

CANDIDATE PACK FOR A DIRECTOR

THE VARRIER-JONES FOUNDATION



WELCOME

Thank you for your interest in joining The Varrier Jones Foundation as our new Director. This is a pivotal point in our development, and we are looking forward to welcoming an entrepreneurial leader to help drive us forward in our new phase.

Once part of the Papworth Trust, a leading disability charity, the Varrier Jones Foundation was formed in 1997 to make the most effective use of the substantial land, property and investment holdings owned by the trust, with a primary objective to provide financial support for the work of the Papworth Trust, as well as to grow support of other charities that provide services for people with disabilities.

We continue to navigate a period of change as we move further away from close operational delivery as part of the Papworth Trust to a fully independent entity. This is, therefore, an exciting time to join us in the newly created Director role to lead the continued development and management of the Foundation.

The Foundation manages a portfolio of property around the village of Papworth Everard. The role encompasses practical day-to-day management alongside exploring new opportunities; and also stewarding the trust's invested funds, with the support of expert suppliers and advisors.

We are looking for an enthusiastic and inspiring individual who recognises the importance of the charity's work in supporting people with disabilities and is able to take forward the continued development of the Foundation. Accountable to an expert board of Trustees, we are looking for someone with experience and understanding of the sector coupled with successful leadership of projects involving a number of partners and multiple stakeholders. You will bring skills in investment or property but have a clear understanding of both.

Importantly, we are seeking an individual who is entrepreneurial and can see the potential in developing this opportunity, through strategic development and prioritisation, and the skills necessary to manage a small team to deliver on key priorities. You will be a natural relationship builder, able to engage and enthuse people in the organisation and provide the framework for development of effective solutions, whilst engaging staff in the scope for change.

If you feel you bring the skills and experience, we are looking for and share commitment in our ethos and growing support for people with disabilities, we very much look forward to hearing from you.



Deborah Lowther
Chair

ABOUT US

OUR HISTORY

Dr (later Sir) Pendrill Charles Varrier - Jones (24 February 1883 – 30 January 1941) was a Welsh-born physician who created Papworth Village Settlement, an industrial colony for the treatment and rehabilitation of tuberculosis patients. From 1948, the treatment blocks of the settlement were passed to the National Health Service to become Papworth Hospital and the charitable foundation later became the Papworth Trust.

The Varrier-Jones Foundation (The Foundation) was formed in 1997, with assets separated out from those of the Papworth Trust (The Trust) in order to make the most effective use of the land, property and investment holdings of the Trust, allowing the Trust to focus on operational delivery and expansion of its service offerings to disabled people.

The Foundation, which is based in the village of Papworth Everard, has since developed the Papworth Business Park and the Papworth Village Centre, along with the disposal of significant elements of land for private housing, which has enabled the village of Papworth Everard to develop and become a much more attractive place to live. Alongside this the Foundation has grown its investment portfolio significantly so that it is able to continue to make substantial annual grants to support the work of the Trust, and other charities supporting disabled people.

OVERVIEW OF THE FOUNDATION TODAY

The Varrier-Jones Foundation's primary objective is to provide financial support for the work of the Papworth Trust, a leading disability charity. We meet this commitment through the development and investment of our assets, both commercial property and market investments. Investments are managed on a total return basis, with long term investment returns supporting regular donations to the Papworth Trust to achieve its objectives. We also make modest grants towards the work of other charities providing services for people with disabilities.

The Foundation is undergoing a period of change as it devolves away from close operational delivery as part of the Papworth Trust to a fully independent entity. This has challenged Trustees to describe a new model of governance leadership and operation and following a review of the operating and governance model is developing this role as part of the leadership structure. The Foundation manages a portfolio of property around the village of Papworth Everard which encompasses practical day-to-day management alongside exploring new opportunities; and also stewards the trust's invested funds, with the support of expert suppliers and advisors.

JOB DESCRIPTION

Job title: Director

Reports to: Chair

Direct Reports: Operations Manager

ROLE PURPOSE

- Leading the development and management of the organisation, including identification of investment and property opportunities, internal and external partner need, and operations.
- Communicating with people inside and outside the organisation to determine what policies and strategies will best deliver its overall objectives, in particular with Papworth Trust as the Foundation's main beneficiary.
- Making important decisions that affect the direction of the organisation and its employees, as well as the suppliers of various professional services on which the Foundation depends.
- Developing and delivering strategies to ensure the workforce have a clear model to deliver effective and successful management of the Foundation's assets.
- To ensure the Foundation has clear governance arrangements in place and effective risk management systems to ensure we are performing to the highest standards.

