



**Charity Development and Project Manager – 1 year contract – maternity cover**

**Location: A mix of London & home-based**

**Hours: 35 hours per week**

**Salary: £33,000 pro rata dependent upon experience**

### **About Governors for Schools**

We're a national education charity with the ambition of making sure every school has excellent governance which drives improved outcomes for all children and young people. Since 1999, we've been connecting skilled and committed volunteers with schools and academies in England in need of governors. By finding and supporting a diverse and talented network of governors, we help to drive systematic change in how schools are run. We've placed over 10,000 governors in England in the last 5 years and we've got ambitious plans to develop our services, expand our work with key partners, and support more schools with excellent governance.

### **About the role**

With over 20 years' experience of supporting schools in England, this is an exciting time to join the charity. Over the last 12 months we have diversified our funding sources, and we're looking to take the next steps in this area. You will be an experienced and organised professional who loves building relationships in order to secure funding for your projects. You will have a working knowledge of marketing and communications, and be happiest when working with a diverse team with many different skills.

You'll build relationships with organisations that offer funding to support our organisation's growth, writing and managing winning bids to secure funding for the organisation

You'll lead areas of research to demonstrate our impact as an organisation, and use this research to identify, build and develop relationships with partner organisations to create valuable, high quality resources that are of benefit to our placed governors.

You'll manage projects that enable us to recruit more volunteers and collaborate with more partners to do so.

### **In your role, you'll:**

- Be part of the Governors for Schools middle management team, contributing to operational decisions to ensure the charity's success
- Manage the development plan by:
  - Identifying organisations that will support us financially
  - Preparing and writing winning bids to secure funding for our work, both for specific projects and for core services
- Ensure our communications make a compelling case

- Work with the CEO to maximise our relationships with organisations that can ensure a sustainable future for the charity.
- Project Manage current Governors for Schools projects, in conjunction with the Marketing Manager to ensure successful, timely delivery
- Contribute to the preparation of resources which will offer our placed governors support in their role
- Manage our relationships with external stakeholders (e.g. other charities, foundations, awarding bodies) with integrity and collaborating to successfully deliver projects
- Manage and conduct research into our impact as a charity
- Prepare written reports to demonstrate our impact which are easily accessible and give succinct messaging about the value of our work
- Present this information in order to allow us to successfully bid for funding which enables our development and sustainability as a charity

With a combination of office and home working you'll be working with the nationwide team to enable you to successfully deliver in your role. You will have excellent writing skills and be able to effectively manage your time to deliver on multiple projects.

You'll have a passion for education and be able to consistently demonstrate our values:

#### **Excellence**

- Attention to detail and a desire to continually improve by seeking and using feedback
- A 'can do' attitude and sense of pride in delivering high quality work at all times

#### **Integrity**

- Know when to challenge assumptions and suggest better approaches
- Question actions inconsistent with our values

#### **Collaboration**

- Excellent communication skills with the ability to interact at all levels and build solid working relationships with a diverse group of people
- Willingness to support the wider team outside areas of your specific job role

#### **Pioneering**

- Excellent organisational skills with the ability to take initiative and find creative and effective ways to get things done
- Readily share your thoughts of how to approach new challenges and be open to giving and receiving ideas with all areas of the organisation.

**You should apply if:**

#### **Essential**

- You have contributed to successful funding applications
- You have experience of working autonomously and home working
- You can demonstrate your passion for improving educational standards
- You have experience developing wider partnerships, and are comfortable talking to and working with people of varying degrees of seniority

- You have experience managing multiple projects simultaneously and working to agreed key milestones and timeframes

#### **Desirable**

- You have experience establishing and managing corporate partnerships
- You have experience of preparing fundraising bids
- You have proven experience of working to targets
- You have experience as a school governor

#### **Salary and benefits**

- £33,000 pro rata dependent upon experience
- Flexible working arrangements
- 25 days holiday + bank holidays pro rata
- Membership with HEKA, a fitness and wellness benefit

We'll be reviewing applicants on an ongoing basis so early application is encouraged. Flexible working arrangements will be considered.

To apply, please send your CV and a one page cover letter addressing the essential criteria to [hannah.stolton@governorsforschools.org.uk](mailto:hannah.stolton@governorsforschools.org.uk).

**Applications without a covering letter will not be considered.**