

## SOUTHEND HIGH SCHOOL FOR BOYS



## DEVELOPMENT DIRECTOR Candidate Information

*At Southend High School for Boys, talent is nurtured, and learning is valued. Challenge is welcomed, participation is expected, and achievement is prized. Pupils are happy and prosper at the school. The education we provide is world class.*

Welcome



Thank you for your interest in our school and for reviewing this application pack.

I have been a member of the staff team at Southend High School for Boys since January 2005, taking on the role of Interim Headteacher from September this year. This is a great school. Every day is rewarding. The school and governing body are committed to providing a high-quality service so that every child fulfils his or her potential.

We recognise this can only be achieved through the recruitment and retention of talented, motivated employees who are suited to, and fulfilled in the roles they undertake. Please look at our website; it will help give you a sense of our values and offers an insight into the vibrant activity that fills each week.

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Pupils are happy and prosper at the school.

As a grammar school, high academic expectations are central to our purpose, and these are sustained through an extensive programme of support and guidance. Pupils develop their confidence and enthusiasm through a wide range of creative, sporting and other endeavours.

Southend High School for Boys stands on a superb site within walking distance of Prittlewell Station and the centre of Southend. Pupils retain fond memories of their years at the school and stay in contact for many years.

Our school preserves values and traditions from the past and prepares pupils through a contemporary curriculum for the world of tomorrow.

*"Contemporary traditions: one with future and with past"*

With best wishes



**Rachel Worth**  
Interim Headteacher

....from the Head

# About The Role

For over 100 years, Southend High School for Boys (SHSB), has been providing a world-class education inspiring and empowering boys aged 11-16 along with boys and girls in our sixth form, to achieve their full potential. Our rich heritage and commitment to academic excellence, makes SHSB a truly unique and inspiring place to learn and work.

This is a fantastic opportunity to join us and make a significant impact as our first Development Director.

We are looking for a strong Development professional who can demonstrate a track record in fundraising to set up our new development function. You will support our newly formed SHSB Charitable Trust in its mission to develop lasting and rewarding relationships with our existing community and identify new potential supporters and donors.

Reporting to the Headteacher and the Chair of the Charitable Trust, you will have the backing of a committed team of school staff, trustees and volunteers who are eager to help and support you in developing our fundraising strategy and delivering income.

## **About The Role:**

As an experienced fundraising professional and a confident communicator, you will work collaboratively and proactively, bringing an energetic approach to:

- Establish a fundraising strategy to support the delivery of the school's vision in the short, medium and longer term.
- Research and implement the the tools required to deliver the strategy including a donor database enabling research and analysis of giving patterns and an efficient approach to donor engagement.
- Nurture long term relationships and secure a portfolio of committed regular tax efficient income streams from a variety of sources through targeted campaigns. These will include business and corporate sponsorships, major donors, trusts and foundations, creating opportunities for private donations, legacies, and endowments from our parent community and Alumni.

.....the opportunity





# About You

- Research and create opportunities to develop a pipeline of revenue from trusts and grants and leverage these opportunities through creative and compelling grant applications.
- Develop a network of influencers and organisations who can help to raise our profile through social media and help to foster a positive culture of fundraising across the organisation.
- Create a communication plan to ensure donors at all levels feel appreciated and thanked and are kept informed of the impact of the income they provide.
- Prepare compelling materials including e-communications, reports, and publications for a variety of stakeholders
- Produce and present regular reports to the Schools Finance & Audit Committee and the Charitable Trust Board on income, prospects, and strategic objectives.

## About You:

- A creative thinker, able to take a strategic view, to fundraising, alongside having a hands-on approach and ability to multitask.
- Passionate about education, with the ability to set a clear vision for fundraising rooted in the core values of the school.
- Able to demonstrate the capability to plan and deliver fundraising within the charity or education sector.
- Experience of fostering alumni relations and/or professional network environments, generating leads, successfully engaging prospects and securing income from new income streams.
- Exceptional communication skills and drive to build and maintain relationships with diverse stakeholders and make the ask to secure income.

