

**JOB DESCRIPTION**

**Job Title:** Project Development Officer

**Salary:**  Circa £31,000 p.a. depending on qualifications, skills and experience

**Reporting to:** The Development Director

**Location:** Highgate, London

**Type of position:** Permanent – full time

**BACKGROUND**

**The School**

Highgate School was established in 1565 by a Royal Charter of Her Majesty Queen Elizabeth the First. Sir Roger Cholmeley, our Founder, was granted Letters Patent to found ‘a grammar school…for good education and instruction’. Today Highgate is a flourishing coeducational independent school which includes the Senior School for pupils aged 11-18; the Junior School for pupils aged 7-11 and the Pre-Preparatory School for pupils aged 3-7. There are currently in the region of 1,550 pupils at Highgate and the School employs approximately 400 full-time or part-time teaching and support staff.

The School is situated in one of the most attractive and sought after areas of North London, only a short journey from Central London and adjacent to Hampstead Heath. The hilltop site in Highgate Village is the historic site of the Senior School. A few hundred yards along Hampstead Lane in Bishopswood Road lie the Junior and Pre-Preparatory Schools and the extensive playing fields, adjacent to the open spaces of Kenwood and Hampstead Heath. The Northern Line underground station is a short walk away and it is four miles to Central London.

Working at Highgate offers the opportunity to be part of a vibrant and welcoming community, committed to academic excellence and the highest standards of pastoral care for its pupils. The Governors consider the development of excellence in the education offered to the pupils to be the underlying purpose of activities undertaken by all staff.

Highgate is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

**OUR AMBITION**

Highgate School is an educational charity and an independent school, and is committed to extending educational opportunity for children in North London, through the provision of substantial means-tested bursaries, and through partnerships with over 40 state schools to deliver top-quality STEM teaching and learning. In recognition of Highgate’s status as a national leader in the field of independent-state partnerships, Highgate is working with Tottenham Hotspur FC to open a new sixth form free school in Tottenham in September 2017.

Donors have given and pledged over £3m in the past four years to further these charitable aims, and Highgate is ambitious to attract significant philanthropic donations to make even more of a difference in education and society.

**The Role**

Highgate seeks an entrepreneurially-minded Project Development Officer to help drive the school’s philanthropy forward, from its initial highly successful start-up phase into an established, focused campaign.

This is a strategic and operational role, offering autonomy within a close-knit team, working with thought-leaders in the education sector, in an organisation with a strong track record of success.

The Project Development Officer role’s main aim is to increase funding for Highgate’s strategic goal of extending educational opportunity, through a series of creative projects, including crowdfunding, social media campaigns, impact reports and events.

The role will have direct responsibility for a variety of evolving projects, set within clear strategic goals:

Fundraising/Income generation

* Developing and implementing fundraising projects that reach a critical mass of potential supporters, seeking donations of up to c.£5,000 to support Highgate’s charitable ambitions, to create educational opportunities through bursaries and partnerships with state schools. These creative projects will include, but not be limited to, crowdfunding campaigns, an alumni Telephone Fundraising campaign, fundraising events, and in due course, soliciting face-to-face gifts from own portfolio of donors;

Supporter Engagement

* Developing and implementing Highgate Connect, the School’s recently-launched networking platform, and using the platform to leverage support and engagement from its members
* Organising successful opportunities for alumni and other supporters to engage with the charity, through events and involvement of other areas of school life, such as Careers and Employability opportunities for pupils from Highgate and its partner schools;
* Working to develop creative projects with interest and affinity groups

Enhancing Donor Experience

* Devising and implementing a strategy for donors, ensuring that giving is a positive experience and thus helping to foster a ‘culture of philanthropy’ at Highgate and securing engagement, commitment and backing for our charitable goals

**Key criteria for success**

In the first twelve months, the successful candidate will have:

1. Developed strong working relationships with the Development Director, the Head of Alumni Relations, the other members of the Development Office team, the Deputy Head (Pupils’ Personal Development and Employability), and members of the School’s Senior Team;
2. Successfully devised and implemented projects to generate philanthropic income and acquire new supporters, to include a telephone fundraising campaign in September 2017, crowdfunding and direct mail campaigns;
3. Created and begun to implement a plan to enhance the donor experience and to ensure successful retention of existing donors.

**MAIN RESPONSIBILITIES**

**Fundraising**

* To creatively develop and implement the School’s mass-participation fundraising programme, raising funds from alumni, parents and friends of the School through a series of creative projects, such as telephone campaigns, crowdfunding campaigns, and personal asks.

**Supporter Engagement and Donor Experience**

* To devise and implement a plan to enhance the donor experience, and to ensure the successful retention of existing donors; designing events and communications for these donors, ensuring they are thanked and updated on the impact of their philanthropy; and identifying low- to mid-level donors with capacity to give greater gifts.
* To organise certain events for supporters, alumni, parents and pupils, to include networking events.
* To develop Highgate Connect, Highgate’s new online networking platform, to increase numbers using the platform and to leverage support and engagement from its members
* To work with other Highgate staff members to develop supporter affinity groups, such as Highgate Women, Highgate LGBT and the alumni Sports Club, to nurture their relationship with the School.

**Communications**

* To gather and edit content for publications to include the alumni e-Newsletter, the Cholmeleian magazine, and other publications, as necessary.
* To originate a series of donor communications, to ensure supporters are regularly updated about the impact of their donations.
* To devise and implement social media campaigns (in addition to Highgate Connect, mentioned above) to increase supporter engagement, and donor acquisition and retention.

