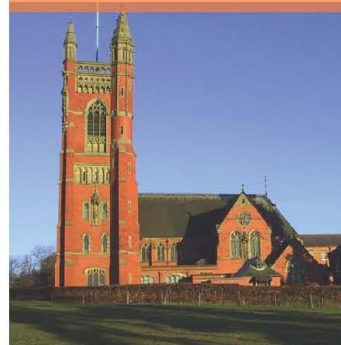
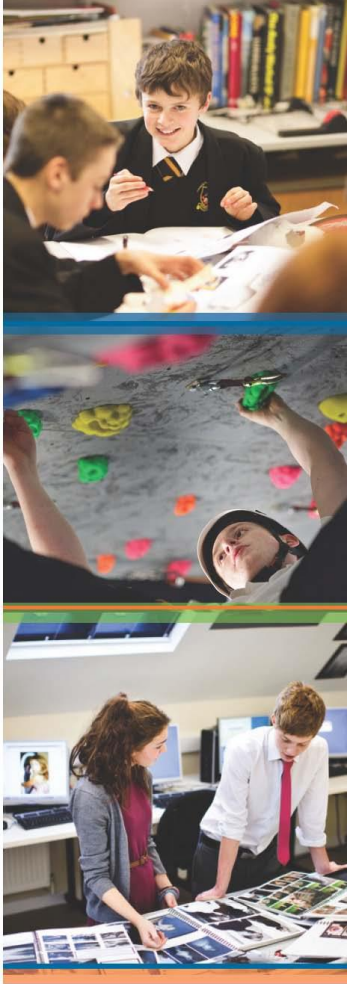




The  
Princethorpe  
Foundation

Details of the post  
**Development Director**





## The Princethorpe Foundation

The Princethorpe Foundation, which is administered by lay trustees, provides co-educational, independent, day schooling in the Catholic tradition for some thirteen hundred children from age two to eighteen years. The senior school, Princethorpe College, (HMC 11 - 18) is about 7 miles from Leamington, Coventry and Rugby, with the junior schools, Crescent (IAPS) about seven miles away in Rugby, and Crackley Hall School (IAPS) and Little Crackers Nursery about nine miles away in Kenilworth.

The purpose of the Princethorpe Foundation is to create a caring Christian environment where pupils can develop to become well-educated, articulate young people, ready to take their place in society with a true sense of values and purpose.

The Foundation's schools are characterised by their strong Christian ethos and pride themselves on providing a caring, stimulating environment in which children's individual needs are met and their talents, confidence and self-esteem are developed.

The Headmaster of Princethorpe, Ed Hester, is Foundation Senior Head and as chief executive chairs the Foundation Executive Committee (FEC) which has responsibility for the day-to-day running of the schools and strategic planning. Financial management, estates, catering, IT systems and marketing for all schools in the foundation are resourced centrally. The Head of Crackley Hall, Robert Duigan and the Head of the Crescent, Joe Thackway, are also members of the FEC.

## The Foundation's Schools

**Princethorpe College** opened in 1966 and occupies a fine former Benedictine monastery which was built in the 1830s in 200 acres of parkland. The origins of the school date back to 1957 when the Missionaries of the Sacred Heart opened St Bede's College in Leamington Spa; the subsequent move to Princethorpe gave an opportunity for expansion.

Princethorpe College enjoys an excellent and growing reputation. Pupil numbers have risen to around 900 and continuing strides are being made to ensure the highest academic standards and a widening extra-curricular programme. Many pupils gain representative honours in sport and England cricketer, Ian Bell, numbers amongst the school's alumni.

The school continues with a comprehensive investment programme which over the last decade has seen a Sixth Form Centre built, Sports Centre improvements, chapel refurbishment, a new Photography department, update of IT facilities, Music department and classroom refurbishment and restoration of The Roundhouse to provide a stunning multi-purpose meeting, teaching and performing space. The Limes, a £4.5m fourteen-classroom teaching wing serving English, Modern Foreign Languages, Academic PE, IT and computing opened in September 2014. An indoor climbing wall and new fitness centre were part of the same project. Recently the College Theatre had undergone a complete refurbishment and looking forward the College has plans for a new £8 million 10 laboratory science centre.

**Crescent School**, for seventy years a stand-alone prep school, merged with the Princethorpe Foundation on 1 September 2016.

The Crescent, which enjoys a prime location in Bilton, a leafy residential suburb of Rugby, has some 160 pupils on roll from Reception to Year 6. A further 40 or so children from six months to pre-school attend the on-site nursery run by award-winning nursery Nature Trails. The key catchment area for the school lies in a radius of about ten miles, largely within the Rugby area.

