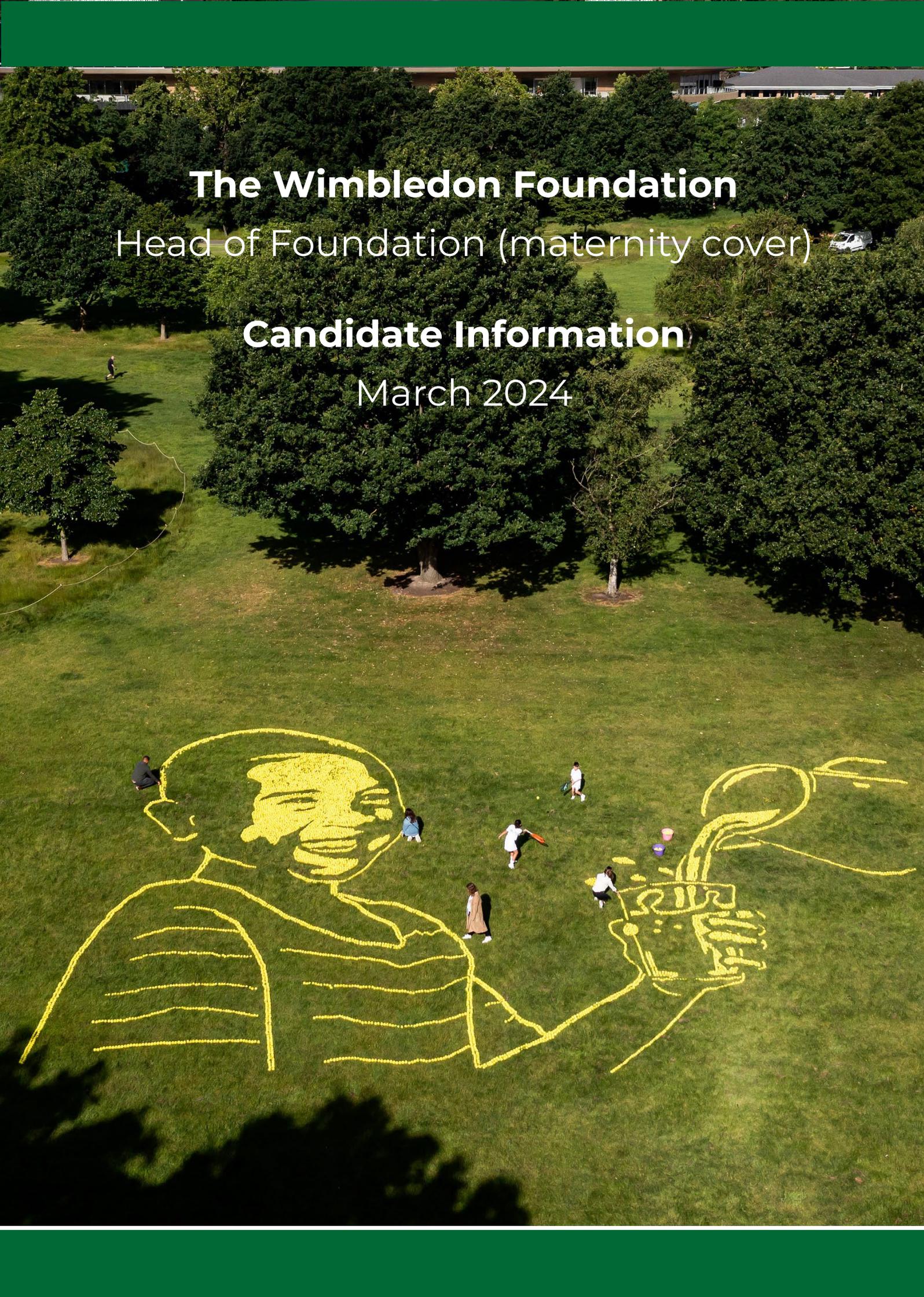


The Wimbledon Foundation
Head of Foundation (maternity cover)

Candidate Information

March 2024



WELCOME

I'm delighted that you're considering the Head of Foundation (maternity cover) role at The Wimbledon Foundation.

The Wimbledon Foundation is in a unique position in that it is supported by, and uses the collective strength of, The All England Lawn Tennis Club and The Championships to make a positive difference to people's lives. In 2024, we are proud to be celebrating our 10-year anniversary and establishing the Foundation's vision for the future.