**Careers and Employability**

* Working with the Development Director, the Deputy Head (Pupils’ Personal Development and Employability) and the President of the OC Business Section on a series of careers and employability initiatives to benefit current pupils at Highgate and its partner schools, and also to facilitate networking between alumni and parents.

**Additional**

* To keep fully informed about the developments and achievements of the School’s charitable vision (for example, by attending events and presentations at which the Head speaks about this).
* To represent the School professionally and in keeping with its ethos in all relationships – with parents, teachers, alumni, staff and pupils.
* To keep the Raiser’s Edge database updated with information pertaining to donor engagement, event attendance and other relevant activities.
* To respond to all enquiries about events from alumni, parents, donors, potential donors, and other members of our community in a timely, welcoming, friendly and helpful manner at all times.
* To carry out any other duties as may reasonably be requested by the Development Director, Head or Bursar.

This is a full-time permanent role.

The role will offer the right individual considerable scope to make a positive impact in several important areas, as well as significant potential for personal development and promotion.

Please note, this role may require occasional travel outside London. Attendance at evening and weekend commitments, in particular fundraising and engagement events outside normal office hours, will be required. Appropriate time off in lieu will be given in consultation with the Development Director.

There will be potential to develop, over time and in consultation with the Development Director and Head, the scope and details of this job description.

These duties and responsibilities are intended as a guide. They are not exhaustive: the Development Officer will be expected to undertake any reasonable task or responsibility as required by the Development Director.

**PERSON SPECIFICATION**

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|  | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **Qualifications** | * Educated to graduate level or equivalent. |  |
| **Experience** | * Transferable experience, gained in sectors such as project management, marketing, the charitable or voluntary sector, a start-up, or education; | * Working in an educational institution (e.g. a university or a school). * Knowledge of database systems commonly used in fundraising management e.g. Raiser’s Edge, Donor Strategy, etc; |
| **Ability / skills** | * Excellent written and spoken English; * Numerate and confident in handling financial data; * Creative and entrepreneurial approach; * Flexible with a ‘can-do’ approach, and the ability to: * Work independently and imaginatively, and also as a part of a team, and to take the initiative; * Communicate effectively with a wide variety of people; * Work calmly under pressure and manage a diverse workload within tight deadlines; * Ensure a high level of attention to detail and accuracy in all work undertaken. | * Awareness and understanding of safeguarding and welfare of children; * Knowledge of Microsoft packages. |
| **Personal Attributes** | * Commitment to Highgate’s ethos; * Highly motivated with exceptional attention to detail; * High levels of personal integrity and maturity; * High standards of written and oral presentation; * A willingness to travel in the UK, and to work outside normal office hours; * A willingness to adapt to the culture of an independent school; * Diplomacy and tact and a good sense of humour; * The ability to maintain in strictest confidence any information received concerning School matters; * Common sense; * A positive, flexible and responsive attitude and approach to work. | * A willingness to be involved in the wider life of the School. |

### CHILD PROTECTION

All members of staff must comply with Highgate’s Safeguarding & Welfare Policy which is posted on the staff intranet; a copy also accompanies this job description. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the Policy.

**TERMS & CONDITIONS**

**Salary**

Circa £31,000 p.a. depending on qualifications, skills and experience.

**Hours of Work**

The normal hours of work are 8.15am-5.15pm, Monday to Friday. There is a need to be flexible about hours in order to carry out the duties and responsibilities effectively and no additional payment is made in this respect. In addition, some weekend and evening work may be required; these hours would need to be agreed in advance with the line manager and time off in lieu given at their discretion.

**Probationary Period**

This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the Governors

**Lunch Period**

There is an unpaid lunch break of one hour. A complimentary lunch is available in the Dining Hall.

**Holidays**

25 days’ paid holiday entitlement plus public holidays to be taken at times agreed with the Bursar**.**

**Pension**

The School runs a defined benefit pension scheme which provides a pension benefit of 1/80th of final salary for each year of membership based on a current employee contribution rate of 6%.

**Leisure Facilities**

Subject always to the needs of pupils and School’s operations, staff are offered free access at stipulated times to the School’s sports facilities including swimming pool and fitness suite.

**Confidentiality**

The need for absolute confidentiality and discretion, both within Highgate and the wider community, must be understood.

**Dress Code**

Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times.

**Smoking**

Smoking, including vaping, is not allowed on or immediately outside any school premises (the footprint of the buildings and grounds) or in areas where smoking might be seen by parents or pupils during working hours.

**Health and Safety**

Highgate takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of Highgate’s Health and Safety Policy, particularly in relation to safe working practices. All staff must keep up to date with Highgate’s Health and Safety Policies which are regularly updated and posted on the Staff Intranet.

**Equality and Diversity**

Highgate is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

**As a member of the support staff, this role is responsible to the Bursar. Job descriptions may be updated by the Bursar from time to time to accommodate the changing needs of the School.**

**For operational reasons, Highgate reserves the right to transfer employees to alternative duties. For this reason it is a condition of employment that employees are willing to do so, if requested, from time to time.**

*May 2017*

**APPLICATION PROCEDURE**

**All applications should be completed via the application portal on our website** [**www.highgateschool.org.uk/about/vacancies**](http://www.highgateschool.org.uk/about/vacancies)

**In the event that you are unable to complete an online application, then you should request an application form our HR Department and all applications should be made to:**

**Karin Parnaby Recruitment Specialist, Highgate School, North Road, London N6 4AY.**

[**Recruitment@Highgateschool.org.uk**](mailto:Recruitment@Highgateschool.org.uk)

**Closing date: 26 May 2017. Applications will be considered on receipt.**