

Development Officer

Application closing date – 07/01/2019

Location – City of London

Salary – £28,400 to £31,980 per annum inclusive of London Weighting

Situated in the very heart of the City of London's square mile, we are proud to count ourselves among the premier schools in London and throughout the UK. On our doorstep are some of the most important institutions to be found anywhere in the world. These include leading financial, legal and business organisations; the extraordinary cultural wealth of the Capital; numerous historical British landmarks; plus a range of universities, hospitals, charities, tech start-ups and innovation of all sorts. All our staff are highly qualified and committed to providing the highest standards in education, and our pupils are amongst the most extraordinary and gifted group of young men you could hope to meet. Our alumni and parent groups are enormously loyal to the School and offer us ample support, not only with their time and expertise but also in the investment many of them make towards our essential bursary scheme.

Development and Alumni Relations at City of London School

The Development and Alumni Relations Office (DARO) was created in 2015. Following a change in School leadership, a new Director of Development was appointed in September 2018 to build on existing support and to ensure that the School's strategic vision - to provide a world-class education to boys from all backgrounds across the City of London - can be realised for the long-term. CLS has a long history of bursarial support for able pupils of modest means, and has very loyal support from a wide range of friends of the School. We benefit from very supportive alumni and parent bodies, and receive financial support for the provision of bursaries from the City of London Corporation, various Livery Companies and other donors. Bursaries occupy a very special place at the heart of our School. From its origins in 1442, the School was built upon generosity and the belief in the power of education to transform lives. The Act of Parliament in 1834 that set up the modern School was similarly visionary in opening the doors of the School to all boys of talent, no matter what their background or belief. The importance of inclusivity is written in our DNA and has every bit as much currency today as it has ever had. Bringing bright boys together from different backgrounds is important for everyone. It reinforces the aspirational and inclusive ethos of the School. It underlines the importance of responsibility, service and charitable giving. It gives reality to the belief that success in life is not limited by your background but is the product of your own endeavour and ability. It enriches the core values of the School and gives depth to the education we offer.

The Development Officer is a key appointment that will underpin the School's capacity for fundraising and will be instrumental in creating processes, policies and systems that enhance fundraising and alumni engagement at CLS. Working across the team and wider School, they will support the delivery of an outstanding fundraising and alumni relations programme through prospect

research, database management, briefings, gift management, compliance and fundraising support.

This is an outstanding opportunity to join an evolving fundraising and engagement office working to inspire philanthropy in education. This role would suit an energetic and enthusiastic individual with a hands-on approach, who has a background in database management, research or donor care. You will have the opportunity to shape the role in coming years as the department evolves to meet the challenges of a major fundraising effort around bursaries and capital needs.

If you feel you have the requisite skills to join our team we'd love to hear from you.

The closing date for applications is Monday 14 January 2019 at 12 noon.

Interviews will be taking place week commencing 21 January 2019.

Please see the [Job Information Pack](#)

To apply please click on the 'apply online' button below.

Please contact 020 7322 3978 (24 hour answerphone) quoting reference CLS072 if you experience any problems. A mini-com service for the hearing impaired is available on 020 73323732.

The City of London is committed to Equal Opportunities and welcomes application from all sections of the community

The City of London Corporation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process the successful applicant will be required to obtain an Enhanced Disclosure and Barring Service Check



Job Description

Job Title	Development Officer (Database and Operations)
Department	Development and Alumni Relations Team
Grade	C
Location	City of London School
Responsible to	Director of Development and Alumni Relations

The Development Officer (Database and Operations) is part of the Development and Alumni Relations Team at City of London School, which consists of:

- **Director of Development and Alumni Relations**
- **Individual Giving Manager**
- **Alumni Relations Officer (Communications and Events)**
- **Development Officer (Database and Operations)**

Purpose of Post

Under the direction of the Director of Development and Alumni Relations, to be responsible for the smooth running of the Development & Alumni database, and the maintenance of data in respect of development and alumni work, including gift processing, events, communications and supporter information.

To analyse data and report on trends, develop and produce other associated reporting and undertake prospect research and briefings as required.

To contribute to the development of the database, advising on and recommending system and functionality improvements and implementing the introduction of new applications and systems as appropriate.



