



Fundraising and Grants Co-ordinator

January 2019

Post Title:

Fundraising and Grants Co-ordinator

Reporting to:

Assistant Business Manager

Salary Range:

Grade E 22 hours per week 41 weeks a year. 1 year fixed term contract.
£25,080-£28,266 FTE/£13,467-£15,156 actual



Letter from the Headteacher:

Dear Applicant

Thank you very much for the interest that you have shown in this position at Perins School. The successful candidate will have an important contribution to make to our growing and successful School and I hope that you will find the enclosed information helpful.

You will see from the information enclosed that Perins School is one that places individuals at the heart of everything we do, whether that be staff, students or the wider community. We are therefore committed to the well-being and professional development of all of our staff and, as such, we see this as the potential start of a new professional relationship with us. Following a wonderful journey of development and expansion, we are now a popular, oversubscribed 11-16 school that is highly regarded locally and nationally. In 2017, we were featured as one of Tatler's top state schools in the country.

Our ethos is one of 'working with' and not 'doing to'. Our staff choose to go the extra mile and, as such, our extra-curricular offer is second to none. We have ensured that through high quality provision we are known nationally for our sporting teams and activities with over 650 students regularly participating in sporting events outside of the school day. Over the past few years, we have also expanded our provision within the creative arts. The annual drama production in particular has been a great source of both personal and professional pride – and we can say with confidence that a Perins Youth Theatre production is so much more than just a 'regular school production'. Our reputation, in both the school and across the wider community, has grown exponentially with each drama production we have staged, and the positive feedback we receive year-on-year continues to surpass our expectations. In 2016, over 350 pupils auditioned for Phantom of the Opera. And this was surpassed in 2017-18 with over 400 auditioning for Beauty and The Beast.

The many other opportunities provided by all areas of the school ensure that hundreds of students remain on site until up to 6pm each day and this encourages positive working relationships between staff and students that are truly enabling. Participating in the extra-curricular activities has proven to be a wonderful experience for all those involved and one which we hope will stay with our staff and students for the rest of their lives.

It is our belief that this strong and distinct ethos, combined with aspirations to excellence in everything we do, combined with exceptional levels of pastoral care, enables us to provide an outstanding quality of education.

At Perins School, however, we are never complacent and are committed to moving our school forward to become an outstanding provider of holistic education. There is a strong and supportive culture across the School which enables staff to focus on providing high quality teaching for all our students. Indeed, our staff are warm and welcoming, our parental community are engaged and supportive of the School and our students are a joy to teach and know. We are also wholly



committed to retaining the best of the past traditions of excellence, and our relentless drive for continual improvement results in outstanding success in a wide range of areas.

I sincerely hope that you find the information provided informative, our tone welcoming and the position attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential. Our most recent Ofsted report confirms our status as an exceptional School. However, there is still much ahead of us and the Trustees, Local Governing Board, Senior Leadership Team and I are ambitious for our students to experience the most outstanding education and achieve the highest possible outcomes that they are capable of achieving.

If you believe you can contribute to our exciting future, I would be delighted to receive your application.

Yours faithfully,

Mr Steve Jones

Headteacher



Overview:

The Perins Multi-Academy Trust (MAT) is a Trust that is responsible for a collaboration to improve and maintain high education standards across Perins School and Sun Hill Junior School.

Trustees have overall responsibilities for governance and for the educational performance of each individual school, although each school still has its own local governing body. All staff are employed by The MAT.

A master funding agreement with The MAT is supplemented with funding agreements for each individual school. Trustees are responsible for the sound financial management of The MAT and, at a time when education funding is under pressure, are keen to ensure that all available alternative sources of funding are being explored effectively.

Reporting to the Assistant Business Manager, we are seeking an initial one-year fixed term Fundraising and Grants Co-ordinator. You will be responsible for investigating, researching and submitting for new funding and completing grant applications to maximise future financial support for The MAT.

You will also be responsible for planning, delivering and supporting a variety of fundraising events, including those led by volunteers across The MAT. You will seek out and develop new event opportunities to extend our reach amongst our students, staff, parents/carers and alumni as well as within the community and develop our supporter base and will be sensitive in your approach as you deal with the management of potential and existing supporters and any enquiries.

Key Responsibilities

1. To work to increase income by identifying new funding opportunities
2. To develop timely, tailored applications to meet the funding needs of The Perins MAT, working closely with the Assistant Business Manager and the Finance Team and those involved in PR and communication at the schools
3. To adhere to any funder's grant stipulations – including completing reports and monitoring if necessary
4. To work with the Finance team with regards to 'gift' processing – thanking and recording
5. To act as a central point of contact for all funding related enquiries
6. To manage or support any fundraiser events in aid of The MAT (including supporting volunteer led events)
7. To work with the Executive Headteacher and Assistant Business Manager to help ensure the long term and short term fundraising strategy of The MAT is met
8. To report termly to the Trust Board
9. To develop fundraising strategy across The MAT
10. To respond appropriately to any other reasonable request from the Executive Headteacher or the Assistant Business Manager
11. To attend departmental meetings and other meetings as required
12. To take part in any necessary training and accreditation
13. To take part in performance management reviews



Person Specification

Essential

- Strong written and verbal communication skills
- Demonstrable experience of building and developing relationships with a diverse range of people
- Good organisational skills – ability to plan independently and organise own workload
- Good knowledge of Microsoft Office packages and ability to work with databases
- Energy and enthusiasm
- Ability to prioritise and manage tasks to meet deadlines
- Ability to work effectively as part of a wide team
- Ability to act on own initiative
- Research skills in order to identify new funding opportunities
- Skilled in maintaining personal and professional confidentiality
- A genuine commitment to The Perins MAT

Desirable

- Knowledge of fundraising and/or working in the charity sector
- Experience in putting together successful grant applications
- Successful track record in raising significant levels of income from a range of funding and grant giving bodies
- Clear understanding of GDPR regulations and the implications for fundraising

Qualifications:

- Educated to at least A-level or equivalent and have English and Maths GCSEs

Benefits:

Job related training where appropriate
Access to the Local Government Pensions Scheme
Free gym membership and discounted fitness classes
Discounted childcare at Nursery and Pre-School

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The appointment is subject to satisfactory pre employment checks and clearance by the Disclosure and Barring Service (DBS).

Application Process:



To apply for this position please visit www.perins.net/support-staff-vacancies to complete an online Application, or download the application form included on the website.
Please read the guidance on how to complete your application form.

Closing date for applications: 24th February 2019

Interview Date: Week beginning 4th March 2019