etc from supermarkets and wholesalers.

The grant from GCF has gone towards the purchase of essential items, helping us to support individuals and families in need. We supply three days food and toiletries as an emergency help. This grant has helped to meet the shortfall between donations given by local people and the supplies needed by others.



"Funding from the High Sheriff programme has made a significant impact on this project's viability as many funders won't fund staff costs."



The grant will be used for our warm spaces, where we can bring people in, we also ran an outreach programme and organised trips out for them. Without the funding we get from GCF we couldn't do that, they couldn't do that, they couldn't get involved, they'd just be at home, being isolated."
Goals Beyond Grass



Phi's Food is with SWEF in Cotswolds.
16 February · 🌐

I also want to thank [SWEF](#) & [Gloucestershire Community Foundation](#) for helping me launch this project! It's been an absolute pleasure presenting my business to you and I'm so grateful for the support you've given to really help get this off the ground. For any young aspiring entrepreneurs please do look it up and see if you can also get support for your business!

INVEST has had a huge lasting impact on the charity sector



"INVEST has had a huge impact on my confidence in leading my charity; in finding my agency with my Trustee board and in supporting the charity through these difficult times. My mentor had all of the experience needed to support me with my development"

Home Start Stroud & Gloucester (2022)



"I found the support from my mentor invaluable when I found myself in a role that was overwhelming. Without her input I would have not realised this or been able to navigate it."
Mentee



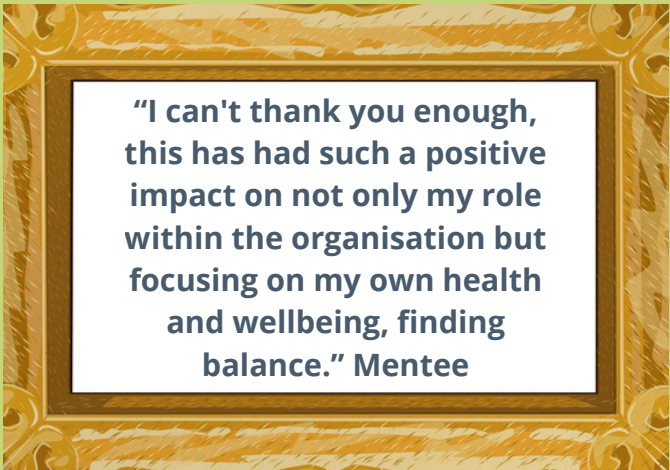
My mentor has given me a touchpoint every month to work through issues, prioritise and re-set. He's also given me such a boost which when you're working round the clock is really something. Our one-hour power hours have been transforming." Mentee



"Having someone to speak to in complete confidence on everything from crisis management to strategic planning has been invaluable over the last 9 months. My mentor provided reassurance, wisdom, expert impartial advice during a very challenging first year in the job."
Mentee



"It was a terrific experience and it has been essential for problem solving and clarity." Mentee



"I can't thank you enough, this has had such a positive impact on not only my role within the organisation but focusing on my own health and wellbeing, finding balance." Mentee

Knowledge, Experience and Skills

- Strong self-motivation and self-starter.
- Experience in developing new/existing partnerships and new business.
- Strong background in business development/programme management.
- Responsible for developing and delivering on challenging KPI's, able to demonstrate you were responsible for the success of a programme through from start to finish.
- Experience of designing and delivering online and live events for a target audience, for both charties and businesses.
- Effective organisational skills, including prioritising, so that deadlines and tasks are delivered on time, accurately and with attention to detail.
- Excellent communication skills with the ability to communicate with individuals at all levels, including oral, written and presentation.
- Confident using different IT packages, including Microsoft suite (Word, Excel, Outlook and PowerPoint), design packages such as Canva and Adobe and video conferencing packages such as Teams and Zoom.
- Experience of and confident using a CRM system/database, ideally Salesforce.
- Ability to interpret and process information accurately and provide clearly written documents and impact reporting.
- Ability to work effectively with a wide range of people and agencies.
- Experience of community/charity sector work, working within or volunteering in a charitable organisation or experience working in an administrative/research-based role.
- If no sector experience, transferable skills in a senior business development role.
- Valid driving licence (we sometimes need to reach remote parts of Gloucestershire that aren't accessible with public transport).

Personal Characteristics

- A team player, approachable, with a warm and engaging manner.
- Enthusiastic, flexible and the ability to cope well under pressure and to deadlines
- Self-motivated and able to work on own initiative
- Commitment to the Foundation's Values
- Able to identify areas of potential improvement in their work, to be constantly considering how to better support GCF's grantees, donors, applicants, and colleagues

What's involved

This is a an exciting opportunity to join our small but highly impactful team and make a real difference in our wonderful, diverse county.

This is a business development role, growing all areas of the INVEST Leadership programme and Business Club.

