



Dear Candidate,

**Job Title: Fundraising and Alumni Relations Manager**

**Remuneration: £30,000 Pro Rata—This role is suitable for someone wanting flexible part timework. We envisage this being done over 2/3 days per week and the successful candidate will need to be available to host networking events where needed. Final details of this can be discussed upon interview.**

**Great Interpersonal skills; able to motivate; great sense of humour and vision; tenacity and determination; creative thinker; able to deliver ideas and show impact?**

Does this describe you?

Together with adaptability; integrity and the ability to influence and inspire people, these are some of the skills we are looking for in a Fundraising and Alumni Relation's Manager who will generate income streams and develop a thriving Alumni network for the Forest of Dean Trust.

To give you some background, our Trust formed in April 2020 and is currently made up of two schools; Dene Magna School, an 11-18 school in Mitcheldean, and Drybrook Primary School. You will be joining a thriving community and, whilst your main base will be Dene Magna School, there will be flexibility around working location and hours, working in close contact with the Trust CEO and the Chair of Trustees.

The purpose of this role is to facilitate the aspirational growth and development projects of the Forest of Dean Trust at a key time. You will be the main driver in the procurement of funds for the purpose of funding school projects from various revenue streams. You will also create and manage the growth of our Alumni network (both schools are approaching their centenary years); planning and hosting events and programmes that will initially friend-raise and then fundraise.

As you read the information in this pack, I hope you get a feel for what it means to be part of our Trust and the types of opportunities that lie ahead for you. We are looking for someone who loves working with and inspiring people, has a passion for fundraising and a talent for events management. That person will also possess a very important attribute in schools; a great sense of humour!

If you wish to apply then please submit a supporting letter outlining why you feel you will be the person we are looking for and what skills you will bring to the role together with an application form. Applications should be emailed to [vacancies@fodt.co.uk](mailto:vacancies@fodt.co.uk) by November 25th at 3pm and interviews will be held soon afterwards.

If you have any questions or would like to visit us, prior to application, please email [vacancies@fodt.co.uk](mailto:vacancies@fodt.co.uk).

I look forward to hearing from you and hope to meet you in person very soon!

Yours sincerely

Stephen Brady  
Chief Executive Officer of the Forest of Dean Trust  
Headteacher of Dene Magna School

# JOB DESCRIPTION

**Job title: Fundraising Manager Reports to: CEO**

**Remuneration: Circa £30,000 (pro rata with an element of performance related bonus)**

## **Job Purpose**

To facilitate the aspirational growth and development projects of the Forest of Dean Trust. You will be the main driver in the procurement of funds for the purpose of funding school projects from various revenue streams. You will also create and manage the growth of our Alumni network; planning and hosting events and programmes that will initially raise and then fundraise.

## **Fundraising**

- Work with the CEO/Trustees to identify projects that require funding from external sources
- Initiate, plan and implement grant/funding bids and represent the school in these pursuits
- liaison/negotiation with external funding agencies, often in being solely responsible for the fund acquisition activities of the school
- Work closely with the Trust's Financial Director to enable the financial accounting and reconciliation related to fund raising including annual accounts, budgets, project costings and income collection
- Work closely with the CEO/Headteacher to co-ordinate and advise on marketing activities linked to projects
- Liaise with all school stakeholders on funding matters to ensure a cohesive approach to fund raising for the school
- Plan, negotiate and secure sponsorship for the Trust (where appropriate) and manage ongoing relationships with sponsors
- Contribute to the wider Trust/School's organisation as required and directed by the CEO/Headteacher.

## **Alumni Relations (friendraising)**

- Responsible, in consultation with the CEO, for developing and implementing an alumni engagement strategy and programme that specifically aims to build the Trust/School's alumni community.
- Develop and oversee a calendar of engagement activities and events throughout the year, as well as engaging and supporting key volunteers to contribute time and expertise in support of the engagement strategy.
- Manage and optimise the capture and use of alumni and stakeholder contact and engagement data and maintain GDPR compliance.
- Working closely with colleagues across the trust to create and maintain pathways for alumni, parent and staff participation in order to further its vision.
- Working in liaison with the Careers Lead, help to engage alumni members in different aspects of the trust
- Oversee the production and distribution of the annual alumni magazine/newsletter.
- Responsible for the alumni and community website content.

