



## Community Outreach Officer Application Pack

### About Cornwall Community Foundation

Behind the holiday playground you see in photographs, Cornwall is the poorest county in England, with many disadvantaged and isolated communities, extreme child poverty, youth unemployment and associated mental health issues. These needs are often unseen but are very real.

At the Cornwall Community Foundation, we believe in a positive Cornish life for all, free from poverty and social isolation. Our aim is to change people's lives for the better by helping local communities. We want Cornwall & the Isles of Scilly to be a great place to live for everyone - a place where people work together to address disadvantage. Donors trust our expertise to direct funds to those grassroot organisations and initiatives which will make a big difference to the lives of those in genuine need, reaching vital projects that might not otherwise survive. Since 2003 we have grant awarded more than £23 million to over 9,000 community projects. In 2024 we grant awarded £3.2 million.

We manage charitable funds on behalf of local individuals, families, companies and public agencies. Many of our funds are invested in endowment, which is currently valued at £12.7 million. We also manage flowthrough or non-invested funds including for the Duke Of Cornwall's Benevolent Fund, the NHS Integrated Care Board, Cornwall Council and the Police and Crime Commissioner for Devon & Cornwall. Typically, our funds are donor advised and we engage with more than 100 local people who assist us with making grant making decisions.

Our friendly and committed [Team](#) of 14 is based in Bodmin when they are not working from home. We have an active and engaged Board of [Trustees](#) who meet four times a year and several committees who meet throughout the year.

CCF is committed to the principles of a 'one team' approach. This recognises that all members of the Team contribute to the success of delivering CCF's goals to address need in the community by making high quality grants and promoting philanthropy.

## Job Purpose

The post is to provide efficient delivery of the Cornwall Community Foundation's Community Outreach within the Grants Team. This is an exciting opportunity to work with community groups and voluntary sector organisations to identify gaps in knowledge, skills and provision and to provide structured support to community groups to upskill them and facilitate collaboration.

## Community Outreach Officer

Post:	Community Outreach Officer
Salary:	£26,500 - £28,000 per annum depending on experience
Length of contract:	Permanent
Hours:	Full time, 37.5 hours
Located at:	Based in Cornwall and able to attend the CCF office in Bodmin at least one day a week.
Responsible for:	Delivering CCF's community outreach programme
Reporting to:	Programmes Director

## Job Description

The responsibilities of the Community Outreach Officer are as follows:

1. Oversee an effective outreach effort, with an emphasis on reaching out to local underserved populations:
  - Work closely with the Grants Team to identify groups who need additional support in their applications.
  - Organise monthly drop-in sessions in disadvantaged and under-funded areas to reach new groups and help groups with their applications.
  - Arrange regular online workshops and one-to-one advice for groups.
  - Produce 'how to' guides, best practice guides to help groups with their governance and to improve application skills.
  - Represent the CCF at grant funding days. Give talks and presentations to groups and at events and develop interactive sessions to promote the CCF.
  - Organise networking and facilitate meetings for community groups with similar objectives.
  - Liaise with partner volunteer sector organisations, including Cornwall Voluntary Sector Forum, Transformation Cornwall, Volunteer Cornwall, CRCC and others.

- Update the database as appropriate.
  - Assist the Programmes Director with relevant tasks.
2. Demonstrate commitment to equity, diversity and inclusion throughout all areas of work, and ensure that marginalised groups are encouraged to apply for funding, such as racialised communities, LGBTQ+ communities, refugees and asylum seekers, and those with disabilities.
  3. Communicate with community groups to support our local need analysis.
  4. Support the Grants Team with assessing grant applications and coordinating external assessors occasionally.
  5. Attendance at the Cornwall Community Foundation events.
  6. Any other administrative tasks that are required.

## **Person specification**

### **Essential:**

1. Knowledge of the voluntary and community sector in Cornwall
2. Good organisation, administrative and report-writing skills
3. Excellent interpersonal and communication skills
4. Fully computer and IT literate with experience of using Office 365 and social media
5. Experienced in practice of equity, diversity and inclusion principals
6. Ability to work independently as well as being part of a team
7. Current driving licence and access to a vehicle
8. Ability to travel within Cornwall

### **Desirable:**

1. Experience of grant-making
2. Experience in working with databases and CRM system (Salesforce or similar)

### **To apply**

To apply for this post please forward your CV and covering letter to Tamas Haydu CEO  
[tamas.haydu@cornwallfoundation.com](mailto:tamas.haydu@cornwallfoundation.com)

(Incomplete applications will not be considered.)

### **Deadline**

12<sup>th</sup> January 2026

Professional and personal references will be required prior to appointment. Proof of right to work in the UK will be required.