

## POST TITLE

Development Officer

## RESPONSIBLE TO

Director of Development and Communications



**LEH**  
LADY ELEANOR HOLLES

## RESPONSIBLE FOR:

Reporting to the Director of Development and Communications and working closely with all members of the Development and Communications team, the Development Officer will help build engagement and widespread support throughout the LEH community. The role will support the delivery of a major gifts programme through prospect research, proposal writing and portfolio management. The Development Officer will also take responsibility for maintaining and enhancing our database and developing and running fundraising and stewardship events.

## THE DEVELOPMENT AND COMMUNICATIONS TEAM

LEH is one of the oldest charity schools for girls in the UK and was founded on the belief that girls deserve a quality education no matter what background they are from. More than 300 years later, we continue to honour that legacy through our life-changing Bursary Fund, which provides financial support to help make an LEH education possible for bursary recipients. A key goal of the Development and Communications team is to continue to build and engage a thriving community, including parents and alumnae, to help us raise funds to provide many more bursaries.

The Development and Communications team works with all areas of the LEH community to deliver marketing and communications, alumnae engagement and fundraising programmes to support many of LEH's strategic goals. The Development Officer plays a key role in the team and develops and manages fundraising campaigns and events and oversees the day-to-day management of the fundraising and alumnae database. The Development and Communications team works together to deliver across several areas, supporting one another to ensure all team goals are achieved. This role works closely with all team members, especially the Alumnae Communications Officer and the Director of Development and Communications.

## SAFEGUARDING STATEMENT

All staff working in the School will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the pupils that they teach and may also have additional specific pastoral or other responsibilities for other pupils they do not teach. In addition, all staff will regularly interact with pupils who may seek assistance or otherwise interact with them whilst moving around the School. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the School's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).





LEH  
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Lady Eleanor Holles was founded in 1710, originally situated in Cripplegate. Now located in Hampton, the current premises were purpose built in the mid-1930s, set in 24 acres of grounds. LEH is one of the oldest and most distinguished girls' schools in the UK. It offers bright girls aged 7 to 18 a well-rounded and challenging education in a happy, purposeful environment, preparing them well for higher education and their future lives.