.....your chance to make a difference



# The benefits

## **Benefits:**

- Auto-enrolment into a contributory pension scheme (LGPS for support staff, employer contribution 25%)
- Free on-site parking and cycle to work scheme
- CPD through internal and external providers (including a subscription to National College)
- Employee Support Programme offering retail discounts and vouchers, a 24/7 confidential advice line, and counselling.
- Specsavers Eye care vouchers
- Free use of the sports facilities

## **Key terms:**

- Hours: 20 hours per week. The postholder will be employed for two and a half days each week with scope for flexibility for the right candidate.
- Duration: Initially for a fixed term of 12 months subject to review.
- Location: Based on site within the school. It is anticipated that on site presence will be required during the initial months of appointment, however it may be possible to consider a degree of flexible working from home in later months.

- Holiday entitlement: 26 days plus bank holidays (April to March) increasing to 29 after 5 years' service. Previous local government service under the Modification Order will apply.
- Remuneration: The Essex Schools' Local Government Pay Scale 10 within range of Points 34-37 (£43,693 to £46,731). A starting salary would be negotiable depending on skills and experience.

## **To Apply:**

Please download an application pack from our website [here](#). In addition to completing the application form, please include a covering letter evidencing the strengths and skills you could bring to the role.

Applications Deadline: 9am, 6<sup>th</sup> January 2024  
Start date: Required for February 2025.

Shortlisted candidates will be invited for interview. The need to appoint quickly means we reserve the right to appoint at any time.

Contact: Applicants who require further information should contact Louise Kent, HR Manager at [recruitment@shsb.org.uk](mailto:recruitment@shsb.org.uk) or telephone 01702 606208.

## .....how to apply



# 2020 Vision



SHSB's main school, has 180 boys in each year group 7 to 11, and a large sixth form with 400 A-level students - a mix of boys and girls, with over 100 girls. The school was rated outstanding against every inspection criteria (Ofsted 2024) and has been recognised as one of the top schools in East Anglia.

Ofsted referred to 'an ethos of excellence in both academic achievement and a wide range of activities that permeates all aspects of the school' and they described 'the quality of education provided at SHSB as **world-class and second to none**'.



We are immensely proud of our exceptional academic outcomes, which routinely place our students amongst the top performers nationally. However, through our 2020 vision, we are also committed to developing our students as future leaders who are morally, socially and emotionally equipped to take an active role in society.

Pupils spend seven years at Southend High School for Boys: the influence of the school throughout those years can be significant in determining the life trajectory for every student. Our vision is to set them on the path towards young adulthood with the highest aspirations and equipped to make a positive and worthwhile contribution to society – often in the role of leaders. Pupils learn what we teach, but more significantly they learn by how we teach.

Talent is nurtured, learning is valued, challenge is welcomed, participation is expected, and achievement is prized. The school is recognised as a welcoming institution, with an open and friendly approach, where outstanding behaviour is elicited through fostering mature relationships. It is this that makes Southend High School for Boys such a unique, supportive and remarkable place.

Our passionate and hard-working staff deliver the highest standards of teaching and learning, being highly motivated subject matter experts; a fact endorsed by Ofsted. Our staff provide unwavering support and guidance to all students, equipping them with the knowledge and skills to excel.

Our students are ambitious for themselves and for others. They embrace challenge and aim for the highest standards in everything they do. From enriching extra-curricular activities to embracing leadership opportunities, our students develop into confident and capable young men and women who go on to make strong and effective contributions to society.

We successfully blend progressive initiatives with our treasured traditions including our thriving house system which was established in 1908 and remains a very important part of life at SHSB today. People enjoy being part of our community because it is a place where the traditional values, mutual respect, integrity and care are placed at the heart of all we do. Being a part of this school means being part of something truly exceptional, and our students are proud to wear the green blazer.

.....our School, our Ethos





SHSB is a creative and pioneering teaching community. In 2006 we became a Leading Edge school. This accolade recognised our programmes for improving learning and for encouraging innovation. Our philosophy is to share good practice, encourage creativity and nurture innovation so pupils benefit from a stimulating learning experience and staff benefit from collaboration and professional development with like-minded enthusiastic individuals.

The school is strongly committed to supporting staff in their educational research and gives time allowances and subsidies for this. Over a third of our staff have achieved higher degrees during their time with us. We regularly support other colleagues in other schools, having been designated as a regional research hub in 2019, and have a wide-ranging professional development programme.

