

**Position:**

# **Chief Executive Officer**

**Applications must be received by  
12pm on 6<sup>th</sup> August 2025**

Interviews to be held  
week commencing 11<sup>th</sup> August 2025

Ref T6049

📞 01743 29 10 10 ✉ [info@shropshirecf.org.uk](mailto:info@shropshirecf.org.uk)

Belmont House, Sitka Drive, Shrewsbury  
Business Park, Shrewsbury, Shropshire SY2 6LG

Shropshire Community Foundation is registered as a  
charitable incorporated organisation in England & Wales.  
Registered Charity No: 1200018. Principle Office as above.

[shropshirecommunityfoundation.org.uk](https://shropshirecommunityfoundation.org.uk)

## About Shropshire Community Foundation (SCF)

SCF is a grant-awarding charity helping local voluntary and community groups. Our aim is to make a real difference to the lives of vulnerable, isolated and disadvantaged people in Shropshire (including Telford & Wrekin) . We do this through generating and investing donations and endowments, securing statutory funding, and delivering grants which address specific challenges in local communities.

We champion local giving, building partnerships with like-minded individuals and organisations who also want their local communities to thrive.

See [www.shropshirecommunityfoundation.org.uk](http://www.shropshirecommunityfoundation.org.uk)

## Vision and Mission

SCF exists to provide a service to potential beneficiaries and donors in the whole community. **We connect people who care with causes that matter.**

**Our vision** - United, thriving communities across Shropshire where the people are happy, healthy, and fulfilled.

**Our mission** - Through philanthropy, to build a long-term source of sustainable, strategic grant funding for the good of those communities and people most in need across Shropshire.

## Conditions of Employment

|                             |  |
|-----------------------------|--|
| <b>Job Title:</b>           | Chief Executive Officer.   |
| <b>Hours:</b>               | 37.5 hours per week.   |
| <b>Contract:</b>            | Permanent.   |
| <b>Salary:</b>              | £50,000 pa + OTE performance bonus of £5,000.  |
| <b>Base:</b>                | Broseley, Telford  |
| <b>Pension:</b>             | 5% contributory pension (if eligible).   |
| <b>Holidays:</b>            | 25 days per annum plus public holidays.  |
| <b>Probationary Period:</b> | 6 months.  |
| <b>Other:</b>               | Due to the nature of this role you will need a full UK driving licence, access to a vehicle and the ability to travel across Shropshire for meetings and events. |

## JOB DESCRIPTION

**Reports to:** Chair and responsible to the Board of Trustees

**Direct Reports:** Executive Assistant, Grants Administrator,  
Finance Officer

### Job Purpose

Providing leadership, direction and management of Shropshire Community Foundation (the Foundation), the Chief Executive Officer (CEO) ensures the Foundation delivers its mission, strategies, goals and charitable objectives, as determined by the Board of Trustees. They take prime responsibility for developing strong, trusted and long-lasting relationships with donors and other key stakeholders and bringing in new donors creating new funds and raising the Foundation's endowment.

The Chief Executive ensures that the staff team is cohesive and motivated to deliver excellence, that there is a shared commitment to the charity's long-term vision and that the Foundation's reputation for its quality of grant making and community insight is maintained and has integrity.

## Key Duties and Responsibilities

### a. Strategy, Planning and Governance

- Ensure Shropshire Community Foundation's vision and strategy remains compelling and tackles the pressing needs identified within the communities of Shropshire and Telford & Wrekin, working in partnership with the board of trustees and staff team.
- Liaising directly with the board of trustees to include:
  - information on the progress of key strategies, objectives, agreed priorities and plans
  - regular reports giving financial, fund and grant updates.
  - policy issues.
  - attending Trustees meetings.
- Ensuring that all internal policies are reviewed and updated on a regular basis.
- Implementing the Foundation's short-term and long-term plans through day-to-day management decisions and developing business strategies and plans in line with the Foundation's charitable ethics.
- Support the Chair to further develop the board of trustees as an effective, cohesive and engaged team.

