



Lady Margaret School

Head of Fundraising

Application Pack





Letter from Headteacher

Dear Candidate,

Thank you for showing interest in the post of Head of Fundraising at Lady Margaret School.

Founded 104 years ago, the school has a proud and successful heritage in educating girls. We wish to appoint a Head of Fundraising to develop, implement and manage a long term fundraising strategy that will enable us to sustain an outstanding educational environment for our girls.

Lady Margaret School has always been a high performing school, as testified by its most recent 'Outstanding' Ofsted and SIAMS ratings. Recent results at GCSE have continued these high standards whilst reminding us of the challenge of building 'added value' for girls of all abilities. At A level, we enjoyed excellent results in 2020 and we continue to offer a rich curriculum for our students.

This post offers the chance to work with a committed and experienced staff as part of a learning community, supporting each other to develop an innovative and exciting curriculum. This is a unique opportunity: to work in a school with a strong and proud heritage.

Thank you again for your interest in joining us.

Yours sincerely

Elisabeth Stevenson
Headteacher



Head of Fundraising

Part Time: 3 days / 21.6 hours per week —Term Time Only + 2 weeks (41 weeks)

PO3 (£39,462 to £42,609 Full Time Equivalent) £21,261 to £22,956 Pro rata

6th September 2021 start—Permanent Position

This is an amazing opportunity to create, establish and lead a fundraising department for Lady Margaret School.

Located within Parsons Green, London, you will be developing, implementing and managing a sustainable long term fundraising strategy for the school so that we can continue to deliver an outstanding education for our students.

You will place The Lady Margaret School Rose Fund at the centre of your activity and establish The Rose Fund as the school's principle giving vehicle.

Using events and communications you will significantly enhance the school's contact with its community, raise the profile of the school and generate a wide range of fundraising activities.

With proven relationship skills you will quickly build strong foundations within the school community and create an extensive portfolio of existing and potential new donors; working with individuals, organisations and businesses in order to secure much needed funding.

Robust administration, numeracy and database management skills are vital to this role.

This is the ideal position for an individual seeking a role which captures all the elements of a fundraising department. We need a person with experience, dogged determination and creativity to make this role a success.

We are offering the role on a 3 day a week basis during the school term time and two weeks of the school holidays. It will be necessary that you attend evening events and flex your working days as required. Time off in lieu will be provided. Flexible and homeworking requests will be considered.

Closing date for applications: Thursday, 24th June 2021, 9am

Interviews will be held on: Thursday, 1st July 2021

Early applications are encouraged. Suitable candidates may be interviewed before the closing date and Lady Margaret School reserves the right to withdraw the position if an early appointment is made.

How to apply:

Please visit our website for further details and to download an application form:
<https://ladymargaret.lbhf.sch.uk/our-school/vacancies>. CVs will not be accepted.



Job Description — Head of Fundraising

Job Title: Head of Fundraising

Reports to: The Bursar

Start date: 6th September 2021

Salary: PO3 (£39,462 to £42,609 Full Time Equivalent) £21,261 to £22,956 Pro rata

Hours: 3 days / 21.6 hours per week. Term Time Only + 2 weeks (41 weeks). Flexible and home working requests will be considered

Safeguarding

- Lady Margaret School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- Appointment to this post is subject to an enhanced DBS check

Purpose

- To establish a successful fundraising function within Lady Margaret School
- To place The Lady Margaret School Rose Fund at the centre of all fundraising activity and to establish The Rose Fund as the school's principle giving vehicle.
- To develop and implement a sustainable long term fundraising strategy for Lady Margaret School
- To work alongside and support external organisations that fundraise and / or provide support for the school
- To develop and maintain a fundraising database ensuring compliance with GDPR

Fundraising

- To develop and implement a sustainable fundraising strategy to deliver financial targets as agreed with the Bursar
- To manage, promote and develop The Rose Fund in order to establish it as the school's principle giving vehicle
- To create a fundraising database of all donors and donor prospects that supports the school fundraising strategy and enables the running of tailored fundraising campaigns and reports, to ensure all data is current and refreshed
- To maximise Gift Aid giving from donors by promoting Gift Aid and ensuring that claims are renewed annually
- To create a portfolio of major donor prospects and develop detailed plans and targets in order to deliver significant gifts from individuals, organisations and businesses
- To develop and write business cases and bids to trusts, businesses and other organisations in order to secure grant funding



Job Description — Head of Fundraising cont'd

- To work with LMX to develop a programme that promotes the impact and importance of legacy giving from alumni
- To ensure that appropriate systems and data processes are in place for gift administration, gift acknowledgement, thanking donors and to ensure that gifts are used in line with any stipulations
- To ensure that all fundraising, communication and development activities follow best practice and are compliant with guidance from the Fundraising Regulator and relevant law, including GDPR and Gift Aid rules
- To support the Bursar in the long financial planning for the school through the production of reports and forecasts
- To work alongside the Finance Manager to ensure that appropriate systems are in place for income collection and recording of donations and Gift Aid