We were the first secondary school in the Eastern counties to receive the Challenge Award and the first in the world to secure a fifth accreditation, in recognition of our provision for the highly able learners.

Assessors in the report commented: "Southend High School lives up to its aim of 'Nurturing and Supporting Young Talents' through offering exciting and stretching opportunities for learning well beyond those offered in many other schools. Pupils make full use of these opportunities, share responsibility with staff for setting and achieving challenging targets for themselves and are proud of their achievements. Challenge is firmly embedded in all aspects of school life."

Our values are reflected in various accolades including being recipients of the Gold Equalities Award for our pioneering work in this field, as well as being a Fairtrade institution and a Pupil Premium Awards winner.

The school offers an extensive range of extra-curricular activities and has an excellent reputation locally for its sport, music, science and drama. We are proud of the fact that our most able athletes have competed in international competitions, have represented England at World Schools Championships in cross country and athletics and have won over 20 national titles in the last 10 years.

*Success isn't only achieved through exceptional performance. It's about consistency, and consistent hard work leads to success.*



.....our School, our Ethos

# Job Description



## Job Overview

- **Job Title:** Development Director
- **Reports to:** Headteacher and Chair of Charitable Trust.
- **Job overview:** To ensure the school's financial stability and growth by building and nurturing relationships with alumnae, parents, donors, and community partners. Responsible for all aspects of development and partnerships from communications and events, to cultivating and engaging stakeholders to give, with a particular focus on developing a regular giving culture, engaging and stewarding major donor activity, maintaining and developing new partnerships, and creating opportunities to engage pupils, staff and parents.

## Main Duties

- **Fundraising Strategy:** Develop and execute a comprehensive fundraising strategy that aligns with the school's culture to include annual giving campaigns, regular giving, major gifts, planned giving, legacies and grant proposals.
- **Alumni Engagement:** Collaborate with the SHSB Old Southendian's Association to cultivate and maintain strong relationships with alumnae, encouraging their active involvement in the school community and seeking their support through donations, mentoring, and volunteer activities.
- **Parent Engagement:** Collaborate with the SHSB Parents Association to engage current parents in the school's development efforts, including annual giving and special projects.
- **Donor Relations:** Manage a portfolio of major donors, ensuring regular communication, acknowledgment, and engagement to secure their continued support and involvement in the school.
- **Corporate Partnerships and Relations:** Identify, build, and maintain strategic partnerships with both corporate and community organisations to support the school's programs and initiatives.
- **Bid Grant Writing:** Research and create opportunities to develop a pipeline of revenue from trusts and grants and leverage these opportunities through creative and compelling grant applications.
- **Committed / regular giving:** Reinforce and grow existing giving and develop further initiatives to achieve, beneath the major gift level, large numbers of lower value gifts, preferably as regular commitments.
- **Legacies:** Create and manage a legacy marketing approach to achieve an increasing income stream through legacies, by preparing suitable legacy marketing materials, presenting the legacy proposition to potential prospects and managing relationships with legators to encourage increased pledges.
- **Event Planning:** Plan and deliver development-related events, such as giving days and donor recognition events.
- **Data and Reporting:** Research and implement the tools required to deliver the strategy including a donor CRM database enabling research and generation of regular reports and analysis of giving patterns and an efficient approach to donor engagement
- **Communication:** Create a communication plan to ensure donors at all levels feel appreciated and thanked and are kept informed of the impact of the income they provide. Prepare compelling and up-to-date literature and other materials (e.g. digital media) to support fundraising and engagement.
- **General:** Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.



