

Development Manager

Job description

Important date/s	All applications must be received by 23.59 on 17 February 2019. The expected timeline for assessment of applicants is as follows: <ul style="list-style-type: none">• First round assessment: week commencing 25 February 2019• Second round assessment: week commencing 4 March 2019
Salary	£28,000 per annum + £3,000 London weighting (if applicable)
Location	Any region – Newcastle, Birmingham, London, Manchester or Leeds,
Working pattern	Full-time, 37.5 hours per week
Contract	Permanent
Reporting to	Associate Director of Business Development or Fundraising
Direct reports	None
Main contacts	Internal – Programmes, Partnerships and Operations External – Potential design & delivery partners, contracting authorities, third party funders and donors

Main objective(s)

A key member of the Development team, you will work across both functions of Business Development and Fundraising taking significant responsibility for the development of new products & services, funder relationships and ensuring the organisation has the market information it needs to meet our mission effectively.

Priorities for the Development Team in 2019 are:

- Delivering three-year financial targets
- Securing new organisational accreditations
- Launching a new market insight approach across the organisation
- Developing operating processes and reporting management information

Includes some limited evening and weekend work, for which time off in lieu will be given. Occasional travel across the regions required.

Key Responsibilities

The Manager will work flexibly across two teams – Business Development and Fundraising – depending on the changing needs and workloads of each.

Business Development

- Support, and in some cases lead, the development of commercial, grant and accreditation opportunities. This will include bid writing, relationship management, financial modelling and contract management.
- Project manage new products or services from initial concept to delivery launch, convening teams across the organisation to ensure deadlines are met on time, in budget and to agreed standards.
- Implement and manage our new market knowledge strategy: collating and analysing accurate market information from across the organisation and external sources in order to:
 - Inform the development existing products, including re-pricing and re-design
 - Identify new product opportunities
 - Inform our organisational strategy
- Support the use of robust and transparent governance processes around all our product development and launch activities, and promote conditions for successful innovation within the wider organisation.

Fundraising

- Use well-developed relationship management skills and business acumen to support and make new approaches to grant-making trusts, corporate partners and major donor philanthropists.
- Ensure the development of the donor solicitation cycle using your relationship, research, planning and creative skills, delivering high-quality experiences and materials to retain donors.
- Use strong written communication skills to deliver on funder bids, applications, proposals and EOIs.
- Support the successful development of fundraising through planning and delivery on bespoke engagement plans.

Person specification

Essential

The ideal candidate will possess the following qualities:

- A strong commitment to education, the non-profit sector and raising the aspirations, achievement and life chances of all children.
- Strong evidence of the following skills: financial modelling and experience working with excel; project management; contract management and reporting; bid and business case writing.

- Highly motivated self-starter, with initiative, drive and the ability to take ownership of projects and make decisions under pressure.
- Ability to work in a fast-moving environment, managing multiple competing priorities and a complex workload and meeting deadlines effectively.
- Close attention to detail, and strong judgement as to where & when this is necessary.
- Extremely strong strategic and analytical skills, able to synthesise large quantities of quantitative & qualitative information, with a flexible and creative approach to problem-solving.
- Demonstrated ability to build relationships and work collaboratively across teams.
- Effective and confident communicator (verbal and in writing) with individuals at all levels, with the credibility to advise and challenge senior stakeholders, both inside and outside the organisation

Desirable

- Experience of the UK primary and secondary education sector
- Experience of commercial, financial or market analysis
- Proficiency in Salesforce CRM, reporting, data and document management

This post is subject to receipt of two satisfactory references, right to work in the UK and proof of qualifications.

Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the company to undertake any duties within your skills and capabilities which the company reasonably considers necessary to meet business needs.

Work for us

We are delighted that you're interested in this role - it couldn't be a more exciting time to join us. We are a new organisation formed out of the merger of Ambition School Leadership and the Institute for Teaching.

We know that great teaching and school leadership are *the* most powerful levers for transforming children's outcomes. Effective leaders set the culture and create the conditions for improvements in teacher expertise, and expert teachers can close the attainment gap. Yet too much professional development for teachers and school leaders is low-quality, generic and fragmented.

Our new organisation, launching in Spring 2019, will have a single focus: to help teachers and school leaders to keep getting better. We think that this is the best way to make sure that every pupil, regardless of their background, gets a great education.

We will be the largest teaching and school leadership development provider in England, with more than ten years of collective experience working with everyone from new teachers to multi-academy trust CEOs and all of the roles in between.

Through our evidence-based programmes, we'll work with schools serving low-income communities to provide high-quality development for educators at all levels, built on an understanding of what schools really need to improve. Our work is informed by the latest research and practice from the front line. Moreover, it's shaped constantly by our partnerships with schools and trusts across the sector and the frontline experience of our network of teachers and leaders.

To help us achieve our vision and mission and establish a thriving and positive working culture, we are looking for high-calibre and ambitious candidates to join us.

Our divisions

The **Partnerships** division manage relationships with individual leaders, schools and the wider education system and is made from three teams;

- **Marketing & Communications** leads on attracting and retaining the very best participants to our programmes, communications to engage and inform stakeholders and relationship management of government bodies.
- **School Partnerships** manages relationships with individual leaders, schools and the wider education system, with a focus on the areas of the country most in need of support. This team support programme participants with tailored care throughout their programme journey from application and assessment to alumni.
- **Business Development and Fundraising** develops new programmes and products, build partnerships with funders and support long-term sustainability.