The Foundation champions opportunity for all and aims to locally strengthen and support our diverse communities, nationally use the power of sport to inspire young people and internationally build healthy communities and respond in times of need. The Foundation continues to grow and in 2023 our charitable activities totalled more than £3.9 million. Local grant funds supporting charities working in Merton and Wandsworth include our Health & Wellbeing Fund - addressing health inequalities and the Get Set, Get Active Fund - supporting community sport.

Following a successful three year pilot, in 2023 the Foundation launched Set for Success in partnership with Barclays and delivered by Youth Sport Trust. The programme supports young people at risk of becoming NEET (not in employment, education or training) or otherwise not achieving their full potential to take part in active learning and sports sessions delivered by inspirational athlete mentors and teachers. Over the next four years Set for Success will expand into 30 areas across the UK and engage up to 3,900 pupils from 150 schools.

The Foundation also funds the Wimbledon Junior Tennis Initiative (WJTI) delivering free tennis coaching to local primary schools and continues to develop partnerships with WaterAid and The British Red Cross internationally.

We are looking for an individual with a real passion for making a difference to those living in disadvantaged communities and the drive to build on our achievements to date, in the local area and further afield. A flair for communication in a variety of settings would go a long way, together with the ability to maintain a strong team. This is a very exciting position with opportunity for personal and professional fulfilment.

I look forward to receiving your application.



Bruce Weatherill
Chairman, The Wimbledon Foundation



ABOUT US

The Wimbledon Foundation, established in 2013, is the charity of the All England Lawn Tennis Club and The Championships. Our aim is to use the collective strength of Wimbledon to make a positive difference to people's lives in the local community and beyond.

WHAT WE DO



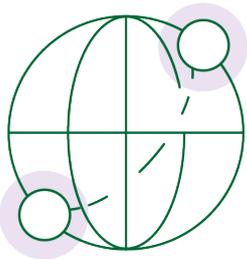
Locally we strengthen and support our diverse communities

Tackling social disadvantage in Merton and Wandsworth to support vibrant and inclusive communities where there are more opportunities, health and wellbeing is improved, people can take part in sport and have their needs met in emergency situations. Leveraging AELTC resources to create opportunities and benefits for the local community.



Nationally we use the power of sport to inspire young people

Increasing opportunities for young people to develop key skills and raise their aspirations for the future using the power of sport.



Internationally we build healthy communities and respond in times of need

Increasing healthy communities globally by partnering with impactful charity partners and contributing to resources to respond to emergency situations and global disasters.



HOW WE DO IT



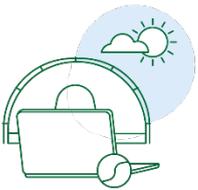
Funding

We provide grants and financial support



In-Kind Support

We donate resources and physical gifts



Programmes

We deliver programmes for our local community

Our Vision

Stronger, healthier, and more resilient communities

Our Mission

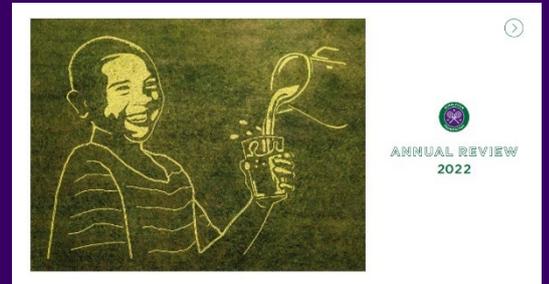
To champion opportunity for all

Our Values

Heritage, Integrity, Respect and Excellence

ANNUAL REVIEW 2022

Our Annual Review provides a wealth of information about the Foundation and what we have achieved to date. Click on the image opposite to read more.



THE ROLE

Job Title: Head of Foundation (maternity cover)

Department: Wimbledon Foundation

Reports To: Club Director

Contract Length: 15-18 months

Salary: Competitive with excellent benefits

Main Purpose: This role assumes overall responsibility for the Wimbledon Foundation, its strategic direction and all activities. This position is a key appointment, and the job holder will lead the Foundation team, work closely with the Trustees, and build and maintain relationships with a wide variety of internal and external stakeholders. Following a significant period of change the Foundation is celebrating its 10-year anniversary and implementing a new strategy.