Main Duties & Responsibilities

Database Management

- To maintain comprehensive and accurate database records on the school community through:
 - Periodic cleansing and upgrading of current data
 - Interrogating and segmenting records
 - Importing data from trusted sources
 - Creating new constituents where necessary, collecting information from CMIS and recording as much information as possible
- To advise and implement key IT and data initiatives, including introducing and administering new systems as agreed;
- To consolidate and analyse Development data and identify trends and opportunities to improve fundraising efforts;
- To propose and articulate the Development Department's database ongoing requirements for approval by the Director of Development and Alumni Relations;
- To provide analysis/data collection for monthly reporting to Director of Development and Alumni Relations, Board, SMT, Governors, Development and Finance Committees, and year-end reporting
- To serve as a contact for ad-hoc data requests across Development, and from the JCC (Alumni Association) and the Careers Department;
- To support the Development Director and Individual Giving Manager in their work to identify potential supporters, through data analysis;
- To treat all information received in post in an appropriate manner and at all times demonstrate discretion and comply with the provisions of GDPR and the School's own privacy policies
- Prepare mailings, materials, reports and presentations as required
- Perform other duties as may reasonably be required

Gift Management

- Utilise and administer a number of gift management processing systems including online merchant services accounts, external consultants, standing orders, direct debits, legacies and single gifts
- Work closely with the central Finance Team to reconcile and track income and manage Gift Aid information

Research and Prospect Management

- To research all potential donors, creating reports and supplying appropriate briefing to the Director of Development, the Head and relevant volunteers;



Database Usage & Specification

- As directed by the Director of Development, to advise and implement key IT/Data initiatives
- To work internally and externally where relevant to ensure systems are developed and delivered according to specification;
- To implement database developments and ensure take-up and effective use of new applications;
- To advise the department on new functionality where it can help them meet future needs;
- To produce other reports as identified and to lead on data-driven projects;
- To recommend improvements to system structure, functionality, processes and work with other departments on related matters as directed.

Person Specification

Essential attributes and experience:

- Proven experience in a role maintaining, developing and improving databases according to organisational requirements (A,I)
- Experience of undertaking data driven projects to tight deadlines; (A, I)
- Experience of financial reporting; (A,I)
- Understanding project and data management; (A,I, T)
- Experience of analysing data, identifying trends and using this to recommend opportunities for improvement to departmental activities (A, I)
- Good research skills; (A,I,T)
- Very good written communication skills with the ability to write briefings, report on database requirements and provide written materials on databases as required.
- Very good oral communication skills with the ability to discuss and advise on database developments and usage with internal and external stakeholders.
- Good understanding of the provisions of GDPR
- Good organisational skills (A,I)
- Efficiency, accuracy and attention to detail (A, I)
- Flexibility and a willingness to work out of regular office hours (A)

Desirable attributes:

- Uses initiative to improve processes
- Creative and innovative
- Diplomatic and strong team player
- Educated to degree level



Person Specification

Job Title	Development Officer (Database and Operations)
Department	City of London School
Grade & Level	C Level:
Trent Position Number	61A0015/001

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Experience Required (*e.g Budget Holding Experience if appropriate*)

- Proven experience in a role maintaining, developing and improving databases according to organisational requirements (A,I)
- Experience of undertaking data driven projects to tight deadlines; (A, I)
- Experience of financial reporting; (A,I)
- Experience of analysing data, identifying trends and using this to recommend opportunities for improvement to departmental activities (A, I)

Technical Skills & Knowledge

- Understanding project and data management; (A,I, T)
- Good research skills; (A,I,T)
- Very good written communication skills with the ability to write briefings, report on database requirements and provide written materials on databases as required. (A,I, T)
- Very good oral communication skills with the ability to discuss and advise on database developments and usage with internal and external stakeholders. (A,I, T)
- Good understanding of the provisions of GDPR (A,I, T)



- Good organisational skills (A,I)
- Efficiency, accuracy and attention to detail (A, I)
- Flexibility and a willingness to work out of regular office hours (A)

Other Relevant Information (*eg. working hours or desirables if applicable*)

- Uses initiative to improve processes (A,I)
- Creative and innovative (A,I)
- Diplomatic and strong team player (I)
- Educated to degree level (A)

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £28,400 - £31,980 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a permanent basis

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 24 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.



Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own



professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.