# MAIN DUTIES AND RESPONSIBILITIES:

## FUNDRAISING

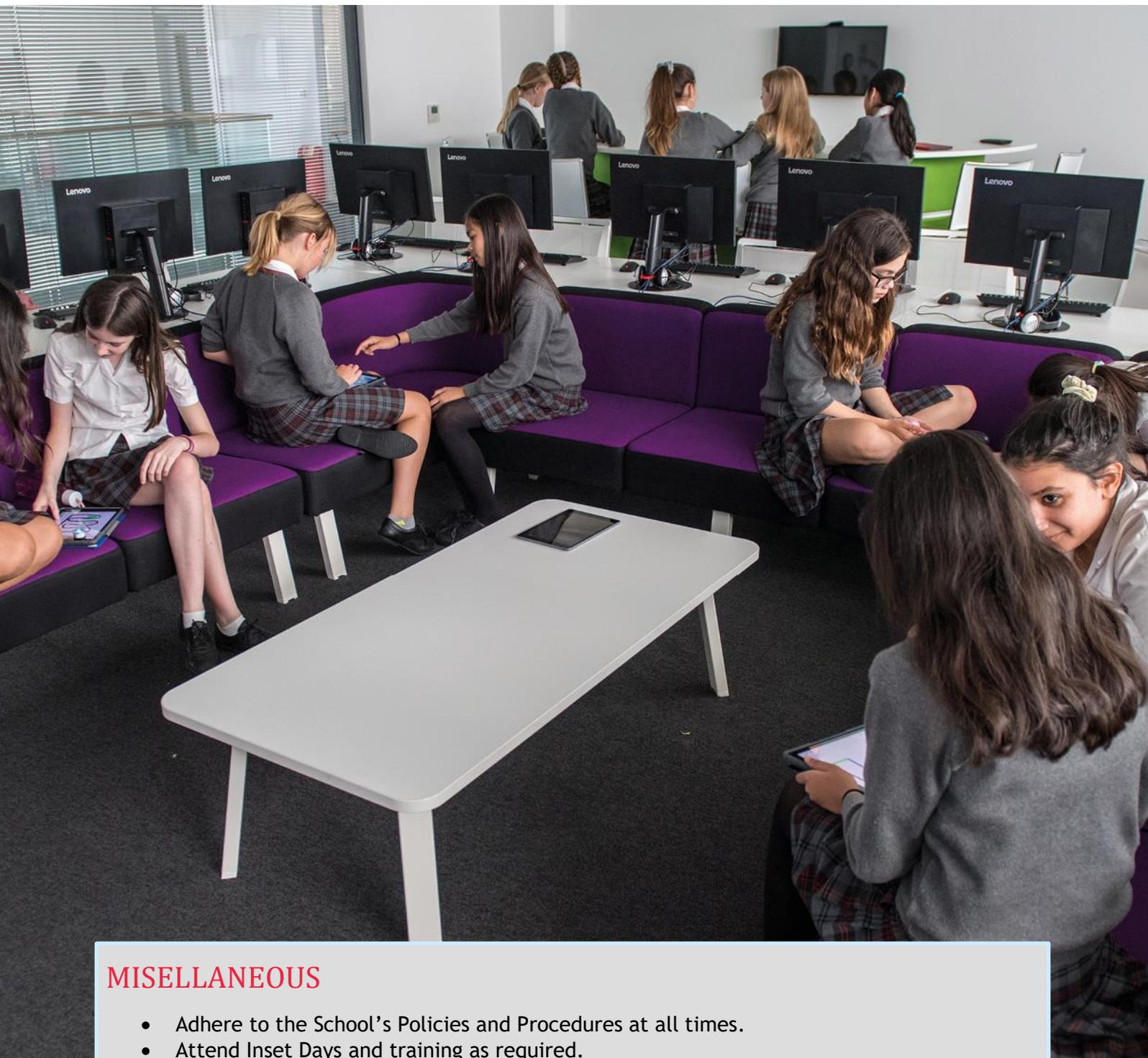
- Work with the Director of Development and Communications to develop and deliver our fundraising strategy.
- Develop and deliver communications and campaigns to support fundraising goals, including through digital events and communications, direct mail, email, and telephone appeals.
- Produce fundraising materials as required, including the annual philanthropy report and campaign brochures, working with the Graphic Designer
- Develop individual solicitation plans for potential major donors.
- Manage a portfolio of donors and prospects, developing relationships and identifying opportunities for prospect engagement.
- Support with stewardship, ensuring all those who give are thanked and recognised appropriately.
- Devise effective fundraising approaches and events to identify new prospects and increase support from existing donors.
- Manage and deliver a programme of events, including the Great Big Bursary Ball, working closely with the Director of Development and Communications and the Alumnae Communications Officer to maximise donor involvement and fundraising opportunities.

## DATABASE MANAGEMENT

- Update and maintain the database in relation to fundraising activity and as a reporting and prospect management tool, ensuring best practice and compliance with all relevant data protection and privacy regulations.
- Process all donations and Gift Aid claims and undertake monthly gift reconciliation with our accounts.
- Consolidate and analyse Development data and identify trends and opportunities to improve fundraising efforts.
- Work closely with the Finance team to reconcile and track income, manage Gift Aid information and to ensure payment platforms, mechanisms and processes are effective and secure.
- Maintain and extend your own knowledge through an ongoing commitment to learning and development and by keeping abreast of latest trends and developments.

## CONFIDENTIALITY

- The role requires continued work with personal data and confidential information. The successful candidate must maintain the confidentiality of information regarding the School, its staff, and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of agreed duties.



## MISCELLANEOUS

- Adhere to the School's Policies and Procedures at all times.
- Attend Inset Days and training as required.
- Any other duties within the scope, spirit and purpose of the job as directed by the Director of Development and Communications.

