



The Purcell School  
*for young musicians*



## Development Officer

INFORMATION FOR CANDIDATES



## INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

**Paul Bambrough**  
Principal



## ROLE DESCRIPTION

### Development Officer

This is an exciting time to join The Purcell School as we embark on a new fundraising strategy. We are seeking a Development Officer to play an integral role in supporting our ambitious aims and objectives. This is an exceptional opportunity for an enthusiastic and motivated individual, looking to start or build on their career in fundraising and development.

The successful candidate will possess a willingness to learn and a 'can-do' philosophy as well as a keen eye for detail and self-motivation. Previous experience in fundraising and working with a donor database is desired but extensive training will be given in all aspects of the role.

The Development Officer is required to be flexible and share in the vision of providing an outstanding musical and academic education to some of the country's most gifted young musicians, regardless of background or financial means. The role would suit a hardworking individual who enjoys being part of a team and meeting new people. You will be required to manage and attend alumni and donor events as well as leading on some of our trust and grant applications and supporting the general administration of the Development Office.

We would welcome applicants from any background (especially fundraising and development related disciplines) and will facilitate opportunities to gain experience working in a relevant curriculum area, if this is desired.

If you are determined, people-focussed, enjoy the challenge of a fundraising environment and think you would enjoy a busy and creative workload, we would be delighted to hear from you.

## TERMS AND CONDITIONS

This is a full-time post (52 weeks a year with 6 weeks holiday entitlement plus bank holidays and the period between Christmas day and the New Year)

The salary will be between £25,000 to £30,000 depending on experience and the right candidate. This post is suitable for graduates.

Lunch is provided free of charge in the School dining room during term time.

Contributory pension scheme where employee contributes 4% and employer 10%.

Free entry to esteemed London venues such as Wigmore Hall and Cadogan Hall to attend school concerts.

Comprehensive package of Employee Assistant Programme tailored around staff wellbeing.

There is a six months probationary period, after which the notice period is one month. This post is subject to regular appraisals.



## HOW TO APPLY

If you wish to apply, please complete the **School's Application Form** (available on our website) and send it with a supporting **Personal Statement** to Chris Harbour, Head of Development and Philanthropy as soon as possible. Please do not send a curriculum vitae as your application will not be considered. Closing date for applications is **Monday 11th July 2022**.

**Personal statements** should outline your experience, subject knowledge and evidence your achievements. The Personal Statement is your opportunity to tell us how your skills and experience, both within your subject and beyond, can contribute to an outstanding student experience.

Shortlisted candidates will be invited for interview during which you will have the opportunity to meet key staff and see around the school. Interviews will explore subject knowledge, evidence of enthusiasm, the ability to effectively manage and prioritise workload and a willingness to contribute to the whole School community.

There will also be a short written task.

The school reserves the right to withdraw the position at any time and may invite candidates to interview before the closing date.

**Applications should be made to Chris Harbour and sent by email to [recruitment@purcell-school.org](mailto:recruitment@purcell-school.org)**

## CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

## EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.



# JOB SPECIFICATION

**The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

## **JOB TITLE: DEVELOPMENT OFFICER**

All support members of staff are ultimately answerable to the Bursar. Your line manager will be the Head of Development and Philanthropy.

This job specification sets out the duties of the post at the time of drafting. Specific responsibilities are as follows:

### **FOR THE ROLE**

- To assist in raising funds from existing and prospective donors for bursaries and capital projects, contributing ideas and creative concepts
- To support and lead on alumni and fundraising events
- Implementation of initiatives to increase regular giving, legacies and mid-level gifts
- To provide all data support and reporting required within the team, including processing all new donations on the fundraising database (Raiser's Edge) ensuring that all details and records are kept up to date
- To manage BACS direct debit and Gift Aid processes
- To research donor prospects, including individuals, trusts, foundations and corporations
- Managing communications with donors, alumni, parents and friends of the School; responding to queries quickly and efficiently with a 'personal touch'
- To raise the profile of fundraising initiatives across the School, and to represent the School at various concerts and events
- To contribute to the design, content and implementation of various fundraising materials
- To create and submit engaging and compelling trust and grant bids as well as writing summary reports for various foundations
- To assist in shaping the fundraising strategy within the School's Strategic Plan (which can be found on our website)
- To help build the School's legacy fundraising programme and revitalise the 'Friends' of Purcell group with engaging content

### **FOR ALL STAFF**

- To promote the aims and values of the School
- To support and protect the interests of the students
- To support colleagues in their work
- To act in accordance with the current legal requirements, School policies, Staff Handbook and guidance on the safeguarding of children and young people
- To undertake any other duties and tasks when required

# PERSON SPECIFICATION

## Experience & Knowledge

Evidence of implementing and managing a diverse workload

Advanced IT skills, including experience of Word, Excel and PowerPoint. Use of a fundraising database or similar is desirable

Numerate and confident in handling financial data

Experience in a fundraising or development capacity is desirable but experience in building meaningful relationships in any transferable capacity is essential

A good grasp of the role of fundraising and development within schools

## Ability & Skills

The ability to use an imaginative range of strategies to engage donors

To be able to prioritise and solve problems

To be self-motivated and pro-active with the ability to work on own initiative and also as part of a team

To be confident, enthusiastic and engaging with the ability to show drive and commitment to ongoing improvement

To possess excellent written, communication and relationship building skills with an ability to prioritise, negotiate, and work with a variety of internal and external stakeholders

To work under pressure and meet deadlines whilst producing work that is accurate and high quality

## Personal Attributes

An exemplary degree of personal integrity and maturity; diplomacy and tact; and common sense

Enthusiasm, energy and imagination

Willingness to play a full part in the life of the School

To maintain confidentiality in the course of undertaking duties in line with GDPR guidelines, the Fundraising Regulator and the Data Protection Act

A good sense of humour!