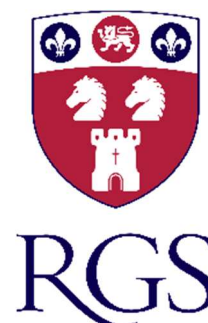


# Head of Development

**Royal Grammar School, Newcastle upon Tyne**

*Recruitment information pack*



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## WELCOME



Dear candidate

In searching for RGS Newcastle's new Head of Development, I am seeking a partner who will play a key role in driving forward our ambitious plans, in what I believe is the most incredible school and driver of goodwill in the North East.

We're building up to our 500th anniversary in 2025, but – perhaps unexpectedly, for a school with our incredible heritage, revered reputation and public exam results which are unmatched north of Manchester – RGS is a modern, vibrant forward-looking place to work. I feel privileged to spend my days amongst the most brilliant students, who have an insatiable appetite for new ideas, as well as colleagues who are driven to deliver outstanding academic, pastoral and co-curricular care. Our ambition to be the best at what we do, knows no bounds.

We are also very clear what we stand for, with our social ambition indelibly baked into all that we do at RGS. Founded following the philanthropic gift of Thomas Horsley – five time Mayor of Newcastle – in 1525, that early philanthropic vision of 'doing good' in the City has been a constant throughout our 500 years.

As one of only seven RGS's in the country, we were granted our Royal Charter in 1601. That status has given us an important credibility in the students we've attracted over the centuries. It's impossible to underestimate the way that the school, and its alumni – Old Novocastrians – have shaped the City and Region. For example, whilst not as famous as Nelson, our Old Novo Admiral Cuthbert Collingwood took charge of the battle of Trafalgar when Nelson was injured and later died. Collingwood was one of our first fee assisted pupils, being sent to RGS Newcastle because 'His father couldn't afford to educate him elsewhere'. What an indelible mark this fee assisted student has had on the world, and Collingwood's name appears all over our City.

The physical, industrial and cultural landscape of the city has also been hugely impacted by RGS alumni, whether it is Old Novo Lord William Armstrong who invented hydroelectricity or the ON architects who designed many of our Regions famous landmarks. From the Old Novos who co-founded the Royal Victoria Infirmary, others have led cutting edge scientific discovery, such as Old Novo Sir Gregory Winter, winner of the Nobel Prize for Chemistry. Other Old Novos have shaped the law, including Lord Chief Justice for England, the late Lord Peter Taylor, or the UK's current Director of Public Prosecutions, Old Novo Max Hill KC. Literally thousands of our former students have gone out into our City and wider world and made an indelible positive impact on society, their multiplier effect is far reaching.

The social purpose of the school is absolutely front and centre to us now and looking ahead. The reach speaks for itself in the statistics below, and the stories we can share demonstrate the transformational difference this makes in the trajectory of young people's lives is incredible.

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We have everything in place that an ambitious relationship builder and fundraiser needs; buy in from the very top and the personal investment of RGS's leaders, a clear vision of what we want to achieve, and how, an emotional and rational case for support, fundraising ideas coming out of our ears, and a depth of potential prospects who care as much about the North East as we do. But while there's so much in place, there's a genuine desire for the Head of Development to input, to shape and own the fundraising plan.

Perhaps more importantly you'll be joining a team who likes challenging ourselves and pushing boundaries, being creative and having lots of playful fun making new things, and – I think – genuinely care about what we're doing collectively, as well as each other as individuals. The working environment and benefits are excellent. If you're considering a relocation, as a Northerner who returned 'home' after 20 years in London, I can also safely say it's the best place in the world to live and raise a family.

I hope that you're interested in hearing more. I appreciate that considering a new role is an investment, so if you'd like a chat then please do get in touch.

## **Susan Beck**

Director of Development and Communications  
Royal Grammar School, Newcastle upon Tyne





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## THE SCHOOL

Thomas Horsley, the original settlor of 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, as well as school of the year 2021 and 2022. 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 1,350 students, over 270 of whom are in the Junior School. The Sixth Form of 350 students is one of the largest in the independent sector. We became fully coeducational 20 years ago.