## GENERAL

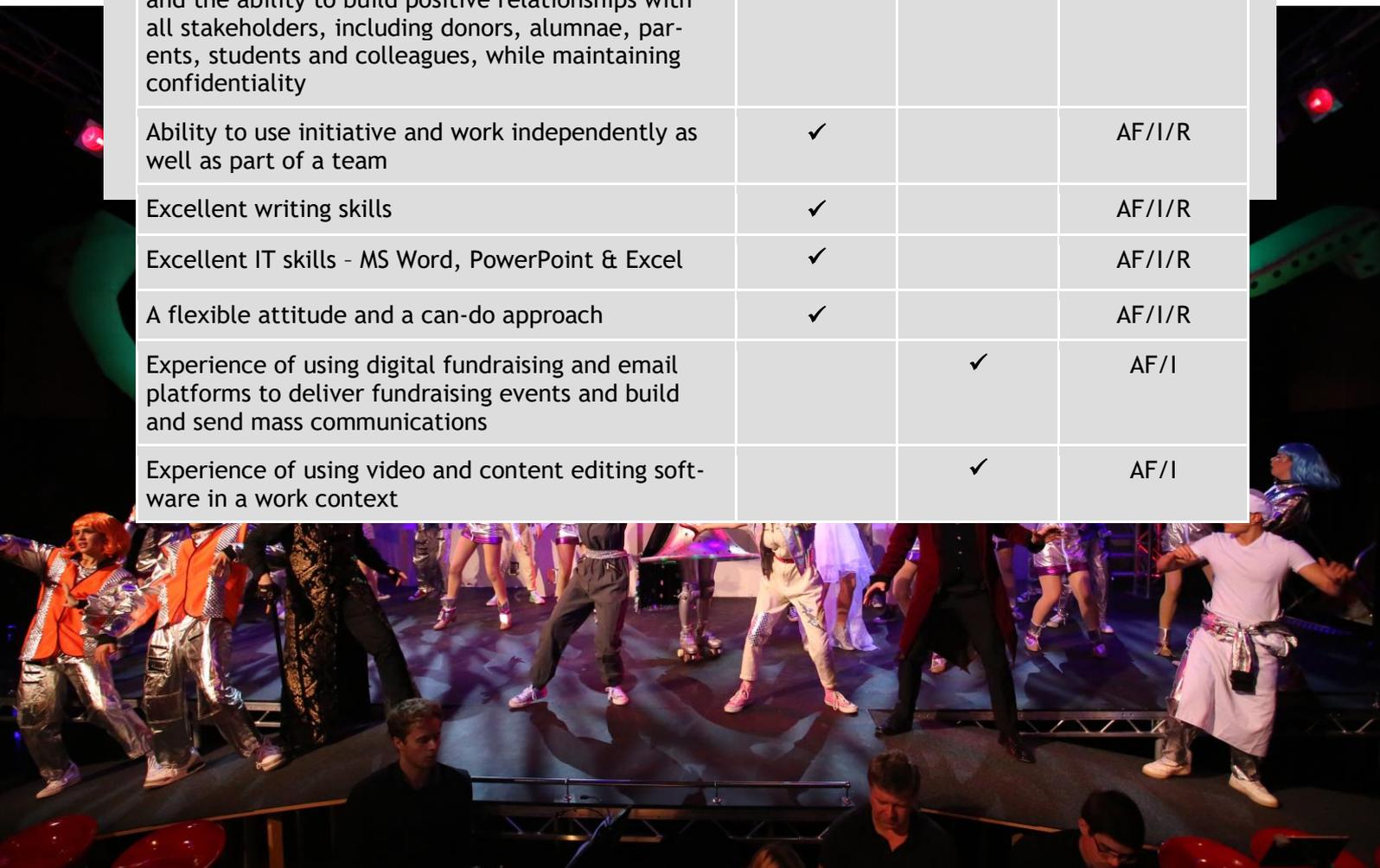
- Take part in such staff training as may be agreed.
- Undertake such other duties which may be reasonably required.

