



Development Manager

“The Unicorn School has been truly lifechanging for my child and me.”

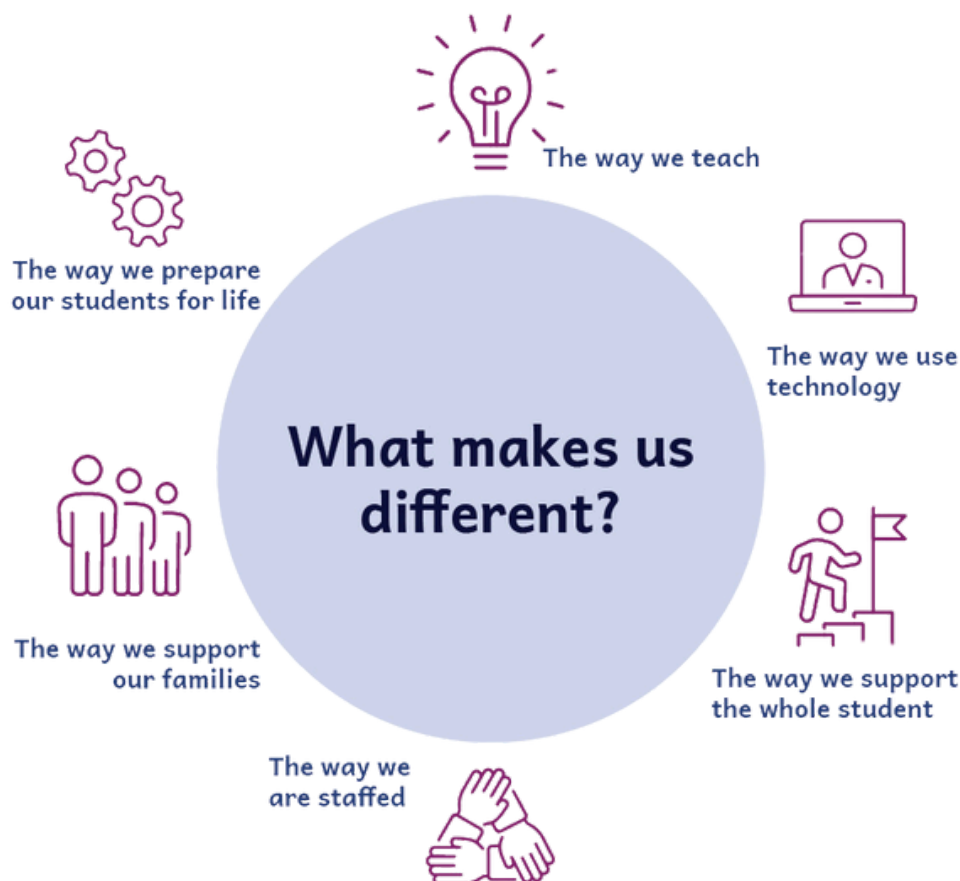


About the School

At The Unicorn School, we transform the lives of children with learning differences and those of their families.

With a personalised curriculum, highly qualified staff, cutting-edge technology and kindness, we create the conditions for children to thrive and families to flourish.

We are a small, independent school for children aged 7 to 16 years. We specialise in helping children who are struggling to achieve their potential in mainstream education. These children might have a diagnosis of dyslexia, dyscalculia or dyspraxia, often with co-occurring Autism or ADHD. This can present as difficulties with language, speech, literacy or numeracy that are likely to have a significant impact on their self-esteem, happiness and future opportunities.



Expansion

In 2023, we received 350 applications for 20 places from parents who are desperate to find a school that can support their child or from six local authorities who have hundreds of children on their waiting lists. Therefore, there is a clear need to expand.

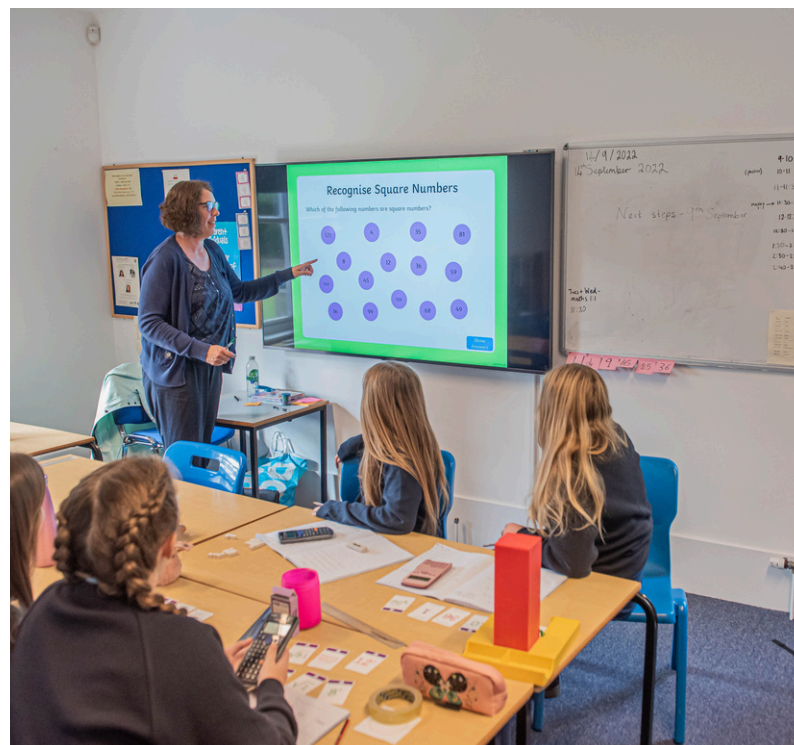
In December 2023, we exchanged contracts on a second building directly opposite our current school. This site has the capacity for us to double in size, supporting an additional 120 children. The site will also enable us to offer a post-16, life skills provision for the first time.

