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Executive Recruitment Services

The Queen Elizabeth Trust

Head of Community Investment

Appointment Brief

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Queen Elizabeth Trust

Introduction

Thank you for your interest in the role of Head of Community Investment.

The Queen Elizabeth Trust is a new, ambitious UK-wide independent charity established to deliver a lasting legacy to the extraordinary life of service of Her late Majesty Queen Elizabeth.

Inspired by Queen Elizabeth's belief that "everyone is our neighbour", the Trust works hand in hand with communities to restore and sustain the buildings, green spaces and shared places that bring people together across generations and from all walks of life. Through funding, strategic partnerships and targeted support, the Trust will help create safe, inclusive and vibrant places that thrive long into the future.

Backed by an initial £40 million UK Government endowment, the Trust will act as a catalyst for change, investing not only in physical regeneration but also in the people, skills and activities that enable communities to flourish. Working with partners who bring deep local knowledge and expertise, the Trust is committed to ensuring that opportunities reach communities across the UK, particularly those that have historically faced barriers to accessing major funding programmes.

Working closely with the CEO, the Head of Community Investment will design and lead the Trust’s funding strategy, building a strong pipeline of opportunities, shaping innovative funding packages, securing co-investment, and managing a portfolio of high impact community projects across the UK. Combining strategic leadership with hands on delivery, you will play a pivotal role in creating the Trust’s approach, processes and partnerships from the ground up.

We are seeking an experienced grant-maker, social investor or funding leader with a deep understanding of community organisations and the role they play in building social cohesion. You will bring a strong track record of assessing investments, developing partnerships, influencing diverse stakeholders and managing complex funding arrangements. Equally important is your approach: entrepreneurial, collaborative and impact-driven, with the ability to thrive in ambiguity, build trusted relationships and move effortlessly between strategy and execution in a dynamic start-up environment.

We hope you find this appointment brief informative and you are inspired to apply. We very much look forward to meeting you.

Sir Damon Buffini CVO
Chair

Seb Elsworth MBE
Chief Executive

About Us

The Queen Elizabeth Trust is an independent charity founded in 2026; it is one of three projects dedicated to honouring the life and service of Queen Elizabeth shaped by the Queen Elizabeth Memorial Committee.[1]

The focus of this new charity has been shaped through conversations with individuals and organisations across the UK – from community groups and charities to local leaders, policymakers and national partners, government and public sector experts across England, Scotland, Wales and Northern Ireland, arm's-length bodies and major legacy programmes – bringing together a rich and diverse range of perspectives.

Together, these conversations have helped create a charity dedicated to the regeneration of shared spaces: one that reflects the ambition, diversity and strength of communities across the four nations. What we have heard is clear: communities need spaces to call their own, and the skills, resources and support to help them thrive, now and in the future.

The Trust will work hand in hand with communities, providing targeted funding and support to bring their ambitions to life, and acting as a catalyst for further investment to ensure the long-term sustainability of each regeneration project. Our approach will be bespoke and tailored to each community's needs.

The Trust's strategy is in development, and you'll play a significant part in its evolution. The emerging strategic themes will balance priorities around funding in a collaborative way with others, helping to catalyse community activity and sharing knowledge and insight.

Queen Elizabeth spoke warmly and often about the value of neighbours and community throughout her life, and we are proud to carry forward her commitment through this work. As a small team in a new organisation we also expect to work in agile, ambitious, entrepreneurial and collaborative ways.

[1] https://www.gov.uk/government/news/final-recommendations-for-the-national-memorial-to-queen-elizabeth-ii-announced-to-coincide-with-the-centenary-of-her-birth

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Queen Elizabeth Trust

Head of Community Investment - Role Description

The Head of Community Investment will lead the Trust's grant making, supporting the development and enhancement of community spaces around the UK. Working closely with the CEO, the Head of Community Investment will lead on designing and delivering the Trust's investment approach and process, including pipeline generation, selection, due diligence, working with partners to secure co-investment, and ultimately managing a portfolio of community spaces and the organisations which run them in their local ecosystem.

While the Trust is a grant making foundation, we will use an investment mindset to both maximise the value of our grants and to provide long term support to the organisations, projects and communities we fund. In time the Head of Community Investment will build a small team but initially it is expected that this role will both shape the Trust's strategy and work on the detail of individual investments. The Trust is a new foundation and therefore the role holder will be expected to be entrepreneurial in their approach with comfort for ambiguity and developing new approaches and processes from scratch without a clearly established framework already in place.

Key Responsibilities

- The Head of Community Investment will work closely with the CEO, to **develop the Trust's investment approach**. This will include:
    - Within the parameters defined by the terms of the endowment, to clarify the types of community spaces on which the Trust will focus its support
    - Defining how the Trust will use its funds to maximise leverage and impact and mobilise other local stakeholders
    - Identifying how the Trust will work in partnership with other funders and investors to build pipeline and coinvest on individual deals
    - Defining the breadth, depth and variety within the portfolio of investments which the Trust will make
    - Defining how the Trust will work with prospective community projects to scope potential for investment, understand the opportunities for local mobilisation, and develop an overall proposition
    - Designing the Trust's assessment and due diligence process to facilitate effective decision making
    - Develop the reporting and monitoring framework which will enable the Trust to effectively manage the portfolio of investments and the key stakeholders for each

- **Lead on pipeline development**. This role will engage with other foundations, investors, local authorities, infrastructure organisations and other networks to pro-actively manage a pipeline of potential investments and progress the most promising.