## SAFEGUARDING

- Adhere to school policy on safeguarding and updating training as required.
- Ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

## Person Specification

Qualifications, Experience, Knowledge and Skills	Essential	Desirable	Assessment Method Application Form/ Interview/ Reference
Experience of fundraising, although candidates who can demonstrate relevant experience and transferable skills will also be considered	✓		AF/I/R
A proven track record of successful data and database management	✓		AF/I/R
Understanding of donation processes and tax efficient giving in the UK and overseas		✓	AF/I
Experience of working on fundraising appeals (digital, direct marketing and events) and of stewardship activity (events, report writing and publications)	✓		AF/I
Knowledge and understanding of data protection best practice and regulations		✓	AF/I
Excellent organisational and planning skills with the ability to prioritise, meet deadlines and manage competing demands effectively	✓		AF/I/R
Strong numerical, analytical skills and attention to detail	✓		AF/I/R
Sound ability to track and manage budgets	✓		AF/I/R
Excellent communications and interpersonal skills and the ability to build positive relationships with all stakeholders, including donors, alumnae, parents, students and colleagues, while maintaining confidentiality	✓		AF/I/R
Ability to use initiative and work independently as well as part of a team	✓		AF/I/R
Excellent writing skills	✓		AF/I/R
Excellent IT skills - MS Word, PowerPoint & Excel	✓		AF/I/R
A flexible attitude and a can-do approach	✓		AF/I/R
Experience of using digital fundraising and email platforms to deliver fundraising events and build and send mass communications		✓	AF/I
Experience of using video and content editing software in a work context		✓	AF/I





## MAIN TERMS OF APPOINTMENT

### Hours of Appointment

This is a permanent position for 36 weeks (0.52 FTE) per year, which is made up of 34 term time weeks plus 2 weeks (inclusive of INSET days). The working hours are 25 hours per week Monday - Friday. This excludes half an hour lunch break, which is unpaid.

Due to the nature of the job, there are events outside of normal working hours, for which time off in lieu will be given.

### Notice Period

During the 6-month probationary period, the period of notice will be two weeks on either party. After a successful completion of the probationary period, the notice will be 2 months or the statutory minimum, whichever is greater.

### Salary

The salary for this role will be between £18,134 - £19,241 (0.52 FTE) per annum (dependent on experience), based on a full-time equivalent salary range of £34,873 - £37,001 per annum.

### Holiday Entitlement

You will be entitled to 28 days paid holiday (20 days leave, plus the 8 days' bank/public holidays per annum). Your salary is calculated to cover your weeks of work and your holiday entitlement. As this is a term-time only post, you are not entitled to take any annual leave during term time.

### Pension

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

## Other Benefits

- Membership of LEH Group Pension Scheme (with life assurance) for non-teaching staff
- Free lunches, tea and coffee
- Health cash plan
- Generous occupational sick pay scheme
- Occupational Health Service
- Learning and development opportunities, including financial support for postgraduate study
- Cycle to work scheme
- Free car parking on site
- Library facilities open to all
- Use of 25-metre swimming pool at specified times
- Use of School sports facilities when available
- Staff receive free or reduced price tickets to attend the excellent school drama and music productions
- School fee reductions for LEH; the school also has an arrangement for fee reduction at Hampton School for boys.
- The school offers a rent or mortgage allowance subsidy for new permanent teaching/non-teaching staff who are at the start of their careers or relocate to the area in order to take up the post.

## Statutory Checks

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
- Sight of your birth certificate
- Sight of two other forms of I.D. e.g. driving licence with paper counterpart, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Satisfactory completion of a Medical Questionnaire
- Check of employment history (including satisfactory explanations for any gaps)
- Satisfactory replies from your nominated referees.
- Overseas checks (where applicable)





An application pack is available from the School's website by [clicking here](#). Applications must be made on the School's own form and should be sent to [personnel@lehs.org.uk](mailto:personnel@lehs.org.uk)

**CVs will not be considered and should not be submitted.**

The Lady Eleanor Holles School  
Hanworth Road, Hampton, TW12 3HF  
Tel: 020 8979 1601 [personnel@lehs.org.uk](mailto:personnel@lehs.org.uk)  
Registered charity no. 1130254

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Hanworth Road, Hampton, TW12 3HF

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