

ERSKINE STEWART'S MELVILLE SCHOOLS



DEVELOPMENT MANAGER (MATERNITY COVER)

Erskine Stewart's Melville Schools (ESMS) are recruiting for a Development Manager (maternity cover). ESMS staff are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

This is a temporary maternity cover position available from July 2021 to December 2021. The hours of work are Monday to Friday, 8.30am to 4.30pm with 45 minutes unpaid for lunch each day, and the postholder will be contracted for 36.25 hours per week.

The starting salary will be from £36,369 to £39,426 per annum (points J35 to J38), dependent upon qualifications and experience.

The closing date is 12pm on Friday 11 June 2021. We anticipate interviews will be held on Wednesday 16 June 2021.

THE POST

Basic Function	The Development Manager (maternity cover) will be responsible for maintaining the smooth running of the Development Office at ESMS.
Accountability	The Development Manager (maternity cover) reports to the Director of Development.
Authority	The Development Manager (maternity cover) will line manage 3 members of staff in the Development Office.
Relationships	The Development Manager (maternity cover) will liaise closely with the Director of Development, members of the Development Office, and with internal and external stakeholders.

RESPONSIBILITIES

Major Gifts

- Support the Director by developing the prospect pipeline as part of recovery activities following the impact of the Covid-19 pandemic developing a bespoke cultivation and stewardship process for each prospect, setting action points and scheduling these on the database
- Active management of action points and correspondence on the pipeline
- Arranging meetings and trips for the Director and prospects.

Fundraising

- Assist the Database Analyst to produce the Gift Aid reports on a quarterly basis and send these to the Finance Manager
- Continue analysis of annual giving appeal and complete report with recommendations for 2022 appeal
- Promote merchandise at the appropriate times of year, ensuring to work with the Database Analyst who manages stock levels and income processing
- Promote third party fundraising tools (easyfundraising, Amazon smile, etc.) at the appropriate times of year and use milestones to encourage giving at other times.

Events

- Oversight and management of events calendar as part of general event activities following the Covid-19 pandemic
- Leading presence at events whether in person or digital.

Development of Careers Opportunities

- Complete the migration of ESMS Connect from Graduway to InTouch, ensuring to meet the objectives set out in the plan for all stakeholders
- Continue to work with the Careers Departments, directing them towards alumni of interest and supporting their requests for assistance from the wider community
- Continue to work with academic colleagues where alumni of interest are discovered to bring real life to a classroom setting
- Promote mentoring, both as a mentor and as a mentee, to assist young alumni with decision making in the early stages of their careers.

Communications and Digital

- Produce and finalise annual schedule of mass-communications. Delegate responsibilities as appropriate
- Production of monthly e-newsletters and termly postal newsletters to alumni and the wider community
- Source appropriate content for social media and flag interesting alumni for further investigation/profiling
- Ultimate responsibility for consistency of application of brands and 'voice' of the department in all internal and external communications.

Alumni Relations

- Attendance at Stewart's Melville College (SMC) Former Pupils (FP) Club council meetings, and liaison with school on behalf of the Club
- Provision of support for the FP Club
- Possible integration of FP Guild administration into the department (pending decisions by the Guild and its members due in July 2021)
- Supporting the FP Integration and Clubhouse Manager, Database Analyst (and FP Guild Coordinator) to deliver Club (and Guild) objectives and communications, streamlining where possible with Development Office communications.

Finance

- Oversight and management of Department budgets and event budgets
- Management of budget submissions and phasing

- Production of annual reports on income/expenditure (financial year end 31st July)
- Supporting the FP Integration and Clubhouse Manager with financial processes at ESMS whilst the new company is being established.

Staff Management

- Provision of assistance to departmental staff with their objectives, liaising across the Schools and externally where necessary
- Responsibility for directing work of departmental staff, depending on requirements of community, communications and events schedule
- Responsibilities as line manager, coordination of annual leave and management of staffing needs.

REQUIRED SKILLS

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Significant experience of managing major gifts process and prospect pipeline. • Previous experience of research • Previous experience of developing bespoke strategies to cultivate and steward prospects and donors • Previous people management experience, including managing a team with diverse objectives, and volunteers/volunteer networks • Experience of events and venue management 	<ul style="list-style-type: none"> • Experience of working in the education sector is desirable
Skills/ Abilities/ Qualifications	<ul style="list-style-type: none"> • Budget management skills • Understanding of Gift Aid and voluntary income • Excellent communication skills (orally and in writing) and interpersonal skills • Experience of building professional relationships with external stakeholders (e.g. prospects and volunteers) as well as internal stakeholders • Proficient in the full Microsoft Office package, specifically Word and Excel • Ability to multi-task and prioritise own workload with good attention to detail 	<ul style="list-style-type: none"> • Experience of SharePoint and PASS • Experience of database management

	<ul style="list-style-type: none"> Independent, self-motivated and organised, with an ability to work as part of a team 	
Personal Attributes	<ul style="list-style-type: none"> High professional and personal standards Commitment to continuous professional development 	

THE DEVELOPMENT DEPARTMENT

The Development Office was founded in 2007 and aims to establish a long-term culture of giving throughout the school community.

- We are responsible for raising funds for the programme of financial assistance through the award of Bursaries and for the Pupils' Fund through our Access to Excellence initiative
- We bring parents and alumni together to speak to pupils about career options as well as providing a forum for business networking through the Engage & Connect programmes
- We work closely with our schools' Careers Departments and other academic colleagues to source alumni who are willing to provide specific advice and support to senior pupils and young alumni
- We work closely with our Former Pupils' organisations which include the Daniel Stewart's and Melville College Former Pupils' Club, The Mary Erskine Former Pupils' Guild and the Melville College Trust. We also work with parent groups in all three schools to achieve our objectives. The Former Pupils' organisations are in the process of having their administration merged into the department
- We help families to socialise and connect within the school through our Parent Champions' programme and events
- We organise and run a series of regular and one-off events throughout the year designed to build relationships across the wider ESMS Community.

REMUNERATION AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

The post This is a full time, maternity cover position available from July 2021 to December 2021.

Hours of Work Monday to Friday, 8.30am to 4.30pm with 45 minutes (unpaid) for lunch, a paid working week of 36.25 hours. There is entitlement to a free school lunch during term time.

Holidays The schools' holiday year runs from January to December and the postholder will receive a pro-rata annual leave entitlement (full annual entitlement is to 30 days' annual holiday leave, plus 10 days' statutory holiday at Christmas and Easter, when the schools are closed).

Salary	Salary will reflect qualifications and relevant experience. The salary range is from £36,369 to £39,426 on the ESMS Support Staff J scale (points 35 to 38).
Location	The postholder will be based on the Stewart's Melville College site on Queensferry Road.
Eligibility	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
Pension	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
Staff Benefits	Staff are offered a range of benefits including free school lunch during term time; use of the schools' swimming pool and fitness room outside school hours; membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount of 50% (pro rata) from Nursery to Sixth Form.

ESMS reserves the right to withdraw this position at any time.

APPLICATION PROCEDURE

Applicants must complete the Support Staff application form and Equal Opportunities Monitoring form to be considered for this position. Please note CVs and cover letters will not be accepted. Please submit both forms to recruitment@esms.org.uk before the closing date.

Any enquiries about this position should be directed to Jenny Mallinson, HR Advisor, at recruitment@esms.org.uk or by phone on 0131 347 5891.

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