# Person Specification



<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• <b>Demonstrable successful experience at this level of fundraising with preferably a relevant qualification in fundraising</b></li> <li>• <b>It is likely the successful candidate will be educated to degree level or will have sufficient equivalent relevant experience</b></li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of fundraising in a charity or educational environment is desirable, although candidates with relevant experience in other areas who can show they can fulfil key criteria will be considered</li> <li>• Experience in alumni relations or a similar professional network-based environment</li> <li>• Expertise in developing strategic plans with effective implementation in an educational or business environment</li> <li>• Proven track record of delivering successful fundraising strategies, campaigns and meeting income targets</li> <li>• Experience of undertaking benchmarking and surveys for fundraising activities</li> <li>• Experience of using a fundraising or relational database for data input and analysis</li> <li>• Experience of developing webpages and marketing material in relation to fundraising activities</li> <li>• Strong event management experience</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Able to take both a strategic overview and a hands-on approach to fundraising</li> <li>• Detailed working knowledge of methods of tax efficient giving (including, for example, Gift Aid and Legacy donations)</li> <li>• Excellent working knowledge of the Institute of Fundraising's Code of Fundraising Practice or equivalent</li> <li>• Up to date knowledge of sector trends around alumni relations</li> <li>• Numerate, with experience of financial planning, tracking income, and budgetary control</li> <li>• Understanding of the legislation relating to confidentiality and Data Protection</li> <li>• Able to identify prospective donors with discretion and communicate with them appropriately and confidently</li> <li>• Demonstrable experience of engaging, developing and maintaining productive working relationships with a wide variety of people of all levels</li> <li>• Exceptional social and interpersonal skills of the highest calibre, the ability to work with people at all levels, and the ability to build and manage relationships and negotiate diplomatically at all levels both within and outside the school</li> <li>• The ability to prioritise and plan a busy workload</li> <li>• Strong written and verbal communication skills, and the ability to research and present projects or ideas</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Genuine passion for and a belief in the potential of every pupil</li> <li>• A highly motivated individual, able to work on their own initiative to set targets</li> <li>• Gravitas and ability to represent the school with internal and external stakeholders, including those at the highest level of major institutions</li> <li>• Commitment, drive and determination to take the lead</li> <li>• A reliable and enthusiastic individual</li> <li>• The ability to always provide exceptional customer service</li> <li>• Professional outlook, detailed orientated and able to multitask and meet deadlines</li> <li>• A collaborative approach to working in teams</li> <li>• Calm and professional under pressure</li> <li>• Flexible attitude towards work and demonstrates sound judgement</li> <li>• Personal commitment to continuing professional development and maintaining an up-to-date professional knowledge</li> </ul>

# Our Location

Southend High School for Boys is situated in the heart of the city of Southend On Sea, a resort town on the north side of the Thames Estuary in Essex, southeast England.

Southend originally consisted of a few fishermen's huts and farms at the southern end of the village of Prittlewell. In the 1790s the first building, around what was to become the high street, were completed. In the 19th century Southend's status of a seaside resort grew after a visit from Princess Caroline of Brunswick and Southend Pier was constructed - the longest leisure pier in the world which it is serviced by a small train and has a museum at its shore end. The Cliff Lift, a century-old funicular, clings to the hillside and offers coastal views.

Southend is now the 52nd city in England and the second in Essex having been granted granted city status in 2022 by Queen Elizabeth II in memory of Sir David Amess, the Conservative MP for Southend West.

The school is thirty miles from London and is close to main road and rail links from London, and to Chelmsford and Cambridge.



.....how to find us



## Data Protection and Privacy Notice:

Under data protection legislation, you have the right to request access to information we hold about you. To make a request, contact [enquiries@shsb.org.uk](mailto:enquiries@shsb.org.uk). You also have the right to:

- object to the processing of personal data if it is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

We will always seek to comply with your request. However, we may be required to hold or use your information to comply with legal duties. If you have a concern about the way we are collecting or using your personal data, you can raise your concern in the first instance either with the HR Manager ([HR@SHSB.org.uk](mailto:HR@SHSB.org.uk)) or our Data Protection Officer ([dpo@shsb.org.uk](mailto:dpo@shsb.org.uk)). Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Recruitment & Selection Policy:

The Trustees recognise the value of achieving a diverse workforce including people from different backgrounds, with different skills and abilities. We are committed to ensuring our recruitment and selection processes are conducted in a systematic, efficient, and effective manner, and promotes equality of opportunity. Please refer to our website for full details of our Recruitment & Selection policy.

## Safeguarding:

SHSB is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974. To assess suitability to work with children, the School is permitted to ask applicants to declare all convictions and cautions in advance of attending an interview (including "spent" convictions unless they are "protected" under the DBS filtering rules)



.....your information