The school is based in the heart of the Newcastle, immediately opposite Jesmond Metro station giving students and staff easy access via the region's public transport network. The school occupies over 30 acres of land and has state-of-the-art facilities, including a major Sports complex which has a 25m swimming pool and rock climbing wall, a Performing Arts Centre with professional standard theatre, a range of outdoor sports' pitches including the former County Cricket Ground.



## THE POSITION

We are looking for an outstanding relationship builder to lead meaningful engagement and fundraising across the RGS Newcastle community of Old Novocastrians, parents, staff, students and donors. The next two years will be particularly exciting as we implement plans to grow income and significantly further our school and charitable objectives, maximising the opportunities of our forthcoming Quincentenary in 2025.

As a key part of the External Relations Team, the Head of Development will help to create brilliant opportunities for our alumni to stay connected with each other and with the school. You will have fun developing innovative events and campaigns, as well as outstanding publications, whilst also engaging our network online.



You will crucially support our ambitious fundraising plans and our campaign 'RGS Gives' in order to expand:



RGS Bursaries, which enable the brightest young people from across the North East to attend RGS, regardless of their family's background, which have already supported 420 families; and



RGS Partnerships, which work alongside State school partners, and already reach over 7,000 of young people across the North East, each year.





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## THE KEY RELATIONSHIPS

This postholder will work closely with the Director of Development and Communications plus others, including the Head (Geoffrey Stanford), Chair of Governors (Alan Fletcher) and Governors, Chair of the RGS Bursary Campaign (Nigel McMinn) and Director of Partnerships (John Smith), to collectively identify, approach, inspire, ask and steward contacts who could support 'RGS Gives' and our ambitious plans.

They will line manage two part time Development Managers (one focused on editorial, one focused on digital) and an Administrator, as well as work closely with other External Affairs Team colleagues and broader school who are also aligned behind the strategy.

## THE TEAM

The External Affairs Team at RGS is responsible for supporting RGS to communicate with, engage and motivate a broad range of stakeholders. This includes:

- Leading the school's marketing activities, to inspire prospective parents to consider RGS Newcastle;
- Delivering high quality and engaging communications content, through our website and social media channels, PR coverage, major publications as well as regular communications and events with current parents and internal staff;
- Maintaining contact with our c10,000 alumni of Old Novocastrians, former staff and former parents, through valued and engaging events and publications, and in particular the RGS Archive; and
- Galvanise the whole RGS community to support 'RGS Gives' through a wide range of inspiring fundraising activities appropriate to the variety of motivations of different supporters.

The External Affairs Team works closely with a range of colleagues across the school. As a small and ambitious team, all individuals have their own responsibilities yet also work collaboratively and support each other's activities at busy times.



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## MAIN DUTIES AND RESPONSIBILITIES

The following list is not exhaustive but is a guideline as to the main requirements of the role.

Working closely with the Director of Development and Communications and with the support of the Development Managers and Administrator:

### Fundraising

- Deliver the various strands of the RGS Fundraising Strategy, which outlines our key fundraising campaign, 'RGS Gives'; owning, refining and expanding the plans each year;
- Support the work of the RGS Educational Trust, the Chairman of the RGS Bursary Campaign and help to develop/support other volunteers on the various fundraising working groups we are in the process of creating;
- Lead the systematic identification, qualification and research of prospective donors and their likely motivations; prepare persuasive funding appeals and tailored proposals;
- Build relationships with prospective supporters and as appropriate, support/or personally make fundraising asks;
- Implement a number of new fundraising products/appeals identified as part of the 'RGS Gives' suite of regular and one-off giving activities;
- Lead on the development of impact reports, telling the stories of our beneficiaries and other engaging communications to donors;
- Commission/work with the Events and Commercial Manager to deliver a number of annual fundraising events including the RGS Garden Party and Ceilidh as well as developing new fundraising event initiatives; and
- Lead on the implementation of relevant policies, ensuring all development activity aligns with charitable law and best practice;
- With the support of the Administrator, oversee the reconciliation of monthly income, and support the preparation of performance reports for, including monthly KPI reporting on development activity.