- 1) INVEST - Mentoring and Coaching Programme**
- 2) INVEST - Pro-Bono Matching Programme**
- 3) INVEST - Business Club**

You will be KPI driven and recruit and drive all areas of the INVEST Leadership Programme and help ensure that we deliver a range of accessible, effective, and innovative support to our VCSE sector, providing guidance to both charity applicants and business INVEST members.

As the Manager of the INVEST programme you will encourage and support charity managers starting on their INVEST journey whilst developing relationships with our registered INVEST businesses and promoting the programme to new prospects.

You will facilitate pro-bono support from Gloucestershire businesses to local charitable groups, as well as matching experienced mentors from the business community with charity managers and leaders to help them develop specific skills, support with specific challenges or provide strategic support for organisation development. At all times provide a high standard of care and support for all INVEST beneficiaries and members.



Key Responsibilities

- **INVEST Leadership Programme;** Responsible for the full service journey, from interviewing all participants ensuring the highest level of service is provided to both mentees and mentors.
- **INVEST Business Club;** Grow and manage the membership and engagement programme.
- Meet recruitment targets, for all three aspects of the INVEST Leadership Programme
- Design and deliver online and live events for both Charities and Businesses
- The preparation and maintenance of systems (CRM – Salesforce) and materials to support the INVEST programme.
- Ensure all INVEST activities, including the number of business and VCSE participants engaged, and the related activities are recorded on our Salesforce CRM database.
- Capture baseline data at the initial stage of each pairing and registration.
- Ensure continuous monitoring of the programme is in place, in addition to periodic evaluation points throughout its course.
- To work with your line manager to develop funding opportunities for the Foundation
- Be a professional representative and Ambassador for the Charity at all times both internally and externally.
- Be an active part of the staff team by supporting, updating and informing colleagues, including via team meetings and sharing Outlook diaries



What we will offer you

We wish to ensure that your journey as our **INVEST** Lead is a truly rewarding one, we offer the following:

- To be part of a unique **Gloucestershire** organisation serving the whole county, raising awareness of important issues, as well as being a voice for the smaller, grassroots organisations, those often underfunded and overlooked, as well as delivering innovative programmes, such as our voluntary sector support programme, **INVEST**.
- The opportunity to be part of leading a charity whose governance and operations are independently quality assured, achieving a high level both at **UKCF** and with the (FPR) Foundation Practice rating, **Awarded an A** (only 20 out of 300 Trusts and Foundations were successful at this level)
- Members of **IVAR** - open and trusting grant making practices
- The opportunity to take part or host excellent events
- Full induction and continuing development and learning opportunities including access to **national conferences** and networks
- The chance to meet and convene with both our brilliant voluntary and business sectors through inspiring **visits**
- A strong **values led** culture with excellent morale and a commitment to equity diversity and inclusion
- GCF is part of a network of **47 Community Foundations** operating throughout the UK. Together we are the second largest funders of communities across the nation.



Salary, Hours & Benefits

We will give you induction and training, but you'll need the passion and drive to be part of a team committed to serving the needs of Gloucestershire communities.

Salary

£35K - £37.5K Depending upon experience. Working pro-rata on a 37.5 hour week.

Hours

3-4 days per week (22.5 - 30 hrs) with flexibility to work on days to suit the candidate (full days/half days or a mix). Our usual office hours are 9-5pm, Monday to Friday, with occasional events at weekends or evenings.

Location

Planned time in the office, homeworking by arrangement, and other locations around Gloucestershire.

Holiday

25 days holiday plus bank holidays (pro rata) plus an extra benefit of 3 days off between Christmas and NY, during office closure.

Pension

After 3 months of employment, and in line with government requirements, you will be automatically enrolled into GCF's workplace pension: NEST, to which GCF makes a 3% monthly contribution (once enrolled you have the option to opt out.)



Who you will be working with

We are a small team that prides ourselves on working closely together and supporting each other to achieve big things



Talitha Nelson
CEO



Lucy Pollock
**Projects & Operations
Manager**



Sarah Crispin
Finance Manager



Faye Hennessy
Grants Manager

The INVEST Manager will report directly to the CEO but will have a close working relationship with the Operations Manager as we all pull together and work flexibly as a team.

How to apply

To apply for this post, in the first instance you would be welcome to contact **Talitha Nelson, CEO** on ceo@gloucestershirecf.org.uk to arrange an informal conversation with you regarding your application.

We can either send an application pack and other appropriate information about GCF, or you can access it directly from the [website](https://www.gloucestershirecf.org.uk).

Please fill out the application form, with a cover note explaining why you are interested in becoming our Grants Manager at GCF and how your skills and experience are appropriate for the role.

- **Please fill out the Equal Opportunities Monitoring form**
- **Attach a CV & LinkedIn - social media profile if you have one**

The CEO will consider all applications, and then invite shortlisted candidate to an initial 121 phone/on-line call, then final candidates to a panel interview, this may happen on receipt of the application before the closing date.

The closing date for applications is the 30th August 2026

We will ask for referees for candidates shortlisted for the role.

Thank you for your interest.

