

# **Recruitment Pack**



**Foundation and Partnerships Manager  
Bristol and Bath Parks Foundation**

## The Story So Far...

Bristol City Council and Bath and North East Somerset Council have joined forces to develop a Parks Foundation, an independent charity (CIO – Charitable Incorporated Organisation) that will support the enhancement of public parks across the two cities.

The *Rethinking Parks* Initiative run by Nesta has awarded a set up grant of £193,000 to be spent over two years to develop the potential for investment and engagement opportunities that will sustain and enhance parks across both Bristol and Bath.

The Bristol & Bath Parks Foundation is building on and learning from the work of the Bournemouth Parks Foundation- the initial Foundation in the UK that was supported by *Rethinking Parks* in 2014 - and Seattle Parks Foundation which is a well-developed and successful pioneer of the model established in the U.S.A.

There is huge interest in both Bristol and Bath in parks and green issues. In Bristol and Bath there are over 60 active park groups demonstrating the principle of residents' volunteering and helping to enhance parks beyond the core council offer. The aim of the Bristol & Bath Parks Foundation is to increase engagement with and between these bodies to improve and coordinate joint activity and facilitate high quality outcomes. The Foundation provides a new route for supporting parks, by attracting more diverse support from communities, business and funders it will add value to the sector.

Initial work has been done to agree the mission and vision of the Bristol & Bath Parks Foundation and to draft headline three- and ten-year vision statements. Branding and communications work is underway and a website is operational. Influential individuals have been recruited to the Trustee Board and a team structure has been agreed and will be appointed over the coming months.

We are now seeking a dynamic individual to push forward with the development of the Foundation and to enable us to deliver on our mission and towards our three year vision.

### **The Bristol and Bath Parks Foundation At the Heart of Parks in Bristol & Bath**

**Mission:** Working together to make parks better places to meet, play, learn, grow, breathe and enjoy nature together.

**Vision:**

Everyone experiences the benefits of parks and knows how to work together to make them better.

**Three-year vision:**

- **Quality:** A national reputation for excellence with people wanting to join us to deliver our vision. A reputation for knowing how to make things happen – and doing it.
- **Collaboration:** A strong network of effective relationships including high quality community advocates, businesses, patrons and the best minds.
- **Culture shift:** A buzz about parks, people actively taking a share of the responsibility for making their parks better
- **Action:** A Summer Programme, the first high profile campaign launched and several projects underway.
- **Financial sustainability:** Reliable, diverse income streams established plus the first legacy commitment.

**Job Title:** Foundation and Partnerships Manager

**Job Purpose:** To work closely with Trustees and the Steering Group to bring the vision and mission of The Bristol and Bath Parks Foundation to life. To build networks and partnerships that result in delivery of community-advocated improvements to parks and green spaces in Bristol & Bath. To raise awareness of The Bristol and Bath Parks Foundation's work, share progress and achievements internally and externally with diverse stakeholders across various communications channels and to secure new and sustainable funding and income streams. To represent The Bristol and Bath Parks Foundation to communities, partners, business and funders and set the conditions for successful development and growth of this newly emerging organisation.

**Terms** 4 days (30 hours) per week  
Initial 18 Month contract to December 2020 (with potential to extend dependent on performance and funding)

**Salary** £36k *pro rata*

**Budgetary Controls:** Ensure budget management and compliance with proper financial controls and procedures in line with the expectations of the Board and within legal frameworks of company and charity law.  
Joint signatory and administrator of Parks Foundation bank account.

**Key Responsibilities:**

1. To manage the strategic direction and day to day operations of The Bristol and Bath Parks Foundation..
2. Work with the Board of Trustees to develop The Bristol and Bath Parks Foundation's Business Plan and be responsible for the delivery of the plan.
3. Monitor performance relevant to the Business Plan. Develop, collect and collate market research to inform The Bristol and Bath Parks Foundation steering group to make informed decisions.
4. Research and understand key public space issues, projects and possibilities within the Bristol and Bath area.
5. Secure further funding through: researching and making applications to grant giving bodies; and where appropriate developing private donations from individuals and companies; promoting legacies; and developing commercial opportunities and events.
6. Work alongside the Trustees to produce the charity's Annual Report and provide financial analysis, including regular monitoring of income and expenditure against budget.
7. Organise Bristol and Bath Parks Foundation Board meetings and provide Trustees with information and support to help progress

matters in a timely manner.

8. Act as the champion and first point of contact for the Parks Foundation within the framework of the Business Plan and the operational needs of the charity.
9. Recruit and manage volunteers, staff, contractors and partners as resources allow.
10. Develop and manage effective relationships with key stakeholders at strategic and operational levels including companies, funders, trusts, the local authority, community groups, the press, media and other relevant, interested groups to enhance the strength and stability of the Bristol and Bath Parks Foundation.
11. Oversee the development of a PR, marketing, communication, online & social media strategy, acting as spokesperson for the Bristol and Bath Parks Foundation in response to media and press enquiries.
12. Comply with appropriate legislation (e.g. employment, data protection, health and safety, Equalities Act 2010) and carry out any other reasonable activities as required by the Bristol and Bath Parks Foundation Board.

### Person Specification

Minimum of three years of relevant transferable experience in developing a new role and delivering success	Essential
Demonstrable experience of initiating and delivering new public projects and programmes	Essential
Evidence of building networks of influence, managing relationships and working in partnership to deliver successful outcomes	Essential
Experience of business planning and delivering to plan	Essential
A proven track record of setting KPI's and producing effective reports to demonstrate progress, communicate opportunities and manage risk	Essential
A track record of fundraising success in one or more areas including foundations, trusts and grants, corporate, or voluntary income channels	Essential
Ability to keep abreast of, and adhere to, relevant legal obligations in charitable operations, data protection and financial management	Essential
Good understanding and experience of budget management and financial reporting	Essential
An articulate and agile communicator, with excellent negotiating and networking skills, able to build relationships at all levels and engage with a wide variety of partners and stakeholders	Essential

A self-starter with a strategic and entrepreneurial approach that gets results	Essential
Experience of line management, commitment to a democratic team structure and to developing a healthy working culture with a good work/life balance	Essential
Confidence in representing the Parks Foundation to press and media	Essential
Experience of developing and implementing a communications strategy	Desirable
Experience of updating websites and generating content for social media	Desirable
Experience of working with a Trustee Board or Steering Committee to develop and deliver a vision	Desirable
Experience of recruiting and working with volunteers	Desirable

Closing date: 5pm 24<sup>th</sup> June 2019

Interview dates: 4-5<sup>th</sup> July

To apply for the role please provide a copy of your CV and a cover letter outlining how you meet the requirements of the role via email to [info@bbpf.org.uk](mailto:info@bbpf.org.uk)

To find out more about the role, please contact Rob Acton-Campbell, trustee of the Bristol and Bath Parks Foundation on 07870 110428 / via email at [info@bbpf.org.uk](mailto:info@bbpf.org.uk)