

JOB DESCRIPTION: Head of Foundation

Department	The Swansea City AFC Foundation	
Report to	Chair of the Board of Trustees	
Location	Swansea, SA1	
Working Hours/Pattern	40 per week. The individual will require a flexible approach to their hours and work pattern as the role may include match days and unsociable hours.	
Key Relationships	Internal	External
	<ul style="list-style-type: none"> • Board of Trustees • Foundation Senior Management Team • CEO and Senior Management Team of Swansea City AFC 	<ul style="list-style-type: none"> • Premier League Charitable Fund • English Football League Trust • Government Departments • Stakeholders
Swansea City AFC Foundation	<p>Swansea City AFC Foundation has been working at the heart of the community for many years.</p> <p>As the charitable arm of the club, we strive to inspire and engage people from all backgrounds from across South West Wales.</p> <p>We are supported through grants from the Premier League Charitable Fund to deliver a range of initiatives which are outlined throughout this document but have also been broadening out our work with other groups in recent years.</p> <p>Our mission is to use Swansea City AFC as a force for positive change within our communities, creating the conditions needed for communities to flourish.</p> <p>We aim to do this through:</p> <ul style="list-style-type: none"> • Building Prosperity – inspiring educational achievement and entrepreneurial spirit, and by offering employability courses • Developing Resilience – offering experiences and relationships that support mental health and nurture optimism • Improving Health – encouraging a love of exercise and healthy food • Supporting Inclusivity – supporting the most disadvantaged and working for equality and inclusion 	
Purpose of Role	The Head of Foundation is intrinsic to the growth of the Foundation and will lead the charity in achieving its strategic goals. Working closely with the Board of Trustees the Head of Foundation will develop, lead, and deliver the Foundations Strategy whilst enhancing its reach, reputation, and impact within the community.	

	The Head of Foundation will have overall responsibility for both financial and business growth of the charity whilst ensuring sustainability of income streams to benefit the local community.
Roles and Responsibilities	
Compliance	<ul style="list-style-type: none"> • Work with the Board to implement the Foundation’s Strategy and operational plans • Develop future strategies alongside Board members • Ensure the organisation is appropriately resourced to deliver the strategy and that all required processes and procedures are in place • Alongside the Chair, develop clear governance structures and operating models which ensure excellence in governance • Establish and develop an effective Senior Management Team to deliver the strategy and operational plans • Lead, develop and support the Senior Management Team • Develop and nurture relationships with key partners in Swansea and surrounding areas • Lead on the development of a delivery model where community is at the heart of decision making • Ensure Safeguarding, Equality, Diversity, and Inclusion are embedded across all areas of the Foundation.
Revenue	<ul style="list-style-type: none"> • Continue to raise the profile of the Foundation, including leading and overseeing major projects both within the Foundation and with partners • Diversify income through growth of new partnerships and funding revenues • Establish new strategic relationships with organisations from across the area and beyond • Work in partnership with Swansea City AFC to establish a pipeline of investment opportunities • Effectively communicate with partners, as a means of enhancing the Foundation’s reputation.
People Management	<ul style="list-style-type: none"> • Coach and mentor staff to develop performance, nurture talent and ensure succession planning • Oversee an effective performance management process to include monitoring the performance of staff on an ongoing basis and incorporate an annual performance review • Oversee the preparation of the annual budget • Be accountable for the overall financial management and sustainability of the Foundation • Lead on embedding a values’ led culture of quality and continuous improvement
Community Focus	<ul style="list-style-type: none"> • Embed effective impact and insight procedures and structures which ensure programmes are making a difference to the local community and to our delivery partners • Provide timely impact and process reports to the Board and associated partners

	<ul style="list-style-type: none"> • Review and accurately analyse how and when income is being used and report on the impact and outcomes accordingly • Ensure the annual report and supporting evidence demonstrates the full impact of the Foundation's work.
Characteristics	<p>The Head of Foundation will be a confident leader with strong interpersonal skills. The community will be at the forefront of their decisions ensuring that they seek to achieve diverse and high impact partnerships.</p> <p>The Head of Foundation will establish a positive culture, inspiring and encouraging their team to succeed and develop within their roles. They will be confident in managing board level meetings, with the ability to influence and establish credibility as a trusted leader.</p>
Person Specifications	
Essential	<p>Extensive understanding and experience of developing a successful organisation</p> <p>Evidenced commercial acumen with a track record of developing diverse income streams</p> <p>An understanding of how charitable organisations, ideally in the sporting sector, contribute towards the regeneration of communities</p> <p>Experience in senior leadership, with strategic responsibility for at least one high-value partnership</p> <p>A passionate commitment towards improving the lives of local people</p> <p>Financial acumen, including an awareness of operational budgeting and strategic finance systems</p> <p>Experience in leading diverse teams, shaping and influencing culture and driving core values, with an ability to inspire, empower and get the best from people</p> <p>Experience in excellent communication (internal and external), including resolving conflict and building relationships</p> <p>Work to high professional standards with ethics and integrity</p> <p>The experience and knowledge to oversee Safeguarding and EDI, ensuring best practice is embedded across an organisation</p> <p>Resilient, with the ability to handle adversity and challenge positively, effectively, and sensitively</p> <p>Able to foster a positive, values driven culture, where staff at all levels are supported and empowered to succeed</p> <p>Self-motivated and able to act on own initiative</p>
Desirable	<p>Experience of charity governance and senior level charity management</p> <p>Experience in a football environment</p> <p>Experience as a Director / CEO</p>

<p>Equal Opportunities</p>	<p>The Swansea City AFC Foundation strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role.</p> <p>We are particularly encouraging applications from women, disabled people and Black, Asian and Minority Ethnic (BAME) individuals who are currently under-represented within the organisation.</p> <p>All appointments will be made on merit of skill and experience relative to the role.</p>
<p>Safeguarding</p>	<p>The Foundation is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company.</p> <p>As part of the Foundations recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children). Appropriate references are also required.</p>