## **b. Leadership and Management**

- Provide organisational leadership working with the team to deliver the agreed strategic /business plans
- Overseeing all operations and business activities, managing resources and compliance with legal requirements and ensuring good practice in all aspects of the charity's work.
- Effectively managing and supervising all staff and volunteers of the Foundation ensuring:
  - inclusive and effective leadership, and that development support is in place to sustain a positive culture where people are valued and supported to excel and achieve the plans.
  - all responsibilities and duties are clearly understood and delivered.
  - all personnel policies and procedures are in place and are updated with changing employment law – recruitment, training, staff development, appraisal, disciplinary matters and the maintenance of personnel records.
  - all aspects of our quality control procedures are complied with.
- Developing internal systems to support, monitor and assess risk relating to all activities carried out by the Foundation in accordance with legal obligations, good practice and to ensure the Foundation's continuing high standard of service.
- Establish metrics for success and regularly assess the Foundation's programmes and initiatives to ensure alignment with community need and strategic goals
- Together with the Finance Officer, ensure that appropriate financial plans and budget monitoring are in place to enable the board of trustees and staff team to effectively set and monitor budgets.
- Oversee the development and full implementation of the Salesforce CRM system across all functions of the organisation.
- Engage in and support the process to ensure SCF achieve, adhere to and retain quality kite-mark/ accreditations (e.g. Trusted Standard and Q6).

## **c. Donor Development**

- Ensure that Shropshire Community Foundation's donor development and related plans deliver the organisation's targets for donor income, including writing grant applications (if required), maximising agreed development opportunities and monitoring performance against the plan.
- Maintaining and developing relationships with existing and potential donors to include:
  - exploring possible areas for developing new funds and negotiating in relation to new contracts with donors.
  - liaising with existing donors for possible further funding and widening fund criteria and grant allocations.
- Respond to needs for emergency funding, including launch and manage appeals, manage distribution at pace to beneficiaries, associated media and communications, in partnership with the team.

## **d. Community Leadership, Knowledge and Philanthropy**

- Through effective research, position the Foundation as a leading authority on the needs and causes in communities in Shropshire/Telford & Wrekin in order to highlighting current

and future challenges, to ensure that support from the Foundation is effectively targeted and to identify where further funding and wider fund criteria is required.

- Working effectively in partnership and collaborating with other agencies including local government, statutory, commercial and voluntary bodies as required .
- Identify and develop relationships with key sources of funding at local, regional and national levels to ensure the Foundation is well positioned to leverage or attract external funding for the county.

**e. Grant-making and Other Programmes**

- Accountability for ensuring that appropriate grant-making policies and processes are in place to facilitate effective grant-making.
- Accountability for ensuring that the impact of the Foundation's grant-making is understood and widely promoted to support further donor development.
- Ensure that all funds awarded effectively match donor interests with local needs, and vice versa.
- Ensure there is an effective mechanism for impact reporting in place

**f. External Profile, PR and Relationship Building**

- Serve as one of the primary spokespeople for the Foundation through various channels, promoting and raising awareness of its work, maintaining and seeking to improve the charity's public profile throughout Shropshire.
- Further develop the profile of the Foundation at a high level across the area, regionally and where appropriate nationally, across the private, public and third sectors promoting its work and reputation.
- Develop strategic relationships with key stakeholders and organisations across the county, including the business community, public sector, third sector and community groups, the NHS and the media.
- Lead the Foundation's engagement with individual Community Foundations regionally and nationally, as required.

Undertaking any duties not included in the above description which may be required by the Board of Trustees which are commensurate with the responsibilities of the post.

