**South Farm Road, Worthing, West Sussex, BN14 7AR**

Tel: 01903 237864

E-mail: [office@worthinghigh.net](mailto:office@worthinghigh.net)

Website: www.worthinghigh.net

Executive Headteacher: Pan Panayiotou

*“Always Pursue Excellence”*

**COMMUNICATIONS AND INCOME GENERATION DIRECTOR**

**from October 2024**

**SALARY: NJC Grade 9, Points 25 – 28**

**£33,945 – 36,648 (£15,808 - £17,066 pro rata)**

**HOURS: Part time (20 hours per week)**

**Term Time Only plus INSET Days**

South Downs Education Trust (SDET) has an exciting permanent opportunity for a suitably qualified and experienced professional to lead the Trust’s Communications and Income Generation strategy.

The post holder will be tasked with ensuring that the Trust’s corporate, digital & social media activity (and wider communications) are dynamic and designed to a high standard whilst effectively promoting SDETs brand and services.

In addition to this, they will Identify, develop, manage and deliver a diverse plan to broaden income generation, including grant applications, commercial and social enterprise activities including community fundraising.

The successful candidate will have:

* Experience planning and producing promotional high-quality campaigns for events
* Able to demonstrate a creative flare for design
* Knowledge of major fundraising techniques
* Knowledge of information and communications technology
* Able to work under pressure to prioritise and meet deadlines
* Strong IT literacy including databases, MS office, design and publishing packages
* Knowledge of marketing issues, terminology and practice
* Experience of strategic thinking, analysis and business planning
* Experience of marketing and communication
* Good oral and written communication skills with all stakeholders
* A Professional & Digital Marketing Qualifications

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from the links on the school website at [www.worthinghigh.net/vacancies](https://www.worthinghigh.net/page/?title=Vacancies&pid=84) or from the school by phoning 01903 237864. Further information about the school and details of how to apply can also be obtained from the school website.

Completed applications should be sent to Mr Panayiotou, Executive Headteacher, at the address below or emailed to [vacancies@worthinghigh.net](mailto:vacancies@worthinghigh.net).

**Closing date for applications is Thursday 5 September at 09:00 - an early application is advised as we reserve the right to close the vacancy early if sufficient suitable applications are received.** **Interviews will be held on Week commencing 9 September 2024**

Please note, because of the nature of this job, if you are successful in your application, you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences. We will also complete media searches as part of due diligence and safeguarding checks in line with KCSIE guidance.

* South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
* Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR
* We recognise continuous service from academy/non-academy schools