



COMMUNITY
SPORTS
FOUNDATION

Job information pack

HEAD OF GROWTH

OVERVIEW

Providing opportunities in the areas of sport, disability, health, schools, social inclusion, education and employability, Norwich City Community Sports Foundation helps over 38,000 people every year achieve their goals.

We support some of the most disadvantaged, disabled and talented children, young people and adults across Norfolk through a range of projects, programmes and initiatives.

Underpinning all of our impact is a dedicated workforce who are able to engage and inspire at every opportunity.

Could this be your chance to be a part of something special?



Ian Thornton OBE,
Chief Executive Officer

Why do you enjoy working for the Foundation?

I like helping the community and enjoy making a difference

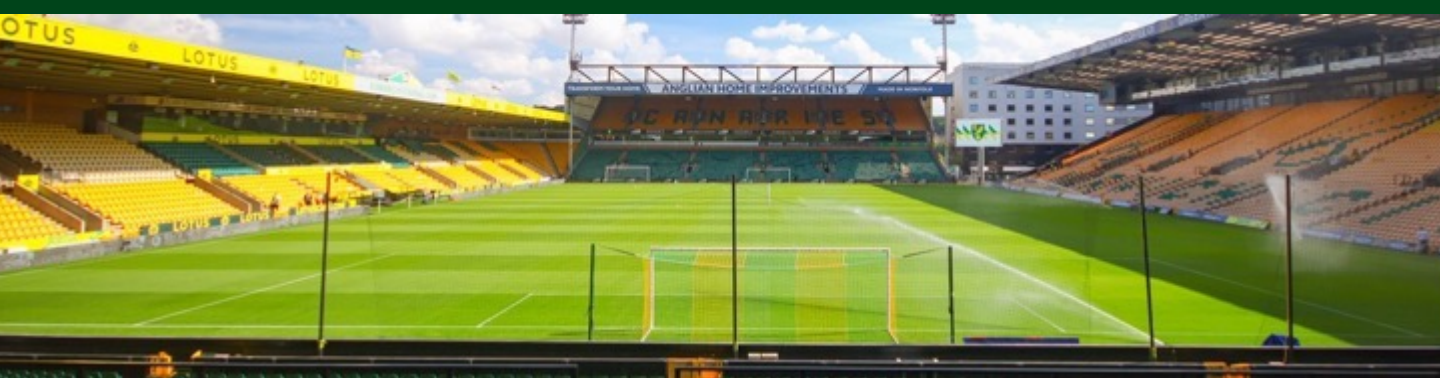
How would you describe the Foundation's staff culture?

Friendly, enthusiastic and hard working

What would you say to someone considering joining the Foundation?

It's a really great place to work, and it is hugely rewarding

*One of the newest members of the team





ROLE OVERVIEW

Job Title: Head of Growth

Salary: £30k– £35k + Incentive

Contract Type: Permanent

Line Manager: Director of Strategy & Development

An essential part of our Senior Leadership Team, the Head of Growth is responsible for managing our funding and partnership team, driving revenue growth, and expanding our network of supporters and collaborators.

Objectives

- To create and support opportunities to enable the growth of the Foundation through strategic planning and partnership development
- To oversee and manage the Partnerships and Funding teams within the Growth department
- To achieve the financial targets and outcomes within the Growth department, whilst contributing to the overall strategic direction and decision making of the charity.



ROLE SPECIFIC RESPONSIBILITIES

Revenue diversification: Explore new programme opportunities and revenue streams to increase the sustainability of the charity

Innovation: Working with delivery and infrastructure departments, support the implementation of new growth initiatives

Team management: Support the Relationship Manager and the development of new partnerships / sponsorship for the Foundation, The Nest and Run Norwich

Securing funding: Support the Funding Manager and the development of funding applications, donations and showcasing our impact

Budget management: Achieve growth budgets and perform monthly income checks with the finance team

Project management: Play an active role in supporting new project design

Collaboration: To work with and support the Executive team with gaining and developing new opportunities through local authorities, statutory agents and third sector organisations

Contract management: To oversee and manage specific contracts and obligations that support income generation for the charity

Strategy management: Support Senior Leadership Team members to implement all initiatives within the Growth Strategy

Fundraising initiatives: Explore the use of technology to develop new income generation ideas and efficiencies within the organisation

Relationship management: Build relationships with key individuals, businesses, charities and local authorities who can support the growth of the Foundation

Compliance: Ensure relevant due diligence is in place with all external collaboration

PERSON SPECIFICATION

| KNOWLEDGE, SKILLS & EXPERIENCE | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| Ability to plan, lead and implement strategies | ✓ | |
| Experience of managing a fast-paced team | ✓ | |
| Experience of working with external stakeholders with good negotiation and persuasive skills | ✓ | |
| Able to identify areas for collaboration with internal and external individuals | | ✓ |
| Experience in developing new initiatives to solve community or organisational issues | ✓ | |
| Excellent communication and interpersonal skills across all levels internally and externally | ✓ | |
| An awareness of the Foundation (the outcomes we achieve and the programmes we deliver) | | ✓ |
| Able to problem solve and seek appropriate solutions | ✓ | |
| PERSONAL ATTRIBUTES | ESSENTIAL | DESIRABLE |
| Growth – Willingness to attend training courses to enhance own professional development | ✓ | |
| Integrity – Always work in line with the Foundation’s values and behaviours | ✓ | |
| Belonging – Ability to work individually and as part of a team | ✓ | |
| Resilience – Ability to work with others to show innovation, strive for continuous improvement and solve problems | ✓ | |
| Pride – A drive to help people achieve their goals | ✓ | |
| Commitment – Willingness to work unsocial hours, including evenings and weekends | ✓ | |



CARROW ROAD

WHERE YOU WILL WORK

The Head of Growth role will spend the majority of their working time within our offices based in the heart of Carrow Road, the home of Norwich City Football Club.

In addition, you will also spend time at The Nest, the charity's 22-acre community hub located on the outskirts of the city.

You will also be required to attend meetings and events relevant to your role within and surrounding Norfolk.



THE NEST

OUR VISION

TO SUPPORT, INSPIRE, AND IMPROVE OUR COMMUNITY

We use the power of sport to support to achieve our charitable objectives:

- Driving inclusion for people with disabilities
- Boosting mental health and wellbeing
- Supporting disadvantaged people to raise their aspirations

OUR VALUES

Growth
Integrity
Belonging

Resilience
Pride
Commitment





APPLICATION PROCESS

All applications must be submitted through our online Safer job application form and must be accompanied by an up-to-date CV and supporting letter detailing why you would be suitable for the role www.communitysportsfoundation.org.uk/vacancies

Application Deadline: Friday 3rd May 2024

Interview Dates: Wednesday 15th May 2024 or on request

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. All candidates shortlisted for interview will be informed by email or phone. If you have not been contacted within a week of the closing date, this means that you have been unsuccessful on this occasion.

For more info please email: csfrecruitment@norwichcitycsf.org.uk


SAFEGUARDING STATEMENT

Norwich City CSF is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.


Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory DBS Check and references.

EQUALITY STATEMENT

Norwich City CSF is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.



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