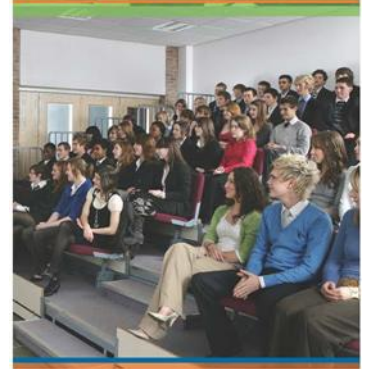
**Crackley Hall** is a high achieving, thriving and happy Catholic school of 273 pupils aged 2 to 11 years. The school has its own on-site nursery Little Crackers.

Originally founded in 1862 by the Sisters of Mercy, Crackley Hall is located in an attractive former country residence, built for John Siddeley, Lord Kenilworth, on the edge of the town. The school benefits from extensive playing fields 200m from the site.

The school has enjoyed considerable investment over recent years, the most recent manifestation of this being a new £2m wing, The Gables, comprising a multi-purpose hall, classrooms and music practice rooms which opened in February 2016.

### The Foundation's aims

1. To provide a first-class, rounded education for all its pupils.
2. To ensure that a strong Christian ethos - underpinned by the values of our founders, the Missionaries of the Sacred Heart - permeates the Foundation's schools; this ethos nurtures personal spirituality, moral development and self-respect based on Gospel values, love of God and love of one's neighbour. Respect for others and the environment, generosity, compassion, loyalty and a desire to "do the right thing" are key indicators of this living ethos, as are good manners, courtesy and an appreciation of the joy of life.
3. To prepare each pupil to be a positive, tolerant member of our multi-cultural society, being generous of spirit in serving others. We aim to forge strong links within our own community and in the local and wider communities.
4. To offer a broad curriculum which is challenging, exciting and meets the needs of our pupils. It needs to be balanced, have academic integrity, cater for a variety of educational needs and to foster a life-long love of learning and enjoyment of academic pursuits.
5. To have the highest standards of teaching and learning. We want pupils to be active learners and take responsibility for their learning; we want them to have independent learning skills, be resilient and have academic stamina and rigour. We want pupils to achieve the best possible examination results - but focus on these must not stifle creativity, fun, independence, breadth and depth of learning.
6. To ensure all members of the Community receive the necessary support, encouragement and motivation to grow and develop above and beyond their own expectations. We aim to set ourselves the highest possible standards and view the giving of encouragement, affirmation and praise as essential to the ethos of the Foundation.





7. To offer a first-class comprehensive extra-curricular programme which encourages and inspires the whole range of ability and interest levels from outstanding performers to reluctant beginners.
8. To provide the necessary channels for good communications within our community so that all have a voice which can be heard and all are kept informed of events and developments.
9. To provide the necessary planning, structure and resources to meet the above goals. We must also ensure that we care for our resources and use them well. We aim to promote Foundation-wide thinking so that planning, ideas and resources are shared across the schools to best effect.
10. To provide the financial security and stability to deliver the above goals and assure the future of the College and Foundation.

### **Background**

The Foundation has been very fortunate in having benefitted from the outstanding service of Development Director Rachel Hadley-Leonard, who over a period of three years has very successfully established a Development Office. With Rachel departing to take on fresh challenges, we now seek a suitably qualified professional to continue and progress the momentum of the department.

### **Development**

The principal purpose of the Development function is to embed philanthropy across the Foundation by creating a culture of giving. Development is the key driver for fund raising across a variety of fields: bursary support, regular giving, legacies, endowments and capital campaigns to enhance facilities, including our proposed exciting new Science Centre which we are hoping to open in September 2022.

Princethorpe College has a well-established alumni association – the Old Princethorpians - enthusiastically administered by the school with an active membership engaging in an annual cycle of events, ranging from sporting fixtures to pub meets and dinners. The Old Princethorpians' Committee meets termly at the school.

The Foundation has formed strong links between those departments driving marketing, alumni, admissions, communications and development, which it sees as the “cradle to grave” team, looking after all stakeholders for life as they establish contact with the Foundation. These departments all work towards a common goal and there is excellent dialogue, interchange of ideas, mutual co-operation and support.

Development has come strongly onto the radar in recent years and a Development Office opened in September 2015 to extend the “friend-raising” work of Old Princethorpians into fund raising. The Development Office is run by the Assistant Head (Development) who will continue to line-manage the Development Director. As a past pupil and former teacher, with nearly 50 years' association with the school, he has an encyclopaedic knowledge of the school and its alumni.

The Development team also comprises a Development Assistant, who provides some secretarial support, is closely involved with events management and stewardship, and a Database Assistant, who oversees

*ToucanTech* and supports management information such as accounts, online giving, moves management and KPIs.

