

School 21 Job Description

Job title:	Senior Programme Officer - Events and Fundraising
Responsible to:	Director of Real World Learning and Partnerships
Key responsibilities:	<p>The Senior Programme Officer (Events and Fundraising):</p> <ul style="list-style-type: none"> • Manages and runs the School 21 visit programme • Identifies and applies for funds to support School 21's development
Essential duties	<p>Visit programme</p> <ul style="list-style-type: none"> • Marketing of visit programme via school website, social media and any other appropriate channels • Managing interest from teachers and other stakeholders who want to visit School 21 • Producing, sending and chasing of invoices for visits • Planning and coordination of visit days • Running sessions on the visit days, including welcome sessions, and giving visitors on overview of the school • Collecting and storing data from visit days, including evaluation data, and producing reports when required • Using and maintaining the Salesforce database in order to store and record contact details and interactions <p>Fundraising</p> <ul style="list-style-type: none"> • Working with the senior team at School 21 to identify fundraising priorities • Seeking out grants that meet School 21's fundraising needs • Forming compelling written propositions for potential funders in order to raise funds • Monitoring and reporting on project milestones for any successful funding bids <p>Relationship management</p> <ul style="list-style-type: none"> • Using networking and relationship-building opportunities to source partners for the school • Stewarding existing partners to keep them engaged with the school, the school's programmes, and the school's mission • Using and maintaining the Salesforce database in order to store and record contact details and interactions with external stakeholders

Additional responsibilities	<ul style="list-style-type: none">● To ensure a deputy safeguarding officer or the designated safeguarding lead is informed immediately of any concerns relating to safeguarding● To carry out tasks as reasonably directed by the Headteacher
Professional responsibilities and attitudes	<ul style="list-style-type: none">● To represent the School 21 values at all times● To support the inclusion of all young people and to foster a belief that every child can succeed● To be constantly learning, open to feedback, and demonstrating a growth mindset