KEY OBJECTIVES

- Responsible for leading and developing the VJF vision and communicating that vision to employees and stakeholders.
- Providing dynamic leadership of change in the organisation with a focus on delivering the strategic priorities for the Foundation and holding deep expertise.
- Building a positive and productive workplace culture by involving people, reviewing and adjusting and recognising accomplishments.
- Establishing and consulting with property and investment partners, including investment managers and property advisors.
- Directing the organisation in line with the goals and visions set by the Board.
- Ensuring the organisation meets strategic milestones and delivers on the KPIs set by the Foundation Board.
- Providing appropriate reporting to the Board to enable monitoring and challenge.
- Lead management of suppliers, to ensure best use and value for money in service level agreements and outcomes.
- Alongside the Board, take responsibility for the legal obligations of the organisation in accordance with The Charity Commission and Companies House.
- Lead, develop and maintain all major funding and commissioning relationships, both statutory and non- statutory.
- Ensure there are clear lines of accountability and responsibility across the team which foster and maintain effective working relationships across the organisation.

MAIN RESPONSIBILITIES

Leadership

- Building on the strategic priorities and ensuring their alignment with short-term and long-term objectives.
- Monitoring, challenging, supporting and, where necessary, intervening to ensure outstanding support to the Papworth Trust and other charities.
- Working closely with the Foundation Board and other staff to grow and strengthen the organisation and to make it sustainable.
- Decision making as necessary, using data generated internally and externally.
- Reviewing performance, including staff performance across the organisation and reporting to the board of directors.
- Focussing how the organisation can deliver value for money by best use of assets.

Financial and operational

- Report to the Board on the organisation's operational and financial performance, including reporting on all significant matters and any issues arising, ensuring that the correct and appropriate items are included on Board agendas.
- Assist with the preparation of the organisation's annual budgets, analyse the risk of its investment and advise the Foundation Board on the risk and return on investment – reviewing and developing reporting frameworks where required.
- Work initially with the interim Head of Finance to produce the annual information and financial return to the Charity Commission.
- Total return on investment reporting from the property and investment portfolio.
- Property management where the responsibility sits with VJF rather than covered under an SLA.
- Have a focus on value for money and effective deployment of resources for the charity.
- Oversight of financial control and management including budgeting, reporting and audit.

Staffing and people

- Working with finance colleagues and the Operations manager on the organisation's payroll, benefit disbursement and hiring practices.
- Oversight and management/authorisation of staff entitlements e.g. holiday, special leave and hybrid/flexible working arrangements.
- Development and implementation of appropriate HR and health and safety policies.
- Support professional development, training and mentoring where required.
- Develop and lead a review an annual review of performance across the organisation.
- In conjunction with the Chair of the Board develop an annual programme of meetings and planning events.

Risk management and quality assurance

- Overseeing quality across the organisation by setting goals for each area in collaboration with other staff.
- Leading the development of the organisation's short- and long-term strategies and policies ensuring legal compliance with Charity and business legislation, including data protection and information security.
- Ensuring risk is effectively forecast and monitored to deliver the goals and priorities effectively and implement measures to mitigate potential threats.

Contracting

- Communicating with stakeholders, including the Papworth Trust, the general public and government entities, as required.
- Relationship management with grantees.
- Oversight of tendering and contract management processes working initially with the interim Head of Finance.

PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

- Demonstrable leaderships experience with a proven track record in leading teams and achieving results.
- Good understanding of the charity sector's regulatory frameworks and legislation including data protection.
- Substantial experience of budget management and financial accountability for an organisation with significant assets.
- Experience of strong project management with multiple priorities.
- Experience in managing and leading change across a range of disciplines, projects and responsibilities.
- Evidence of success in leading, managing, motivating and developing a team.
- Understanding of and commitment to Equal Opportunities, Diversity and Inclusion.
- Appropriate understanding of safeguarding vulnerable adults.
- Experience of working with a Board and of developing and maintaining robust governance, including risk strategy and all aspects of financial management.

SKILLS AND ABILITIES

- Ability to analyse complex situations and make appropriate strategic decisions.
- The ability to manage a varied and demanding workload and be able to prioritise between tasks and delegate, where possible.
- Excellent communication and negotiation skills.
- Strong leadership skills to lead staff and to manage internal and external conflicts.
- Excellent planning skills to implement strategies to meet the organisation's goals set by the Foundation Board.
- The ability to manage, inspire and motivate staff.

STYLES AND BEHAVIOURS

- Commitment to the aims and ethos of The Varrier Jones Foundation.
- Integrity, resilience and optimism

TERMS OF APPOINTMENT

SALARY

The salary for this role is c.£100,000 per annum on a full-time permanent basis.

LOCATION

The role is based in the village of Papworth Everard in Cambridgeshire. This is a hybrid role with at least two days a week onsite.

PENSION

5% employer contribution

ANNUAL LEAVE

25 days plus bank holidays

HOW TO APPLY

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Hannah.chapman@starfishsearch.com and we will be happy to arrange a call. To make an application, please go to <https://starfishsearch.com/jobs/vjf-dir/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date: Friday 11th July 2025

Preliminary interviews: Late July 2025

Final Panel interviews: Late August 2025