This expansion will present exciting opportunities for our staff as well as our students and their families as we grow our student body and breadth of our curriculum, especially at KS4.



Benefits of working with us

- Generous salary scale
- Flexible working policy for all staff.
- Regular training and CPD opportunities.
- Scottish Widows pension plan with 8% employer contributions.
- Free Death in Service plan for permanent staff (3x annual salary).
- Free membership of Simply Health - medical, health and wellbeing scheme. Covers routine medical needs such as dental, optical and access to GP 24/7, amongst other benefits.



Summary of the role

We are looking for a talented and dedicated fundraising professional to join The Unicorn School at an important time of strategic growth to help the school maximise fundraising potential.

Initially, the post-holder will take responsibility for fundraising for our ongoing expansion project. A key part of the role is building relationships with friends of the school, cultivating high-net-worth individuals and corporate partnerships as well as applying to trusts and foundations. The Development Manager will be responsible for seeing the process through from application to conclusion.

As the role develops, there will be the opportunity to actively grow the fundraising and development function looking at regular and legacy giving from across the school's supporters.



Job description

Post: Development Manager

Responsible to: Head Teacher

Hours of work: 30 hours per week (with 2 days onsite)

Salary: £30k-£50k pro rata depending on experience

Main purpose of the role

- Working with the Governors and Senior Management Team (SMT), building relationships with friends of the school and creating new links with high-net-worth individuals. Keeping a relevant database of prospects, donors and links including communications, pledges and actual donations.
- To research, prepare and submit well written applications based on information provided by the Governors and SMT with bids of four, five and six figures to trusts, foundations and statutory bodies. Tracking and co-ordinating applications.
- To identify, cultivate and secure corporate philanthropic partnerships.
- Create and run suitable fundraising events for the Unicorn School's expansion project.
- Reporting to stakeholders regarding fundraising progress for the expansion project.

Specific Tasks

- In conjunction with Governors and SMT, create and implement a fundraising strategy for the expansion project leading into a longer term fundraising plan for the school.
- Be an active member of the school's fundraising committee, leading on the fundraising strategy and presenting relevant reports.
- Provide routine reports on activity and progress relevant to fundraising activity for full Governors and SMT.
- Develop and write tailored applications, addressing grant-making priorities and/or requirements as specified by individual trusts, foundations, statutory organisations or grant making bodies.
- Undertake 12 meetings with prospective donors each month.

- Ensure that relevant funding deadlines are met in good time by checking, updating and managing established Trust and Grants databases with relevant information.
- Initiate and co-ordinate a programme of suitable fundraising events and identify sponsorship opportunities (liaising with the PTA as appropriate)
- Contribute to the development of effective cases for support and wider fundraising materials to ensure integration of core messaging and strategic objectives.
- Attend suitable networking and other supporter events to promote The Unicorn School, occasionally in the evening or at weekends.
- Manage the database records, finance detail, gift aid, letters of thanks and communications with relationships you establish.
- Prepare and submit regular Gift Aid claims.
- Produce and deliver a report of activities to quarterly Governors' meeting on a Saturday morning.

Person Specification

- At least five years' experience in fundraising would be preferred.
- Work to the highest professional ethical standard as set out by The Chartered Institute of Fundraising or other, relevant professional body.
- A proven track record of drafting meaningful, successful proposals to trusts and foundations and other relevant bodies be they corporate or individuals.
- Evidence of an aptitude to work with senior, highly influential and well-connected supporters, donors and canvassers.
- An expert understanding of the core principles of trust and foundation fundraising, with a focus on building long-term and sustained senior relationships with grant makers.
- A proven track record in identifying, cultivating and soliciting significant donations from high-net-worth individuals
- A proven track record in establishing valuable corporate partnerships.

Making an application

Application Form

CVs are not accepted as part of the application process. If you wish to be considered for this post, please complete the application form, providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (eg. gap year, career break, unemployment etc).

You will note that we require details of two referees, one of which must be your current or most recent employer.

Suitability for this Position

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the information provided in this application pack as your guide, and give specific examples, where possible, to demonstrate how you match the requirements for this post.

Please remember to sign the declaration on the final page of the application form.

Please return your completed application form to:
diane.kenyon@unicornoxford.co.uk marked for the attention of Andrew Day.

Alternatively, if you are submitting a hard copy application, please post to:
FAO Diane Kenyon
The Unicorn School
20 Marcham Road
Abingdon
OX14 1AA

Interview and selection process

Those candidates who meet all the requirements for the post will be shortlisted and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you may specify on the application form. Please contact the school if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Induction and continuous professional development

The Head Teacher and School Governing Body are committed to ensuring your well-being and continuous professional development in this role. On appointment, the Head Teacher will discuss an appropriate induction programme with you which will help familiarise you with the culture of the school, local practices and policies.

You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications such as NVQs.

Support staff employees new to The Unicorn School will be subject to a probationary period of 6 months.

Pre-employment checks

References

If you are shortlisted, we will normally take up references before the interview date; however there is an option to decline this on the application form. If you do not give permission to contact your referees prior to interview, we will only contact them should an offer be made and accepted. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, sickness and absence record, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.

Copies of references, or references addressed “to whom it may concern”, will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies, or relevant issues as part of the recruitment verification process.

Disclosure & Barring Checks

Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. Registration with the Independent Safeguarding Authority will also be a requirement prior to confirming an offer of employment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are ‘spent’. All posts at this school are regarded as such.

However, spent and/or unspent convictions may not necessarily make you unsuitable for an appointment.



Validation of Qualifications

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Medical Assessment

A satisfactory medical form will be required before we confirm any offer of an appointment. If there are concerns, a medical assessment will be required.

