

# TRANSFORMATION CORNWALL<sup>+</sup>

Strengthening Social Action across Cornwall

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Operations Director</b>
<b>HOURS:</b>	37.5 hours per week Trustees are open to flexi working
<b>LOCATION:</b>	Home based with desk space available at the offices of the Diocese of Truro (currently Church House, Truro, TR4 9NH)
<b>SALARY:</b>	£37,100 (for 37.5 hour week)
<b>ACCOUNTABLE TO:</b>	The Chair of Trustees

### TRANSFORMATION CORNWALL

Transformation Cornwall works to strengthen social action across Cornwall through extensive networking with organisations, funders, churches and other faith communities.

As a faith based infrastructure organisation, it operates as a brokerage and signposting agency to build the skills and capacity of grass-roots organisations and faith-based communities to deliver social action by bringing them together with experts, practitioners and funders, providing one to one support and strengthening connections.

### KEY RELATIONSHIPS:

The Diocese of Truro, Cornwall & IoS Methodist District, Church Urban Fund, Churches Together Cornwall, Trussell Trust, Wadebridge Foodbank, Cornwall VSF, Cornwall Council, IFAN and key faith and community people.

### AIM OF THE ROLE:

To lead, manage & promote Transformation Cornwall as it strengthens social action across Cornwall.

### PRINCIPLE RESPONSIBILITIES:

1. To be responsible for the day-to-day operations and management of Transformation Cornwall, ensuring it continues to deliver its vision and plans.
2. To work with Trustees to develop key strategic priorities, financial sustainability and to direct future service provision.
3. To be responsible for the effective line management, support and ongoing development of a small team of staff.
4. To maintain and develop strong partnerships with the faith, VCSE and statutory sectors in Cornwall to support all communities to tackle poverty and injustice.
5. To work with Transformation Cornwall staff, volunteers & key partners to monitor & track impact.
6. To maintain and develop strong relationships with funders and key partners

### SPECIFICALLY THIS WILL REQUIRE:

1. **Networking and collaboration:**

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- Maintain, develop & create opportunities that build relationships with the faith, VCSE and statutory sector in Cornwall.
- Promote opportunities to share resources and best practice, working as a support mechanism with projects and people, to develop effective collaboration and capacity building.
- To contribute to, and exchange with, the Church Urban Fund & the Together Network as appropriate.
- Work creatively to ensure the voices and experience of those with lived experience shape the vision and work of Transformation Cornwall.
- Have knowledge of funding streams available for social action and change within Cornwall.

### 2. Communication, promotion and awareness:

- Representing the vision, aims and values of Transformation Cornwall in relevant forums, including churches, faith groups, local government and voluntary organisations.
- To lead on the development & implementation of the Transformation Cornwall Communications Plan, in collaboration with the Social Media & Communications Officer.
- To oversee the development of effective online (web and social media), newsletter & promotional content.
- To communicate & present on the work and impact of Transformation Cornwall to a wide range of audiences.

### 3. Working strategically to deliver priorities

- Working with the Board and other stakeholders to maintain a clear strategy for the delivery of Transformation Cornwall's aims
- Overseeing the implementation of the three areas of focus for Transformation Cornwall: the delivery and development of the annual Meet the Funders, 1:1 advisory and guidance work with grass roots organisations and community groups, and strengthening links between the faith and non-faith sectors in Cornwall around Transformation Cornwall's 6 thematic areas: mental health; food insecurity; homelessness; modern slavery; financial inclusion & climate justice.

### 4. Reporting

- To be responsible for writing reports updating on progress and outcomes with external funders, the Board and with supporters.
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### 5. Finance

- Awareness and management of the TC budget.
- To ensure the ongoing financial sustainability of the organisation through awareness of and application for relevant funding.

### 6. Compliance

- To ensure that Transformation Cornwall is compliant with all relevant policies and procedures in all aspects of its work.

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## 7. Others

- To attend one to one meetings with the Chair of Trustees & regular training.
- To have due regard for Safeguarding.
- To have due regard for relevant Health and Safety policies and procedures.
- To have due regard for other areas of policy and legislation that impact on the organisation, as required.

## PERSON SPECIFICATION

### Essential

#### Skills/Aptitudes:

- The ability to work strategically and intuitively within the vision, priorities and theory of change of Transformation Cornwall.
- The ability to communicate the Transformation Cornwall vision, encourage people and help people to develop projects and to solve problems.
- Entrepreneurial negotiating and enabling skills.
- The ability to work flexibly, independently and as part of a team.
- High level of attention to detail.
- The ability to work collaboratively with people at all levels including with church and faith leaders, congregation members, public sector officers, volunteers and local communities.
- Excellent communication skills, including in writing and public speaking.
- Excellent leadership skills.
- High level of IT skills (including proficiency with MS office, using the internet, email, chairing online meetings, etc).

#### Knowledge/Experience:

- Experience in team management
- Practical relevant knowledge and experience in the social action sector
- Good knowledge of VCSE governance
- Experience of working with faith-based community groups and volunteers
- Knowledge and experience of fundraising and making grant applications
- Experience of developing and running training programmes
- Experience of successfully developing Partnerships

#### Personal Attributes:

- An understanding of the role of churches and faith groups as providers and advocates for the communities in which they serve
- A passion for social action and fighting social injustice
- A commitment to, or empathy for, the Christian faith

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- Aware and supportive of the needs of working in ecumenical relationships across a broad spectrum of church and faith traditions
- Self-motivated, flexible and enthusiastic
- A deep commitment to, and understanding of, equality, diversity and inclusion and the ability to embed the role

## **Circumstances:**

- Willing to work some evenings and some weekend days, with time off in lieu
- Willing and able to travel regularly, widely and flexibly across Cornwall

## **Desirable**

### **Education:**

- Relevant professional or academic qualifications

### **Skills/Aptitudes:**

- Understanding of, and proficiency in, using social media

### **Knowledge/Experience:**

- Knowledge and experience of Cornwall's VCSE and faith community and structure
- Experience of volunteering within grassroots community, church and volunteer groups & associations.
- Experience of commissioning/contracting with statutory services

## **TERMS AND CONDITIONS**

**LEAVE ENTITLEMENT:** 25 days annual leave (Based on a 37.5 hour week, pro-rata for part-time staff) Statutory Bank Holidays are extra to this allowance

**PENSION:** Staff will be automatically enrolled, unless they opt out, into a Government approved auto enrolled pension scheme at the standard current rates

**SICK PAY SCHEME:** We operate the SSP scheme