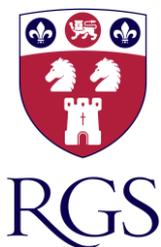


**HEAD OF
DEVELOPMENT
JOB
INFORMATION**



RGS



HEAD OF DEVELOPMENT

The Royal Grammar School, Newcastle Upon Tyne

THE POSITION

The Head of Development will work within the wider External Affairs Team, comprising a Director of Development and Communications, a Head of Marketing and Communications and External Affairs Administrator. The team works closely with the Head of Admissions and broader school Support Staff.

The postholder should possess excellent verbal and written communication skills, have the ability to work in a fast-paced environment and be able to contribute to a busy and ambitious team.

THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools, and the Sunday Times' North East Independent School of the Decade 2020. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support, involvement in a wide range of sports and other extra-curricular activities, and our commitment to bursaries and partnerships.

RGS has grown substantially in recent years. There are now some 1,330 students, over 260 of whom are in the Junior School. The Sixth Form of 350 students is one of the largest in the independent sector. We became coeducational 20 years ago and girls now comprise 43% of the school.

The school is based in the heart of the City, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a new Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground.

PRINCIPLE DUTIES

Working closely with the Director of Development and Communications:

Fundraising

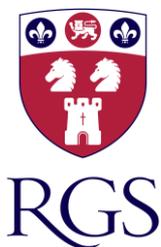
- Support the work of the Bursary Campaign and RGS Educational Trust and their respective Chairmen/Committees;
- Research prospective donors, their likely motivations and prepare tailored and persuasive funding applications;
- Alongside the Director, build relationships with prospective supporters and as appropriate support/or personally make fundraising asks;
- Prepare impact reports and other engaging communications to donors;

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Interviews: Monday 5th July 2021

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s.beck@rgs.newcastle.sch.uk



- Support a number of mass annual fundraising appeals, including mailings and the donated deposit scheme;
- Support a number of annual fundraising events including the RGS Garden Party, and develop new fundraising event initiatives; and
- Oversee the reconciliation of monthly income, and support the preparation of performance reports for, including monthly income and expenditure and other KPIs.

Alumni engagement

- Take a lead role on school-led alumni engagement initiatives, including a lead role on the ONA Magazine and other alumni communications;
- Assist with the design and implementation of key development and Old Novocastrians' events;
- Support the work of the Old Novocastrians' Association and the President/Committee as directed;
- Liaise with key reunion year groups, including systematically researching, contacting and engaging specific groups of Old Novos;
- Maintaining records of Old Novocastrians, managing mailings and progressing data screening and cleaning initiatives;
- Receiving donors and Old Novocastrians and any relatives or friends on visits to the School;
- Working closely with the Sixth Form Team, help to secure inspiring Old Novos to speak at key school events; and
- Lead the exploration of further digital engagement with Old Novos, through a range of social media platforms.

Other

- Line manage the External Affairs Administrator;
- Record and monitor the budget for all fundraising and alumni engagement activities;
- As required by the Headmaster/Deputy Head, Deputise for the Director of Development and Communications. Provide cover in the absence of the Head of Marketing and Communications; and
- Undertake other specified and reasonable development tasks as may be required from time to time.

QUALIFICATIONS / TRAINING / KNOWLEDGE / SKILLS

All essential unless otherwise stated.

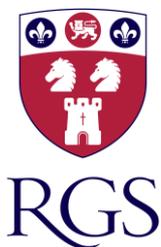
- Excellent, high calibre, interpersonal skills and an ability to establish rapport quickly and professionally with a diverse range of stakeholders, including donors, current

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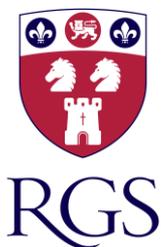


parents and Old Novos; Desirable experience of working in a sales and/or fundraising environment;

