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**Sutton United Youth & Community Foundation**

| Job Title | Head of Foundation |
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| Reports to | Trustees of Sutton United Youth and Community Foundation |
| Location | Sutton United Football Club |
| Salary | £35,000 - £40,000 |
| Hours | 35 hours per week. This is a senior position; matchdays and occasional additional or unsocial hours are a requisite of the role. |
| Key Relationships | Chair of the Board of Trustees, Board of Trustees, Foundation Staff, CEO and COO of Sutton United Football Club, EFL Trust, Sutton Council, Government Departments and stakeholders across all strategic areas of work. |

**Diversity**

Sutton United Youth & Community Foundation welcomes applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability. All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the organisation may employ positive action where diverse candidates can demonstrate their ability to perform the role equally well.

**Role Specification**

We are seeking an experienced Head of Foundation to lead the day-to-day operations of our Foundation. The successful candidate will provide inspirational senior leadership of the Sutton United Youth & Community Foundation , developing and delivering an ambitious strategic plan that increases both the Foundation’s and Football Club’s brand, impact, and reputation. The Head of Foundation will have strategic responsibility for the financial and business growth of Sutton United Youth & Community Foundation, ensuring sustainability and diversity of income streams that can be reinvested in community based activity for the benefit of Sutton United and its communities. As an ambassador for both the Foundation and Club, the role will foster a positive culture, ensuring staff at all levels across the organisation are inspired and encouraged to succeed and prosper. The Trustees are looking for a high calibre Head of Foundation who has the ability to make Sutton United Youth & Community Foundation a well established and highly successful Foundation within the EFL Trust’s network of Club Community Organisations.

**Person Specification**

You will have business development experience with the skillset to provide ambitious strategic leadership for the Foundation. Highly developed networking, partnership, advocacy, and negotiating skills to nurture and influence successful two way relationships with key stakeholders, commercial partners and partnership organisations is essential. Additionally, you will be comfortable managing board level relationships and have the ability to establish credibility as a trusted leader within the Foundation and Club and across all our networks. You will be able to lead projects and effectively manage staff at all levels. Alongside this, our Head of Foundation will have experience of working with people of all ages, including primary and secondary school pupils.

We are looking for a Head of Foundation who is agile, resilient, and has an adaptable attitude towards work, with the capacity to be creative, innovative, and continually motivate and inspire those around you. We would particularly like to hear from those with a proven track record of developing income streams (including from grant funding) and an understanding of how charitable organisations make positive contributions to their local communities.

Knowledge of the structure and organisations within football, both nationally and locally would be desirable, as would knowledge of partner organisations within the London Borough of Sutton.

Importantly, the successful candidate will embody the values of the Foundation and in partnership with Sutton United Football Club, drive our aim to inspire and change lives.

**Job Description**

* To lead and manage Sutton United Youth and Community Foundation (a registered charity affiliated to Sutton United FC) in order to achieve the charitable purposes set out in its constitution.
* To liaise with the English Football League Trust (EFLT) in supporting local community projects.
* To increase participation in the Foundation’s activities for people within the local community.
* To identify and access local and national funding streams for community development projects.
* To liaise with local agencies with a view to promoting community services.
* To identify new services to be offered by the Foundation.
* To co-ordinate and deliver a range of community programmes focused on: Education & Employability, Health & Wellbeing and Participation & Community Engagement.
* To work with schools and other key partners in the London Borough of Sutton to deliver a community outreach programme.
* To develop new partnerships in order to create sustainable community links.
* To manage the coaches, volunteers and other staff providing services for the Foundation.
* To manage the Club’s community pavilion.
* To carry out any other duties as reasonably required by the Trustees.
* To ensure the Foundation complies with the EFLT Capability Code of Practice.

**Safeguarding**

Sutton United Youth & Community Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All employees of the Foundation are deemed to be in regulated activity with children and as such, all offers of employment are subject to an Enhanced DBS check.

All shortlisted candidates will be required to complete a declaration regarding offences, prior to the interview.