## Person Specification

| Experience & Knowledge   | Essential or Desirable | How Evidenced           |
|--|------------------------|-------------------------|
| Proven experience in developing organisational strategy to achieve long term objectives and business plans   | Essential              | Application & Interview |
| Minimum 3 years' experience in Senior Management/ Director/ CEO type role  | Essential              | Application             |
| Experience of working effectively with an accountable body e.g. a Board as part of a Senior Management team, including Non-Executive Directors or Trustees.                              | Essential              | Application & Interview |
| An understanding and commitment to the voluntary sector and familiarity with philanthropy and grant making.  | Essential              | Interview               |
| Experience of leading, developing and motivating a team to deliver high levels of organisational performance, plus a track record of delivering against personal targets and objectives. | Essential              | Application & Interview |
| A track record in business development and building relationships.   | Essential              | Application             |
| Financial literacy and experience of managing budgets.   | Essential              | Application             |
| Successfully attracting funding in the private, charity / or public sectors.   | Desirable              | Application             |
| Knowledge of place and relationships in Shropshire/Telford & Wrekin and commitment to its communities  | Desirable              | Application             |
| An understanding of the needs and challenges across the county   | Desirable              | Interview               |
| Knowledge of the legal environment - charity law, GDPR and professional codes and standards.   | Desirable              | Application             |

| Skills & Abilities   | Essential or Desirable | How Evidenced           |
|--|------------------------|-------------------------|
| An inclusive and facilitative leadership style, with the ability to inspire, engage and motivate staff, volunteers and trustees  | Essential              | Interview               |
| The ability to inspire, engage and build trusted relationships with all stakeholders especially donors and beneficiaries   | Essential              | Interview               |
| Thoughtful, empathetic communicator able to listen and engage in a broad range of settings with a variety of people  | Essential              | Interview               |
| A strategic thinker who has the ability to innovate and drive change but can also be hands on and practical within an organisation with limited resources and make difficult decisions when necessary. | Essential              | Application & Interview |
| Ability to identify opportunities and make them happen.  | Essential              | Application & Interview |
| The ability to undertake extensive travel throughout the county.   | Essential              | Application             |
| ICT - an understanding and ability to operate a wide range of technology software  | Essential              | Application & Interview |
| Full UK driving licence, access to a car and ability to travel across the County   | Essential              | Interview               |
| Good at organising, prioritising and delegating with a keen attention to detail  | Essential              | Application             |

| <b>Personal Qualities</b>   | <b>Essential or Desirable</b> | <b>How Evidenced</b> |
|---|-------------------------------|----------------------|
| Inspiring, with ability to enthuse, and motivate  | <b>Essential</b>              | <b>Interview</b>     |
| Personal drive, energy and integrity  | <b>Essential</b>              | <b>Interview</b>     |
| Collaborative and generous, able to connect and forge relationships at all levels, excellent communication skills and relationship management abilities | <b>Essential</b>              | <b>Interview</b>     |
| Empowering, committed to developing others to achieve their full potential and deliver results  | <b>Essential</b>              | <b>Interview</b>     |
| Strategic and adaptable, able to deliver change and make an impact  | <b>Essential</b>              | <b>Interview</b>     |
| An understanding and commitment to removing barriers and creating environments that support equity, diversity and inclusion                             | <b>Essential</b>              | <b>Interview</b>     |
| Curious & open approach to challenge and complexity   | <b>Desirable</b>              | <b>Interview</b>     |
| Appreciative of different perspectives  | <b>Desirable</b>              | <b>Interview</b>     |

## How to Apply

Interested candidates should submit a CV and covering letter explaining why you consider yourself to be ideal for the position, based on the job description and person specification details.

Please email the Chair of Trustees (Selina Graham) [clare@shropshirecf.org.uk](mailto:clare@shropshirecf.org.uk) or send your application by post to The Chair of Trustees, Shropshire Community Foundation, Belmont House, Sitka Drive, Shrewsbury Business Park, Shrewsbury SY2 6LG.

The closing date for applications is **12pm on Wednesday 6<sup>th</sup> August 2025**. Interviews will be held week commencing 11<sup>th</sup> August 2025 with the successful candidate taking up their post as soon as possible.

Please note that only successful candidates will be contacted for interview.

Shropshire Community Foundation is an equal opportunity employer and encourages applications from individuals of all backgrounds.