The **Programmes** division designs and delivers high quality development for teachers and leaders. The division is made from five departments:

- **Learning Design** shapes the curriculum and content for all programmes
- **Teaching Programmes** leads programmes supporting teachers and leaders to improve the quality of their and others teaching, including our innovative whole school Transforming Teaching programme
- **School Leadership** supports school leaders to drive change and whole school improvement, at middle leadership and headship, including our flagship Teaching Leaders and Future Leaders programmes.
- **Executive Programmes** works with Executive headteachers and Multi Academy Trust CEO's, who want to transform their schools and deliver MAT-wide impact.
- **Programme Operations** provides logistics and delivery support for the division, manage the accreditation of programmes and oversee research and evaluation.

Operations ensure that the organisation operates effectively. The division is made from four teams;

- **Executive Assistants** collaboratively enable Directors across the organisation and have responsibility for ensuring that our governance structures are adhered to.
- **Finance** develops annual budgets and forecast future expenditure, as well as ensuring that day to day expenditure is tracked and approved.
- **Human Resources** is responsible for our people, from recruitment, development opportunities and support for all employees throughout their time with us.
- **Technology** ensures that the organisation has the technology that teams need to perform effectively, this includes both internal systems and those used by our participants.
- **Data and Continuous Improvement** works collaboratively to ensure that the organisation has the data and processes to work effectively and make decisions, and supports with reporting to both internal and external stakeholders.

Our offer

We are happy to announce that we will be able to offer you:

- Agile working - a dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing
- A competitive annual leave entitlement - 25 days plus bank holidays
- A generous employer pension contribution - 11% (10% pension plus 1% NI rebate)
- Competitive salaries rates and life assurance
- Access to interest free season ticket and bike loans, as well as childcare vouchers
- An Employee Assistance Programme (EAP) which gives staff confidential support and personalised information and resources when they are experiencing everyday challenges or more serious problems.
- A proactive, positive and progressive approach to team development.

How to apply

To apply for any of our vacancies please email jobs@ambitionschoolleadership.org.uk with the following:

- An up-to-date CV, no more than two pages in length
- A cover letter – up to one page – which **must** include why you are interested in the role and any dates you are unavailable for interview
- Equality monitoring form appended below.
- We are committed to the safeguarding of children and the most vulnerable in our society, as such we are unable to employ individuals with relevant convictions, and this includes the following: a conviction for an offence involving violence or dishonesty, of a sexual nature or against minors, or for any other offence that is relevant to the nature of the services provided by our newly merged organisation.

Unfortunately, due to the number of applications we receive at this stage we will not be able to contact unsuccessful applicants.

For any questions or queries please email us at jobs@ambitionschoolleadership.org.uk

Equality and diversity recruitment monitoring form

We aim to ensure that all candidates, regardless of whether they are internal or external, receive fair and appropriate treatment throughout the recruitment process and have equal access to it, irrespective of age; being or becoming a transsexual person; marital status; being pregnant or on maternity leave; disability; race, including colour nationality, ethnic or national origin; religion, belief or lack of religion/belief; sex; sexual orientation or offending background.

We aim to promote equality of opportunity in all its work and to do this we would like to understand the makeup of applicants for our jobs. We undertake detailed analysis of recruitment monitoring information, investigating and addressing any areas of potential discrimination or negative impact for different applicant groups.

This will enable us to meet our commitment of embedding equality and diversity at the heart of our activities and eliminating discrimination. The data will not be used to identify you, but we need to know which post you have applied for.

Please answer all the questions. There is a 'prefer not to answer' option for some questions.

This information will be treated confidentially and you do not have to give your name. The information will only be used in creating statistics to assist us in analysing recruitment activity from an equality and diversity perspective.

1. Post applied for:

.....

2. Where did you see this role advertised:

.....

3. Please indicate your gender:

Male Female Non-binary Prefer not to answer Other

If 'Other', please describe:

.....

4. Do you identify as trans/transgender?

Yes No Prefer to not answer In some ways

If 'In some ways', please describe:

.....

5. Please indicate your sexual orientation:

Bisexual Gay man Lesbian Heterosexual Prefer not to answer
Other

If 'Other', please describe:

.....

6. Do you have a disability?

Yes No Prefer to not answer

Disability in this context means a 'physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.'

7. Do you require any reasonable adjustments for the interviewing and selection process?

Yes No Prefer to not answer

8. Do you have the right to work in the UK?

Yes No Other

If 'Other', please comment on your work status:

.....

9. Please self-define your ethnic group

Choose ONE section from A to F, then tick the appropriate box to indicate your background.

A White:

British Irish Any other White background

If 'Any other White background', please specify:

.....

B Black or Black British:

Caribbean African Any other Black background

If 'Any other Black background', please specify:

.....

C Mixed group:

White and Black Caribbean White and Black African

White and Asian Any other Mixed background

If 'Any other Mixed background', please specify:

.....

D Asian or Asian British:Indian Pakistani Bangladeshi Any other Asian background

If 'Any other Asian background', please specify:

.....

E Chinese:Chinese Any other Chinese background

If 'Any other Asian background', please specify:

.....

F Other:

If 'Other' background, please specify:

.....

10. Please indicate into which age category you fall at the time of application (please indicate one only)Under 24 24-34 35-44 45-54 55-64 65+ Prefer not to answer **11. Do you follow a religion? (please tick one only)**Christian Buddhist Hindu Jewish Muslim Sikh I have no religious beliefs Prefer not to answer Other

If 'Other', please specify:

.....

Thank you for completing this monitoring form. **Please return with your application.** This form will be separated from your application on receipt.