Founding Partner

DUCHY of CORNWALL

Cornish Pirates Foundation

Foundation Manager & Male Ally Programme Coordinator

Location: Penzance Cornwall with some remote working possible
Reports to: Foundation Board with day to day reporting to Sally Pettipher, Foundation Director and Cornish Pirates Chief Executive
Hours: Full time
Salary: £30,000 pa
Contract: two-year fixed term employment, extendable with funding and mutual agreement

Cornish Pirates Foundation

The Cornish Pirates Foundation is the charitable arm of Cornish Pirates, using the reach, profile and values of rugby to make a positive difference to people and communities across Cornwall.

The Foundation develops and delivers programmes addressing social need, particularly amongst children and young people and within communities experiencing disadvantage.

The Role

The Foundation Manager & Male Ally Programme Coordinator is a dual role. The Male Ally Network is a funded project that delivers one of the four programme areas of the Pirates Foundation, but makes up 50% of the Foundation Manager's time.

For 50% of the time, he or she will lead the day-to-day development and operation of Cornish Pirates Foundation, turning the Foundation's ambitions into well-run, properly funded and measurable programmes across Cornwall.

For 50% of the time, he or she will take direct responsibility for coordinating and developing the Male Ally Network in Cornwall, delivering specific measurable outcomes that create behavioural change to counter negative opinions and actions of men towards women and girls.

Key Responsibilities

Foundation Management

Lead the day-to-day operation and development of Cornish Pirates Foundation, working with the Foundation Board and Cornish Pirates CEO to translate strategy into practical programmes and measurable outcomes within four programme areas:

- **Strengthening communities** – encouraging people, particularly young people to become positive, active, contributors to their own health and welfare and to society, using rugby and its values to develop confidence, relationships and social skills.
- **Disability Sport** – creating opportunities for people with disabilities to participate in sport and enjoy the physical, social and emotional benefits it can provide.
- **Male Allies** – working particularly with boys and men to promote healthy relationships, positive masculinity and prevent violence to women and girls
- **Veterans support** – working to improve the lives of those who have served our nation

Identify opportunities for new programmes and partnerships which align with the Foundation's objectives and the needs of Cornwall's communities.

Work with event teams, bid writers, Cornish Pirates commercial team and the Foundation Board to raise project funding and core funding sufficient to maintain and grow project outcomes and impact.

Manage and coordinate Foundation volunteers ensuring appropriate training, safeguarding and supervision is in place to support and ensure their contributions are recognised and valued.

Work closely with Cornish Pirates players, coaches and staff to create appropriate opportunities for them to support Foundation programmes and community activity.

Ensure appropriate safeguarding, health and safety, risk assessment and operational procedures are in place across Foundation activities.

Ensure appropriate administrative and data protection systems are in place including the handling of personal information, compliance with data protection requirements and maintenance of accurate records of partners, funders, volunteers and programme activity.

Ensure that specific contractual obligations and accountability requirements which will need to be evidenced and reported to the funders of the Male Ally Network project.

Support the Foundation Board with reports, budgets, programme updates and information required for good governance and decision-making.

Male Ally Network Cornwall Coordination

Take responsibility for the maintenance and growth of the Male Ally Network in Cornwall acting as a direct point of contact for the project.

Work in partnership with Cornish Pirates to deploy trained personnel, Champions and Allies (including Pirates players) to present the message of Male Allyship to relevant groups including schools, youth groups, male dominated workplaces and other environments.

Recruit and direct Male Allies and Champions through established training provision, liaising directly with CLEAR the project training providers. Manage a CRM network of accredited Male Allies and Champions.

Manage the project website page to include development and updating and management of CRM database of MAN members in Cornwall. Ensure consistent use of agreed branding specifically for the Male Ally Network.

Provide efficient administration of the project, in planning and delivery to agreed time, cost and quality. Arrange, support and minute project meetings (including Steering Group meetings) to record actions and decisions and to keep stakeholders informed. Manage evaluation and present findings in reportable format.

Develop relationships with businesses and organisations interested in supporting the Foundation financially or through delivery partnerships. Secure funding to ensure the expansion and long term sustainability of the project beyond the initial two year funding period.

Foundation Monitoring, Evaluation and Impact

Establish clear measures for each programme so that the Foundation can demonstrate what difference its makes, and produce regular impact reports for the Foundation Board, funders and partners.

Maintain participant records and gather qualitative evidence including participant feedback, case studies and testimonials.

For the Male Ally programme in particular, develop appropriate ways of measuring changes in knowledge, attitudes, confidence and intended behaviour.

Communications and Representation

Act as an ambassador for Cornish Pirates Foundation and represent it professionally with partners, funders and community organisations.

Work with the Cornish Pirates communications team to generate positive awareness of Foundation activity whilst protecting the dignity, privacy and safeguarding needs of participants.

Develop a network across Cornwall which establishes the Foundation as a credible and valued partner in community and social-impact work.

Person Specification

We are looking for someone who combines excellent organisational ability with the confidence and empathy required to work directly with staff, contractors, young people and community partners.

The successful candidate is likely to have:

- Experience of managing charitable, education or social-impact programmes.
- Strong project-management and organisational skills, excellent written and verbal communication skills.
- Experience of fundraising, grant applications, service contracts and partnership development.
- The ability to build trusted relationships with schools, public-sector organisations, charities, businesses and community groups.
- The ability to manage budgets, deadlines, reporting requirements and multiple projects simultaneously.
- The ability to work independently and take responsibility for turning ideas into delivery.
- Experience of working with children and/or young people and a strong understanding of safeguarding and professional boundaries.
- An understanding of monitoring, evaluation and demonstrating social impact.
- A collaborative approach and willingness to work across the wider Cornish Pirates organisation.

Knowledge or experience relating to healthy relationships, violence against women and girls, positive masculinity or behaviour-change programmes would be advantageous, although appropriate specialist training can be provided.

Experience within rugby and an understanding of how the structures and values of rugby can be used to engage people and create positive social change.

Working with Cornish Pirates

The role will work closely with Cornish Pirates and the postholder will be expected to build a particularly strong relationship with the Cornish Pirates Community team, ensuring that Foundation and club community activities complement rather than duplicate one another and that opportunities to involve Cornish Pirates players and coaches are coordinated effectively.

Recruitment Process

Please forgive us having no capacity to take calls or enquiries on this post in advance of the application deadline.

To apply please email a one-page cover letter and CV to:
info@cornish-pirates.com
Subject line: Foundation Manager Application
Deadline: Weds 28th October at 17:00