

Job Description and Person Specification

Manager, South Yorkshire Funding Advice Bureau (SYFAB)

Accountable to: Chief Executive Officer, South Yorkshire's Community Foundation (SYCF)

Contracted Hours: 30 hours per week

Salary Scale: £32,500 per annum pro rata, dependent on experience

Key Relationships:

Chief Executive Officer (SYCF); SYFAB Team; SYCF team and volunteers - including staff, Trustees and volunteers; other local and national funders; SYCF donors; community groups and networks; consultants and trainers; contract holders.

Job Purpose:

Reporting to the Chief Executive, you will ensure the effective delivery of SYFAB's day to day operations, our existing services and contracts. You will work to develop new services, identify opportunities for SYFAB to grow and will line manage the small team. In addition, as the senior leader for SYFAB, you will be an active member of SYCF's Senior Management Team.

Key Responsibilities:

Leadership & Management:

- Lead the operational delivery of all SYFAB services and contracts to the required standard of excellence, including direct involvement in delivery when required.
- Active participation in the leadership of SYCF as a member of the senior management team, working with the CEO to deliver the strategic priorities.
- Line management of SYFAB team, including appraisals and personal development.
- Provide support with the management of consultants and contractors, as required.
- Management and monitoring of all SYFAB contracts and services.



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Data & Reporting:

- Maintain ongoing reporting showing SYFAB's performance, including recording and reporting of KPIs
- Use and develop data for insight into performance and to identify opportunities
- Prepare and write reports for contract holders, the CEO and Trustees
- Development of case studies and impact reports
- Oversight and delivery lead for weekly Funding News bulletin

Finance:

- Work with the CEO and Finance Manager to develop and manage annual SYFAB budget
- Responsible for management and delivery of the SYFAB budget
- Prepare budgets for new programmes, tendering applications and for co-produced projects
- Provide Finance Manager and CEO with relevant data and insight to support financial reporting.

Networking & Stakeholders:

- Consistently represent SYFAB and SYCF at local, regional and national networking events to provide insight and share expertise while promoting the work of SYFAB and the Foundation.
- Attend and lead contract meetings with contract managers and holders.
- Build and maintain strong networks and contacts to support a strong external reputation for SYFAB's team and services
- Networking with key stakeholders across all four places in South Yorkshire
- Actively seek examples of best practice and identify opportunities to bring improvements into the operation, working with the CEO to approve.



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Development:

- Responsible for identifying opportunities to grow and develop SYFAB's services, consistent with core activities
- Identify opportunities to generate new income, for example for wider reach, additional contracts or new services

IT:

- Oversee maintenance of existing IT systems and databases, ensuring accuracy of information and up to date resources
- Lead the preparation and transition to a new website and CRM system (Salesforce)
- Support team training and effective use of IT systems

Other Responsibilities:

- Work with comms and marketing to promote SYFAB and its services
- Working in partnership with the Grants team to attend, organise and/or deliver funding events
- Support the Grants team to ensure support is provided where applicable to unsuccessful grant applicants
- Build operational resilience through training and knowledge sharing
- Lead on team personnel matters, including personnel records, approval of holidays and support through periods of absence

Person Specification:

Skills:

- Leadership of small teams
- Effective networking



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- Partnership building and collaborative working
- Strong communicator
- Analytical skills
- Effective team player
- Adaptable and flexible

Knowledge/Experience: (essential/desirable)

- At least three years' experience in a leadership role (essential)
- At least two years' experience of working with IT systems and databases (essential)
- Experience of working in the voluntary sector (essential)
- Familiar with the voluntary sector, the key challenges and issues (essential)
- Experience of grant funding, including knowledge of the end-to-end process, current trends in the sector and bid writing (essential)
- Business / commercial development (desirable)

Approach to work:

- Well-ordered and thorough with an eye for detail
- Able to adapt systems to new needs
- Self-motivated and able to work without supervision
- Committed to a user/customer orientated approach
- A motivational and developmental approach

Our Mission Statement:

What our Foundation is here to do:

- Deliver effective, efficient and targeted grant-making into communities that need it most, through a whole variety of funds from donors, trusts and other sources



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- Work with businesses, philanthropists, trusts, the public sector, the third sector and other bodies to help them achieve their charitable aims and, particularly as money gets tighter, to make the most of every single charitable penny they invest in our communities
- Provide detailed intelligence on the state of our communities and how our grant making is improving lives and improving aspirations and opportunities for all ages and sectors.
- Work to support voluntary sector organisations to thrive, through expertly delivered training, and support.

Our Values:

We are passionate about what we do – making a difference to those in need across South Yorkshire. We care deeply about all the people in **our communities**, **our donors** – without whose generosity we could not do what we do, and **our team**, whose determination to always do that little bit extra makes them extraordinary.

We will do this by:

- Listening carefully to the needs of our community groups, donors, and partners
- Acting always with honesty, integrity and transparency and treating everyone with respect and courtesy
- Seeking likeminded organisations with whom we can work collaboratively to have an even greater impact
- Providing a trusted, high quality, professional and accessible service, efficiently and responsibly run, with a strong commitment to delivering quality and empathetic services to communities
- Placing equal opportunities, diversity and inclusion and non-discrimination at the heart of everything we do and say
- Welcoming feedback on what we do such that we can constantly improve.
- Positively embracing and driving the changes needed to support communities to deliver solutions that have real impact



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Terms:

- The job will involve travel within South Yorkshire area and sometimes beyond
- The post is 30 hours, normally within office hours, but occasional evening or weekend work may be necessary as part of the working week
- Holidays are 25 days per year plus bank holidays. Holidays to be agreed with the CEO
- Access to benefits such as a contributory company pension, private healthcare and discount schemes.
- The office is open between 09.00-17.00, Monday-Friday each week
- Flexible working is available within the constraints of having appropriate cover for the day to day operation and the office. Arrangements to be agreed with the CEO as line manager

Signed:

Date:

Signed:



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President

Professor Dame Hilary A Chapman DBE RN
H.M. Lord Lieutenant of South Yorkshire

Chair

Professor Chris Booth-Mayblin

Chief Executive

Martin Singer



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