- Outstanding and highly persuasive writing skills, with the ability to prepare powerful magazine editorial, and motivating fundraising communications; Desirable experience of successfully making a fundraising asks;
- A creative thinker, with enthusiasm to suggest new ideas, energy and willingness to work in a busy and vibrant team and the flexibility to adapt to new opportunities;
- A willingness to contribute to the overall External Affairs Team development plan with particular strategic input and leadership on the aspects related to Fundraising and Alumni Engagement;
- Strong project management skills, with an ability to set clear objectives, milestones, deliver against timelines and crucially, influence personnel across RGS to support initiatives;
- Excellent computer literacy, including essential understanding of Microsoft Office programmes including Teams, Outlook, Word, Excel and PowerPoint and desirable experience in the use website content management systems and contacts databases (for example Raiser's Edge or ISAMs);
- A positive and self-motivated individual, able to work both with minimal supervision and as a proactive and supportive member of an ambitious team;
- A willingness to inspire and support junior staff; Desirable, experience in line managing / supervising staff;
- An understanding of the need for sensitivity and confidentiality in dealing with personal data;
- An understanding of the need to adhere to policies and procedures, some of which are legal requirements;
- A commitment to the independent sector in education;
- An understanding of the wider issues and responsibilities associated with working among young people in an educational environment.



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MAIN TERMS AND CONDITIONS

- The post will report to the Director of Development and Communications and the postholder will form part of RGS's Middle Leadership Group.
- This is a full-time, permanent role, to start August or September 2021
- A competitive salary is available, based on experience. RGS Support Staff salaries are reviewed on 1st August each year.
- Working hours will be 37.5 hours per week, 8.30am – 4.30pm, Monday to Friday with 30-minute unpaid lunch break, all year round. In addition, there will be occasional out-of-ours work for specific events which is paid as time off in lieu.
- Paid holiday entitlement will be 31 days and will be incorporated into monthly salary.
- There is no collective agreement in place affecting this employment.
- During school term time, members of the RGS Support Staff are provided with a free lunch in the school Dining Hall.
- Pension - For non-teaching staff we offer a support staff pension scheme with Aviva and on receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred.
- Death in service scheme with Aviva of 5x annual salary.
- The Head of Development will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme. Details of the scheme will be provided on appointment.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child protection and Health and safety, a copy of which will be made available.
- As with all RGS employees, the Head of Development will be encouraged to become involved in the wider life of the RGS community.
- Education - the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- Car Parking – There is a staff car park on site with limited spaces available.

HOW TO APPLY

If, having looked through the website (www.rgs.newcastle.sch.uk) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) **in 1. a covering letter and 2. a full application form**. You must complete the application form, even if you want to also attach a CV. You are welcome to apply electronically, please email all documents to jobs@rgs.newcastle.sch.uk.

Please read the Information for Applicants with particular care before applying and please note that the RGS is committed to the safeguarding of children and applies the Government's Safer Recruitment procedures, which will include:

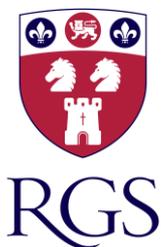
- checking that the submitted application provides a continuous record of education and employment from age 16;
- provision of two satisfactory references, at least one of which must be from the applicant's current or most recent employer;
- completion by you of a confidential form of declaration of health (after offer of appointment) and, if necessary, a satisfactory report following a medical examination;

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- evidence or other verification of your qualifications;
- Verification of your identity and right to work in the UK;
- Overseas police check (where applicable)
- a satisfactory Enhanced DBS check with barred list check.

Interviews will be held on Monday the 5th of July, which will include an opportunity to tour the school and meet prospective colleagues.

If you have any queries please do not hesitate to email the Director of Development and Communications, Susan Beck at s.beck@rgs.newcastle.sch.uk.

Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. To help us achieve this please submit the equal opportunities form with your application. This will be sent directly to the HR team for monitoring purposes.

Safer Recruitment

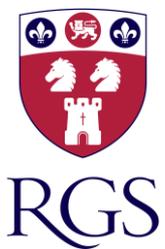
RGS Newcastle is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain Children's Barred List clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.

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CONTACT DETAILS

Royal Grammar School Eskdale Terrace Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: hm@rgs.newcastle.sch.uk
or communications@rgs.newcastle.sch.uk

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