

Job Description

Job title:	Partnership and Fundraising Executive	Contract Type:	Full Time Permanent
Responsible To:	External Affairs and Communication Lead	Grade & Spine Point:	Scale 6 Point 18-20
Location:	UST all schools with flexible working from home arrangements		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

- Support the External Affairs and Communications Lead to develop and implement a fundraising and partnership strategy in line with the overall Trust Strategic Plan.
- Provide assistance with the establishment and/or maintenance of relationships with partners and funding avenues of the Trust.
- Be involved in aspects of fundraising across UST, ensuring all targets are met or surpassed within defined timescales.
- Support a programme of outreach activities and marketing and fundraising events to reach all target audiences (business, education, charity, sports and arts organisations (BECSA); alumni and parents)
- Identify and support engagement for schools and the Trust to access funding streams that match requirements.
- Assist development of the UST Foundation's proposition and nurture its reputation with key stakeholders.
- Support activities that raise the profile and enhance the reputation of the Trust and the schools within it both locally and beyond.

SPECIFIC RESPONSIBILITIES Partnerships

- Work with school leaders to ensure that partnership activities match requirements.
- Ensure maintenance of an up to date database of all partners, key contacts and communication with them at Trust level, liaising at school level to maximise collaborative projects and opportunities.
- Create and manage a calendar of activity that encompasses all activity with key partners across the Trust.
- Ensure schools provide data required by partners to measure impact of activity.
- Support development of links with the wider community, including business and industry, to enhance pupil and staff experiences.
- Be the main point of contact for the ongoing activity and relationships with the Trust's key university partners and those beyond this sector.
- Assist with the creation of an alumni programme that seeks to maintain relationships with students beyond their time in a UST school, ensuring a regular flow of updates can be used in promotional materials and regular attendance at appropriate events.
- Support the management of relationships between UST and our partners, providing a high level of customer service through effective communication, regular status updates and impact reports.
- Plan and deliver a series of events linked to maintaining relationships with partners.
- Carry out all administrative areas of partnership engagement, e.g. booking rooms and spaces, collating health and safety paperwork, creating schedules etc.
- Assist with evaluation of the impact of activities across the Trust to consider which are working effectively and what could be delivered better.
- Collate research briefs for senior leaders where appropriate for partnership meetings.
- Carry out content creation for promotional materials where appropriate.

Fundraising

- Liaise with relevant internal stakeholders to identify projects that require external funding.
- Research, identify and recommend resources and tools needed to assist the fundraising programme.

- Ensure fundraising marketing materials promote UST to potential and current donors, parents and staff.
- Research suitable funding streams and identify potential funding opportunities (including grants, trusts and donors) providing information and insight on opportunities and prepare high-quality written submissions.
- Arrange for tours of the sites, visits by prospective donors and thank you events where required.
- Maintain accurate fundraising records including accounts and lists of donors.
- Have oversight and support of fundraising events held on behalf of each school within UST.
- Thoroughly research companies for gifts in kind and sponsorship in line with current UST Policies and DFE guidelines as per the Academies Financial Handbook, supporting to and appropriately approach companies.
- Prepare for and attend meetings with senior UST staff and potential donors as appropriate, delivering aspects of presentations where required.
- Contribute to the fundraising section of the website, ensuring it is relevant, up to date, informative and attractive to potential and current supporters.
- To assist with the implementation of a comprehensive ongoing donor stewardship programme that includes clear impact reports and effective gift acknowledgement.
- Work alongside the Finance Team to record all relevant funding on an accurate database and to ensure that information held on the database and in paper records is accurate and up-to-date and in line with the necessary audit requirements as a MAT.
- Work alongside the Finance Team to be aware of charity law and tax efficient giving and its impact on fundraising, ensuring that UST works within the confines of the law and to maximise all cost effective giving opportunities.
- To be aware of the Data Protection Act 1998 and the IoF codes of practice.
- Ensure maintenance of the fundraising database and respond to general enquiries concerning donations.
- Assist in preparation of reports on fundraising performance for the Trust Executive and the Board of Trustees, as well as any other reasonable tasks as required by the CEO.

JOB DESCRIPTION AGREEMENT

The post holder will be line managed and appraisal managed by: **External Affairs and Communication Lead**

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

_____ Signed by (Post holder)

_____ Signed by (Trust Leader)

Person Specification

Partnership and Fundraising Executive

Qualifications	Essential	Desirable
A minimum of grade C in maths and English at GCSE or equivalent.	✓	
A-levels or above (or equivalents).	✓	
A recognised fundraising qualification (e.g. from the Institute of Fundraising)		✓

Experience	Essential	Desirable
Building relationships with a wide range of different stakeholders.	✓	
A role requiring high levels of organisation and multi-tasking.	✓	
Experience of project management, monitoring, evaluation and running projects to deadline.	✓	
Working within the Education sector.		✓
Copywriting professionally to a high standard.		✓
Working within a fundraising environment.		✓
Proven track record of relationship management in a professional capacity.		✓
Knowledge and Skills	Essential	Desirable
Confident and professional manner – able to develop good working relationships across the organisation; the ability to work in partnership with people at all levels.	✓	
Highly numerate, accurate and attentive to detail.	✓	
Excellent communication skills	✓	
Excellent time management skills and organisation.	✓	
Proficient with databases, maximising software capabilities to analyse relevant data.	✓	
Experience of providing exemplary supporter stewardship, to strengthen and cultivate relationships with fundraisers.		✓
Ability to support pitches and presentations to generate fundraising income.		✓
An in-depth knowledge and understanding of academy structure.		✓
An understanding of academy quality procedures.		✓

The ability to interpret research and analyse trends.		✓
---	--	---

Personal Qualities	Essential	Desirable
Entrepreneurial, results-driven, and able to work on own initiative and as part of a team, meeting deadlines under pressure.	✓	
High expectations of self and professional standards.	✓	
A passion and motivation to raise money and build relationships that support and benefit UST's strategic vision.	✓	
The ability to use initiative and be proactive in any situation.	✓	
The ability to work as both part of a team and independently.	✓	
The ability to maintain successful working relationships with other colleagues.	✓	
Flexible, reliable, enthusiastic, and creative		✓
Consistently promoting good behaviour.		✓
Capable of handling a demanding workload and prioritising.		✓
A multitasker with meticulous attention to detail.		✓
Confident in their networking abilities.		✓
Able to plan and take control of situations.		✓