Responsibilities

- Providing strategic leadership for all Foundation activities, staff and stakeholders.
- Working with Trustees and key stakeholders to deliver on work plans that meet the Foundation's vision and long-term goals.
- Delivering robust governance for the Foundation in close collaboration with the Trustees and AELTC finance team including long-term financial planning, budget setting and management.
- Quarterly Board reporting on Foundation activities, fund distribution and developments in the charitable sector to inform decision making.
- Leading and developing staff who work in the Wimbledon Foundation team.
- Continuing to raise the profile of the Foundation's work in close liaison with the AELTC communications team and building the brand of the Foundation.
- Representing the Foundation at profile raising and external networking events, building positive relationships with key individuals from charities, local authorities, schools, AELTC official partners, local community organisations and other relevant bodies as required.
- Overseeing the grant strategy, including the application process, due diligence, fund distribution and monitoring and evaluation to understand the effectiveness of funded activities.
- Developing key partnerships, including those with AELTC official partners and national and international charity partners.
- Maintaining oversight of the Foundation's flagship national programme, Set for Success, Foundation programmes (WJTI and Work at Wimbledon) and international charity partnerships managed by the Foundation Partnerships Manager and Grants & Community team.
- Maintaining close and effective working relationships with the wider AELTC teams connected to the Foundation including the community strategy team, Club office and community sports team.
- Contributing to the AELTC business strategy under the Force for Good agenda.
- Ensuring compliance with safeguarding requirements, health and safety, data governance, legislation and standards relevant to the role.

What part your role will play in The Championships

- The Championships provides a platform to demonstrate the work of the Wimbledon Foundation and engage with guests. Your presence will be of extreme importance.
- Taking part in media and press opportunities, representing the Foundation publicly.
- Organise, manage and support temporary Championships Foundation staff, the Foundation kiosk and presence in The Queue.
- Oversee the Foundation's activities including key messaging around the Grounds, welcoming charity guests and activities that provide additional financial support to the Foundation.

Further Information

- The role will require DBS clearance the results of which must be satisfactory to the Company.
- The successful candidate will be joining a small, dynamic team including the Grants & Community Manager, two Grants & Community Officers, Foundation Partnerships Manager, Engagement and Projects Officer and Foundation Communications & Events Lead (job share).
- Normal working hours are Monday to Friday 9am – 5pm. You should be prepared to work occasional evenings and weekends in addition to occasional travel in the UK. The Foundation operates a flexible working pattern with typically Mondays and Fridays working from home.
- Additional hours / days will be required before and during The Championships.

PERSON SPECIFICATION

- A proven track record of strategic thinking and ability to see the whole picture, as well as close attention to detail.
- You will have significant, relevant experience in a charity, community or grant making organisation at senior management level, including administration of the allocation of charitable funds.
- A solid understanding, and knowledge of, Charity law and governance.
- Experience in effectively leading a team, establishing and leading community related programmes, working with local authorities, schools and charities.
- Professional and diplomatic with excellent interpersonal, networking and influencing skills.
- Experience of, or comfortable with, public speaking including media and press.
- Experienced at building and maintaining effective working relationships and working collaboratively with a diverse range of stakeholders, including working with non-executive or charitable boards.
- Strong general management skills, including team leadership, experience in financial management and charity board reporting.
- Excellent planning and organisational skills, including the ability to meet deadlines, work flexibly and deliver under pressure.
- Highly numerate, with an excellent knowledge of budgeting/financial reporting and the ability to analyse complex information and figures.
- Integrity and empathy with an ability to relate to people from all social sectors.

- Imagination, drive and determination to ensure successful conclusion of tasks, experienced at leading cross-functional work streams and projects.
- Excellent IT and communication skills both written and verbal, including the ability to write succinct and accurate reports and make high level presentations to the wider business and key stakeholders.
- You'll have experience of working in a corporate foundation or charitable activities linked to a parent company, with an enthusiasm for the Foundation's work.

The Wimbledon Foundation is committed to equity, diversity and inclusion. We welcome candidates of any gender (women, men or other gender identity) and from any background with the required skills. We would particularly encourage applications from people with Global Majority backgrounds, people belonging to minority communities, people from the LGBTQIA+ communities and those with disabilities.

HOW TO APPLY

If you are interested in this excellent interim opportunity, please apply with the following:

- A comprehensive CV, detailing your key achievements, along with details of two referees.
- A supporting statement, which addresses the criteria in the Person Specification and outlines your motivations for applying.

All applications should be uploaded via our recruitment partner, Russam. **[Click here](#)** to begin submitting your application.

For an informal discussion about the role, please contact Melissa Baxter at Russam on melissa.baxter@russam.co.uk / 07789 985229.

TIMETABLE

Closing date for applications:	Tuesday 2 nd April 2024
Preliminary interviews with Russam:	Tuesday 9 th & Wednesday 10 th April 2024
Interviews with The Wimbledon Foundation:	Selected times over 25 th & 26 th April 2024 / 1 st & 2 nd May 2024