Relationship Building

- To identify and plan a calendar of events to promote and publicise Lady Margaret School
- To create a series of themed events that combine the school ethos with current and worldly affairs e.g. International Women's Day, women in Science, women in Christianity, gender inequality etc.
- To organise and deliver planned events to develop relationships with potential donors including one-to-one donor solicitation meetings
- To organise and deliver planned events to develop relationships with current and former pupils, parents and staff, ensuring that they are efficiently organised, cost effective and well attended
- To develop a strong and positive working relationships with the PTA and LMX
- To identify and build relationships with new partner organisations
- To identify businesses to be partner organisations with the school and build relationships in order to solicit donations and establish links between pupils and businesses, liaising with the Director of Sixth Form
- To provide a welcoming, professional and efficient point of contact between external organisations and the school



Job Description — Head of Fundraising cont'd

Communication

- To develop and implement a communications strategy to target and engage all existing and potential donors
- To maintain regular communications with donors
- To ensure that all communication is compliant with GDPR
- To work and develop in conjunction with the Office Manager the use of the website, social media and print communications in order to deliver cost-effective and creative publications that support the fundraising and communication strategy
- To ensure that a school-wide commitment to the impact of fundraising and development is communicated to, and shared amongst, all staff, governors and parents
- To work with LMX to develop a communications programme between the school and alumni
- To work with the PTA to develop a communications programme between the school and parents
- To respond to contacts from a wide range of external stakeholders about development and fundraising matters

General Duties

- To work as an integral member of the schools administration team and share with all other members of the team the following responsibilities:
 - ◇ To provide reception cover when required
 - ◇ To cover and deputise for colleagues
 - ◇ To provide assistance to colleagues at peak times
 - ◇ To provide general administration, secretarial and reprographics assistance when necessary
 - ◇ To answer the school telephone and respond to all queries as appropriate, offering a high level of customer service
 - ◇ To attend any training sessions and staff meetings as required
- To undertake other tasks that may be reasonably requested by the Headteacher and SLT in consultation with the post holder
- To be in sympathy with the aims and objectives of a Church of England school and its ethos. Members of staff must support the church ethos of the school, which may involve taking part in religious acts of worship
- To wear appropriate business dress

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post



Person Specification— Head of Fundraising

PERSON SPECIFICATION Lady Margaret School	
Job Title : Head of Fundraising	Grade: PO3
Line Manager: Bursar	
Requirements (On the basis of the Job Description)	Essential (E) Or Desirable (D)
Qualifications	
A degree or equivalent	E
Relevant fundraising or marketing qualification	D
Knowledge of fundraising, development and marketing in stakeholder engagement	E
Knowledge of the principles and practices of fundraising and donor & alumni relations	E
Knowledge of relevant fundraising data protection, tax and charity law	D
Experience	
Experience of implementing multiple fundraising strategies	E
Experience of leading a variety of campaigns	E
Experience of building links with partner organisations and business	E
Experience of developing and sustaining working relationships	E
Experience of working with multiple stakeholders	E
Experience of managing data and database management	E
Experience of Microsoft Office	E
Experience of using internet and updating websites	D
Experience of producing reports and analysis	E
Experience of implementing and managing administration systems and processes	D
Experience of delivering high levels of customer service	E
Knowledge/skills/abilities	
A high standard of written and spoken English with ability to communicate clearly and professionally	E
A high standard of numeracy and ability to analyse and interpret data	E
Impressive personal presence and presentation with string personal energy, self-confidence and dynamism	E
Ability to listen, build rapport, influence and negotiate persuasively	E
A high level of personal and professional integrity, discretion and confidentiality	E
A strong network of contacts in business or the professions	D
Ability to plan, resource and organise projects and tasks	E
Excellent research skills	E
Ability to think strategically and contribute to strategic plans	D
Knowledge of fundraising in the education sector	D
Ability to remain calm under pressure and manage competing priorities	E
A high standard of IT skills, including word, excel and worksheets	E
A high level of understanding of databases, maintaining databases, uploading and extracting data	E
Ability to produce good and accurate copy, reports and information	E
Ability to produce accurate and timely data	E



Person Specification— Head of Fundraising cont'd

Ability to work autonomously, proactively and on own initiative	E
Ability to devise and implement efficient systems and processes	E
Ability to multi –task, plan and prioritise workload	E
Other (include special requirements)	
Demonstrates a commitment to schools Christian ethos	E
Demonstrates a commitment safeguarding	E
Note: Written references will be scrutinised and validated before confirming an offer in writing. An enhanced DBS check will be required for this post. The successful candidate will undergo a 6 month probationary period in line with the school's policies and procedures.	



Additional Information for Applicants

Safeguarding

Lady Margaret School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Successful candidates are required to undertake an enhanced Disclosure and Barring Service check.
- This post is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as 'spent'. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.
- It is a criminal offence for barred individuals to seek or undertake work with children.
- In compliance with Safer Recruitment guidelines, CVs cannot be accepted.

Referees

Two references will be sought for candidates invited to interview. It is our policy to obtain references prior to interview, if you have concerns regarding this please contact us.

- The first reference must be from your present or most recent employer.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
- If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.
- If you are not currently working with children but have done so previously the second reference must be that employer.
- We are unable to accept references from anyone acting solely in the capacity of a friend or relative.
- Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.
- If you have worked with any of the employers you have listed above for less than 24 months, please add an additional referee (*this appears on the TES application form*)

Thank you for your application. Applications may not always be acknowledged, however we aim to advise non-shortlisted applicants of the outcome within a reasonable period after the closing date. Where a large number of applications is received this may not be possible, and if you have not been contacted within 3 weeks of the closing date, please assume that you have been unsuccessful.