- **Deal shaping with other funders and co-investors on each investment the Trust makes**. The Trust recognises the most pressing funding challenges for community organisations and also seeks to fund in such a way as to secure significant leverage from other funders and investors. We will therefore seek to be catalytic, tackling head-on the barriers to feasibility and viability, and actively de-risk the provision of larger scale capital from other sources. Led by the needs of the communities, this role will work with funding partners to actively shape the overall funding package and the specific role of the Trust's funding within it. This is likely to involve the specifying and sourcing of specific capacity building support where needed. The task will be one of carefully balancing: 1) clearly understanding and meeting of the financing and revenue needs of the community organisation, with 2) using the Trust's resources in the most effective and efficient way to leverage in co-investment and create positive and aligned incentives across the range of funders both locally and nationally.

- **Effective assessment and due diligence of funding proposals**. The Trustees of the Trust will make the final decisions on where to commit the Foundation's funding. This role will lead on assessing proposals and presenting recommendations to the Board, which will address among other areas:
    - The opportunity for community impact and why it is a good fit for the Trust's mission
    - The contribution to the overall portfolio which the Trust is seeking to develop
    - The resources required and why the Trust's unique catalytic funding is needed
    - The role of other funders and the incentives created
    - The underlying business model of the community organisation or project
    - Risks and how they will be mitigated, including an assessment of different scenarios

- **Active portfolio management**. The Trust will be a hands-on funder, and we will continue to maintain an active relationship with the organisations and projects in our portfolio and where relevant the wider local ecosystem, both to ensure we are effectively managing risk and to continue to add value where we can, through ongoing funding where needed, capacity building, connections and brokering. We aim to be known as the best and the most supportive funder which those organisations will work with and will take a long-term venture philanthropy approach.

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Head of Community Investment - Person Specification

You should be able to demonstrate and provide evidence of the following criteria within your written statement. These will be tested further at each stage of the recruitment process.

The successful candidate will give evidence of the following:

- A deep, first-hand, understanding of communities and community organisations in the UK and how they create social cohesion: including their business models, their challenges and the transformational impact they can create in their communities.
- Extensive senior experience in grant making or social investing roles supporting community organisations, especially with capital projects which have involved multiple other funders. This must include detailed impact and financial analysis and the production of high-quality assessments.
- Developing and working in complex and dynamic partnership structures, ideally in a place based context, where relationships will be multi-faceted, and alignment of incentives may not always come easily.
- Team leadership, with a clear track record of managing, leading, developing and empowering team members. (We expect a small team of one or two further roles to develop over the first year or two.)
- Working in a fast-paced high-profile, high-scrutiny environment.

Approach and style:

- Evidence of being comfortable with working in a small dynamic team in a high profile, start-up environment, with few processes or procedures already documented. The person in this role will need to be very comfortable with ambiguity, exercising judgement and laying the tracks as we go.
- Low ego, impact focused, team player.
- Strategist, thinker and doer. The person in this role will need to both develop the Trust's strategic approach and enact it. You'll need to be comfortable with switching between the two multiple times each day and you'll need to genuinely enjoy doing the work as well as shaping it.
- A strong networker with the ability to build rapport and trust

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Terms and Conditions

- Full time role with a salary of circa £85K PA
- Pension contribution
- 25 days annual leave plus all the English bank holidays
- All applicants must have and evidence an existing Right to Work in the UK
- The Head of Community Investment will be based at the Foundation's Office in Somerset House, Strand, London WC2R 1LA, for three days per week
- Significant UK wide travel expected.

Timetable

Closing date for all applicants	**5th October**
Informal conversations with David Fielding and Seb Elsworth	w/c 19th and 26th October
First stage panel interview	w/c 9th November
Informal conversations with key Trustees	w/c 16th November
Final Panel Interview	w/c 23rd November

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How to Apply

If you are interested in applying for this role, please do so via the Attenti website:

www.attenti.co.uk/QETCI

PLEASE NOTE SPECULATIVE APPLICATIONS - CV's SENT WITHOUT A WRITTEN SUPPORTING STATEMENT WILL NOT BE CONSIDERED

Please ensure you provide the following:

- A comprehensive CV including details of your achievements in each role (maximum 3 pages)
- A supporting statement. This should clearly set out how you meet each of the criteria set out in part one of the person specification. You should provide evidence in your statement and not simply a broad claim to have done it - give us examples and dimensions; tell us what this achieved and how it helped meet your organisations' goals
- Details of two referees, one of whom must be your current or most recent employer and let us know whether you would be happy for us to contact them as part of the process. Referees will not, of course, be contacted without your prior consent

Closing date for applications 5th October 2026

Please ensure that you indicate in your application any dates when you will not be available, or where we might have difficulty in contacting you. All applications will be acknowledged. Attenti will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

Please let us know of any accessibility accommodations you may require.

For an informal and confidential discussion, after having read the appointment brief, please contact our advising consultants at Attenti

Anita Denton on 07725 554 802 - Anita.Denton@attenti.co.uk or
David Fielding on 07810 507 235 - David.Fielding@attenti.co.uk