### Alumni engagement

- Working with the Development Managers, lead on alumni engagement initiatives, including the ONA Magazine, website, social media channels and opportunities for other digital alumni engagement;
- Assist with the design and implementation of key development and Old Novocastrians' events including major dinners in London and Newcastle;

- Support the work of the Old Novocastrians' Association and the President/Committee;
- Liaise with key reunion year groups, including systematically researching, contacting and engaging specific groups of Old Novos;
- Maintain records of Old Novocastrians, managing mailings and progressing data screening and cleaning initiatives;
- Welcome 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 two (part time) Development Managers and External Affairs Administrator;
- Record and manage the budget for all fundraising and alumni engagement activities;
- As required by the Head/Deputy Head, deputise for the Director of Development and Communications. Provide cover in the absence of the Marketing and Communications Manager; and
- Undertake other specified and reasonable development tasks as may be required from time to time.





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## 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 parents and Old Novos;
- Demonstrable experience of working in a sales and/or fundraising environment, desirable experience of successfully securing five and six figure income;
- Outstanding and highly persuasive writing skills, with the ability to prepare powerful editorial and motivating fundraising communications;
- 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 365 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; 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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## LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Sage, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

If you like sport then there's certainly no shortage of top class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

There are excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.



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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 permanent, full-time role but given the nature of the duties, there is significant scope for flexibility.
- Working hours will be 37.5 hours per week with each day including a 30-minute unpaid lunch break, however we expect that the role will involve frequent out-of-hours work for specific events which is paid as time off in lieu.
- The salary for this post will be in the region of £55k (depending on experience) FTE on the RGS Support Staff Salary Scale depending on experience and qualifications.
- RGS staff salaries are reviewed on 1<sup>st</sup> August each year.
- During term-time, staff are provided with a free lunch, if on site.
- The school offers a generous annual leave entitlement of 31 days plus Bank Holidays for all year-round support staff. Holiday pay is incorporated into the annual salary and is split evenly over 12 months.
- 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.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme. Details of the scheme will be provided on appointment.
- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- It is 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.
- There is a staff car park on site with limited spaces available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.
- We offer an interest free travel loan for a corporate Metro travel pass.
- Staff have free use of a well-equipped gym, fitness suite and swimming pool.
- There is free access to our onsite confidential counselling service.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- There is an open invitation to join clubs and wellbeing events during term-time.
- We offer a supportive and friendly community, with the opportunity to join in with RGS tradition and become a member of the Stowell, Collingwood, Horsley or Eldon House.
- 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, Staff Behaviour and Health and safety, a copy of which will be made available.



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## **Expenses**

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis [S.Ellis@rgs.newcastle.sch.uk](mailto:S.Ellis@rgs.newcastle.sch.uk) in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

## **Safeguarding and Safer Recruitment**

RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2022).

## **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. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.

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## HOW TO APPLY

**To formally apply**, please submit a CV and supporting statement that clearly outlines your suitability for the role against the criteria provided in the person specification. Please include your interest and motivation in applying for this position. Applicants who progress to final stage interviews will also need to complete an RGS Employee Application Form which will be provided.

**Please send your application to** (*inserting "Application – Head of Development, Royal Grammar School" into the subject field*): [response@peridotpartners.co.uk](mailto:response@peridotpartners.co.uk)

If you would like to have an informal conversation about this opportunity you can email our advising consultants at Peridot Partners to arrange a call:

- Jules Chaney (E: [jules@peridotpartners.co.uk](mailto:jules@peridotpartners.co.uk) or M: 07399 749 982), or
- James Hunt (E: [james@peridotpartners.co.uk](mailto:james@peridotpartners.co.uk) or M: 07711 405 444)

## Data Processing, Protection and Privacy Policy

By completing the form to view, or if you have access to this page from an email invitation, Peridot Partners will have processed your personal information. For more information about Peridot Partners' data processing activities and your rights, please read our [Privacy Policy](#).

## Recruitment timetable

Closing date:	By 9am, Monday 20 <sup>th</sup> March 2023
Candidates informed of outcome:	By COB, Friday 24 <sup>th</sup> March 2023
First stage interviews:	Tuesday 28 <sup>th</sup> March 2023
Final interviews:	Friday 31 <sup>st</sup> March 2023