## JOB DESCRIPTION continued.....

**Job title: Fundraising Manager Reports to: CEO**

### Desired Skills and Experience

- Proven fundraising experience and knowledge of regional fundraising and how to procure funds from different sources
- Entrepreneurial, self-starter with initiative, confidence, drive, and flexibility
- Ability to identify opportunities and generate creative solutions
- Exceptional relationship-building skills; the ability to establish and manage effective working relationships with people of all working styles, backgrounds and industry-experience
- Excellent communication skills including presentational skills, the ability to communicate the mission effectively and experience of working with senior leaders
- A good team player but also the ability to work under own initiative to meet deadlines
- Strong organisational skills and the ability to assess, prioritise and manage a varied workload
- Excellent networking and research skills
- Strong negotiation skills
- Experience of organisational relationship management
- Good understanding of the legalities of fundraising
- Eye for detail and ability to produce accurate evaluations and impact reports on funds raised

### Accountability:

- Measurable income to the trust—opportunity to grow this over time
- Successful bid writing and impact statements submitted where needed
- Create opportunities to maximise revenue from sites out of school hours
- Alumni creation and initial events planned to friend-raise
- Clear and ambitious fundraising plan for 1 year, 3 year, 5 year
- Evolution of parental school involvement in fundraising (Parent teachers /Friends of the School Association)
- Presentation of impact to Trustees and monthly meetings with CEO and Chair of Trustees to discuss progress
- Growing engagement with the wider community / local enterprise

## JOB DESCRIPTION (continued)

### In return, we can offer:

- Supportive management including monthly progress meetings with the CEO and regular update meetings with Trustees

We believe it is only right that we balance the challenges that we set, with an understanding that gets the best out of someone; which means valuing them and nurturing them.

### As a Trust we provide:

1. Competitive salary and scope for performance related bonus
2. Flexible working hours to be agreed with CEO / scope to work from home
3. Travel expenses
4. The opportunity to develop a long term career/partnership with the Trust
5. A termly prize draw for staff.

### For when you are on site:

1. Free onsite parking.
2. On site canteen.
3. Free use of the onsite Gym at Dene Magna.

This information is not necessarily a comprehensive definition of the post. It will be agreed with the successful candidate and may be subject to modification or amendment at anytime after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Trustees.

This information does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties.



## Safeguarding Information

Forest of Dean Trust are committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment.

The Trust believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

As a Trust we are committed to safety awareness and we undertake the following procedures:

We have DSL's trained to an enhanced level. The posts are subject to an enhanced Disclosure and Barring Service check, section 128 check where appropriate and the prohibition register will be checked. We also have staff trained in Safer recruitment.

Our Child Protection Policy, Privacy Notice for Applicants and Document Retention Policy can be found on our website under Policies.

Dene Magna School



Drybrook Primary



## OUR VISION, VALUES AND ETHOS



We work with our community and know that raising aspirations and supporting the pursuit of dreams is not straightforward. We listen, challenge and support and we know that everybody experiences a different journey. There is a genuine partnership between students, staff and parents/carers to support the pursuit of our vision. We have a relentless focus on excellent teaching and learning and, alongside our house system and a healthy dose of fun, we know that our community continues to thrive.

Our schools are founded upon the collective pursuit of our leading aim and our students know what that leading aim is. We know that life throws us many challenges and we aim to work in partnership so that we can learn about what lies ahead and prepare ourselves for our role in not just modern Britain, but the world. Progress is rarely linear, in life and school, and we are passionate that our broad and balanced curriculum complements our pastoral care and pedagogy.

The Forest of Dean Trust is built upon excellent relationships, honest conversations and unwavering support to get the best out of each other. Staff work together to improve their teaching, students are actively involved in leadership across the schools and parents are listened to and supported in our shared journey.

The modern world is a complex place and we seek to equip our students with the skills to thrive and to make a difference. We acknowledge that growing up is a minefield to navigate and we support parents/carers in their journey, but we relish the opportunity we have been given to influence the lives of young people in the Forest of Dean.

If you visit our schools, you will see that there is a simple, common-sense approach to working with young people that is founded on giving and getting respect. Our staff love their jobs and we work hard to instil that love of our schools into our students and the wider community. We are very serious about our role within the community and we are an active presence within it.

## ALL THROUGH JOURNEY...

Being part of the Forest of Dean Trust means children have not only excellent provision for their early years but also a seamless transition to secondary school at Dene Magna School and further education at Dene Magna's Sixth Form.

## TRAVELLING TIMES TO GET TO US (approximate).



## FOREST OF DEAN TRUST



Abenhall Road  
Mitcheldean  
Gloucestershire GL17 0DU  
Tel: 01594 542370  
Email: [vacancies@denemagna.gloucs.sch.uk](mailto:vacancies@denemagna.gloucs.sch.uk)  
[www.denemagna.gloucs.sch.uk](http://www.denemagna.gloucs.sch.uk)

