

Position	Development Officer
Salary	Support Staff Scale – Spine Point 24 – 32 (£28,756 - £35,517)
Hours	37.5 Hours Per Week
Work Pattern	Full Time, 52 Weeks Per Annum
Contract	Permanent
Responsible To	Philanthropy & Sponsorship Manager
Location	Mossbourne Community Academy. 100 Downs Park Road, London E5 8JY
Key Relationships	Senior Leadership Team, Partnership Manager, Project Manager, Development Committee, Finance Department.

Background

Mossbourne Federation is the realisation of founder Sir Clive Bourne’s commitment to providing the children of Hackney with inspiring places to learn. The Mossbourne ethos recognises the importance of laying strong foundations, having high expectations, and believing that all children have the potential to succeed. All Mossbourne pupils, regardless of ability, benefit from an innovative and enlightened approach to teaching and learning delivered in a calm and supportive environment that nurtures the development of well-rounded young people who excel in the classroom and beyond.

Job Summary

We are seeking a Development Officer to help implement the Federation’s fundraising strategy. The role will focus on strengthening and expanding the funding pipelines supporting the enrichment programmes that are an integral part of the transformative education provided by Mossbourne academies.

Current programmes include:

- Architecture and Built Environment
- Medicine/ Dentistry/ Veterinary Medicine
- Music
- Rowing

Main Duties and Responsibilities

- Prospect identification and research
- Assist with drafting grant applications and reports
- Coordinate the production of campaign materials
- Serve as a point of contact for internal and external stakeholders
- Assist with the delivery of the Development team’s communications plan
- Process donations and grants
- Maintain donor contact, income, and payment records on the Federation’s database (eTapestry)
- Support other staff members in their database use
- Keep up to date with trends in fundraising that may impact the Federation’s strategies
- Ensure all fundraising activity is in keeping with the Fundraising Regulator’s Code of Fundraising Practice and is compliant with the Federation’s Gift Acceptance Policy

Associated Duties

- Support the Sixth Form team in developing and implementing an alumni engagement strategy
- Assist parent associations and programme partners deliver community fundraising events

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian, and other minority ethnic descent. Injustice, discrimination, and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies and practices across the Federation, including at board level. We are committed to developing and supporting inclusivity, diversity, and anti-racism in every facet of what we do.

Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		Interview	Application Form	Task / Lesson
Experience				
E	Fundraising experience in the education or charity sector	X	X	
E	Excellent communication skills, both written and verbal	X		X
E	Ability to work appropriately with sensitive and confidential information	X		
E	Excellent organisation, prioritisation, and time management skills	X		X
E	Ability to work independently and as part of a team	X	X	
E	Capacity to develop and maintain positive relationships with stakeholders	X	X	
D	Transferable skills in project management or strategic planning	X	X	
D	An understanding of data protection and charity law	X	X	
Qualifications				
E	Qualification gained at degree level or at least three years of relevant work experience	X	X	
IT knowledge				
E	Strong working knowledge of the MS Office Applications		X	
D	Experience using CRM databases (e.g., eTapestry or Raiser's Edge)		X	
Behavioural Competencies				
E	A proactive approach to duties and responsibilities	X		
E	Strong attention to detail	X		X
E	Ability to maintain professional standards in a fast-paced environment	X		
E	The utmost professional integrity	X		
E	Genuine interest in the education of young people and the willingness to contribute to the wider life and community of the Federation	X		
Applicable to all staff				
E	Undertake training, as required, to fulfil the requirements of the role	X		
E	Support Federation initiatives both verbally and non-verbally (i.e., via actions and attitude), including adjusting performance and practice in accordance with Federation findings, strategies, and policies	X		
E	Play an active role in safeguarding all students and adults	X	X	

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation and students are met. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability, or status. The document is not a comprehensive list; it simply outlines expectations of this role. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.