**The Department**

The External Affairs Department within the School focuses on all external-facing activities which support and engage the Sherborne Girls community. The department comprises Admissions, Marketing, Development, Alumnae and Community Relations. This is a highly collaborative team where all members work closely together and support one another.

The position will involve supporting the Development team with the School’s fundraising efforts, database management and administering The Sherborne Girls Foundation.

The Sherborne Girls Foundation exists to support the School’s growth and development as well as its social responsibilities. It has an ambitious philanthropic goal to develop its Candlelight Bursaries programme, providing full, transformational bursaries to more girls whose challenging circumstances at home mean that a boarding education can be life changing. It partners with the Royal National Children’s SpringBoard Foundation to identify girls who would really benefit from this help.

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| Sherborne Girls is an independent day and boarding school for girls aged 11 to 18. Founded in 1899, it has been at the forefront of girls’ education in Britain for over 100 years and is proud to be one of the leading full-boarding girls’ schools for all-round personal development and academic fulfilment. It offers a setting where academic focus is combined with the space to enjoy musical, creative, sporting and artistic pursuits, providing a wonderfully broad and enriching education that develops the unique talents of every girl within a supportive environment. Its close proximity and unique relationship with Sherborne School offers the best of both worlds, where the girls enjoy the benefits of single-sex education alongside a wealth of joint co-curricular opportunities and social normality. Sherborne Girls aims to give pupils a broad and balanced academic, physical, social and moral education. The school has an Anglican foundation. Academic results are excellent at GCSE and A Level, with most girls moving onto a wide range of universities including Oxbridge and Russell Group Institutions. |
| **Job Description for****Development Assistant** |
| **The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |
| **Summary of the Role:** | to work as directed by the Director of External Affairs. The position will involve supporting the Development team with the School’s fundraising efforts, database management and administering The Sherborne Girls Foundation.  |
| **Responsible to:** | Director of External affairs |
| **Main Duties and Responsibilities:** | **Administration**Work with the Development Officer to help administer the cycle of Development activity.* Help administer The Sherborne Girls Foundation overseeing the annual calendar of meetings, communicating dates and venues, coordinating papers, and taking minutes.
* Manage the Director of External Affairs’ calendar to ensure a regular schedule of donor meetings.
* Help administer the Parent Task Force including planning and attending meetings and events.
* Assist with competitor and market research to keep abreast of latest fundraising trends and initiatives.
* General office administration including managing stationery, supplies, room bookings, catering, printer and IT support, school calendar planning and attendance at meetings as required.

**Database, Research & Finance**Day to day management of the School’s Raiser’s Edge database including:* Update and maintain database ensuring data is regularly updated, cleaned and accurate.
* Ensure that all activities and communications are properly recorded and saved.
* Support the team with their data needs including import and export of data, managing data selections for digital and postal mailings and fundraising activities.
* Assist in the collation of data to identify new prospects and support prospect research, providing information on constituents prior to events and meetings.
* Produce and utilise data for input to reports, promotional materials, publications and print.
* Process donations including updating database, informing the Finance department, producing gift receipts and drafting thank you letters.
* Support the collation of paperwork to support Gift Aid processing and claims.
* Manage a schedule of pledge and standing order receipts and acknowledgements.

**Events & Campaigns**Assist with the organisation of events and campaigns:* Assist in the planning and implementation of fundraising and community events such as Giving Days, Telethons.
* Work with the staff of the Sherborne Old Girls to contribute to the annual cycle of alumnae activity including mailings, reunions, careers events.
* Liaise with external designers, printers and mailing houses on the production and distribution of mailings, invitations, publications.
* Assist with photography and film requests for development purposes.

**Communication & Community Relations**Support the external affairs department in the collation and dissemination of communications to the Sherborne Girls community (including current/past parents, alumnae and other constituents).* Assist with regular updates to the Old Girls platform Sherborne Girls Connect.
* Support the collation of content for online development requirements, including the website, social media channels, direct mailings using CMS tools.
* Support the collation of content for offline (print) development requirements, including newsletters, case for support, invitations, flyers.
* Help maintain the School image libraries creating galleries for use in development and Old Girl channels including archived photography, Old Girls events.

**Team**Represent the External Affairs team as required. * Undertake any reasonable duties requested by the Director of External Affairs, which may be required to meet the needs of the School.
* Attend meetings and events as required.
* Contribute to the total effectiveness of the department, communicating openly, solving problems proactively, offering creative ideas and working as a positive, engaged team member.
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| **Person Specification** |
|  | **Essential**  | **Desirable** |
| **Qualifications and Experience** | * Educated to at least A level and preferably degree level.
* Experience of working in a customer-focused environment.
* A working knowledge of digital media including Linked In, Facebook, Twitter.
 | * A marketing qualification would be desirable.
* Knowledge of database (Raiser’s Edge) and CRM (Customer Relationship Management) tools is desirable.
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| **Skills and Abilities** | * Excellent general administration skills
* Effective time management and an ability to prioritise work.
* Excellent IT skills (Excel, Word, PowerPoint, Outlook)
* Excellent literacy and numeracy, including an interest in data, research and communications.
 | * Photography, video, photoshop and editing skills are desirable.
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| **Personal Attributes** | * An interest and enthusiasm for fundraising, data, communications, community and/or alumnae relations
* Friendly, open personality capable of communicating with people at all levels, dealing with people on the telephone, in writing and in person.
* Diplomatic and able to maintain confidentiality.
* Highly organised, proactive and calm under pressure
* Resourceful with a high level of personal initiative
* Flexible approach to working hours as required.
* Committed to their own continued professional development.
* Resourceful and resilient.
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**Additional Information**

**Salary:** In the region of £19,400

**Hours of work:** Full time, year-round an average of 37 hours throughout the week.

**Contract**: Fixed term, one year.

**Pre-employment checks and Probation:**

The successful applicant’s appointment will be subject to successful completion of a probationary period and full pre-employment checks.

**Benefits:**

* Membership of the School’s pensions scheme
* Generous Annual Leave
* Free onsite parking
* Free lunches provided during term time

**Application Process:**

* + The closing date for applications **9am, 12 April 2021**
	+ Interviews will take place on **27 April 2021.**