Although immediate plans will focus on the Science Campaign, we also want to incorporate data from St Joseph's School, Abbotsford, Crescent School and possibly Feldon School, many of whose pupils transferred to Princethorpe when the school closed in Leamington in the late sixties.

Until recently, *InTouch* has managed all post-school contacts including alumni, former staff, Friends of Princethorpe and other datasets, such as the Arts Society. Data is currently being migrated into *ToucanTech*, which, from the beginning of May, will facilitate more powerful externally-facing utilities aimed at the wider Princethorpe community as well as providing assistance to the Careers Department and to event management. Development will work closely with the Marketing team to populate the wider community aspects and portals of the new database.

Development is overseen by the Marketing, Admissions and Development trustees' sub-committee, which meets termly. The Development Director will be expected to attend these meetings and to deliver periodic reports and other relevant management information.

The school is a member of AMCIS, IDPE and CASE. Specialist advice, courses, regional networking and in-service training from these organisations is sought as necessary.

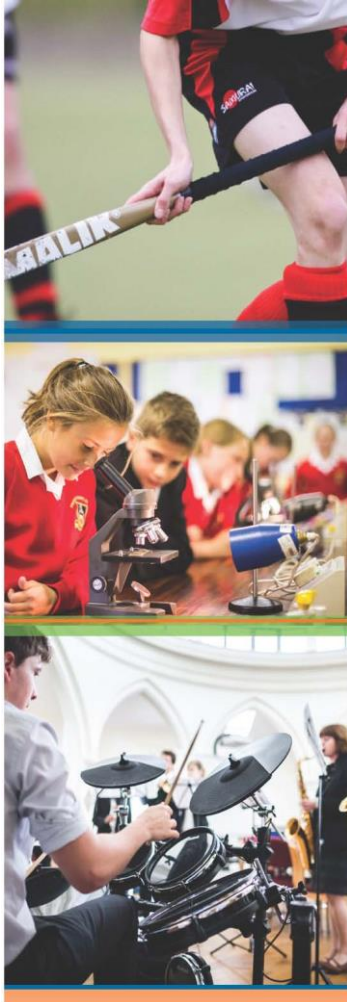
The school has established a successful 50 + 10 bursary fund through regular giving, supporting families who cannot afford to pay full tuition fees; this is now an ongoing campaign. A legacy fund is about to be launched through the Jules Chevalier Legacy Society and a capital campaign for a new Science Centre (budget £8m), is now under way with a menu of giving already established. A Campaign Board for the Science Centre project is currently being initiated and it is anticipated that the Development Director will attend these meetings and will be a key contributor to shaping the board's work. In time, endowment giving will also be explored and developed.

### **The role and the person**

An experienced fundraising professional is required as soon as possible to lead the Development Office. The person appointed is likely to have either a fund-raising, marketing, sales or a similar background and to understand the core elements of Development. The key elements of the role are to match the passions of donors with the needs and aspirations of the organisation, in order to realise a range of projects.

It is envisaged that initially responsibilities will revolve around the requirements of Princethorpe College, but in time and with suitable resources this will be extended to include all of the Foundation's schools.





## Key duties and responsibilities

- Promote a culture of philanthropy within the foundation and work to ensure that colleagues and pupils across the schools understand and are appropriately involved with the school's fundraising work, including keeping the Headmaster briefed as appropriate.
- Lead the foundation's fundraising strategy.
- Agree short, medium and long-term strategic plans and KPIs with the Assistant Head (Development).
- Build philanthropic relationships with parents, alumni and other potential individual donors.
- Increase the school's capacity to secure substantial gifts and legacy pledges, and deliver an ambitious fundraising target (to be agreed annually) to support Princethorpe College's development.
- Raise funds from high-net-worth individuals, trusts/foundations and other organisations involving management, identification, cultivation, solicitation and stewardship of major donors.
- Oversee and manage capital campaigns (*specifically from now until 2022 the Science Centre campaign which is currently under way*), regular giving for bursaries, a legacy giving programme, endowment giving and a trust fundraising programme.
- Devise and co-ordinate effective stewardship strategies (including gift acknowledgement) for all levels of donors.
- Work collaboratively with the Marketing, Admissions and Communications team.
- Organise or be involved with events which are associated with Development including fund raising stewardship.
- Develop individual cultivation strategies for donors in the portfolio, moving prospects along the 'prospect pipeline', ensuring that they are not stuck at the cultivation stage.
- Solicit gifts at face to face meetings from some donors, and/or involve senior colleagues or peer-to-peer volunteers in meetings and in making 'the ask'.
- Seek the advice and involvement of donors to open up new donor relationships among those known to them.
- Coordinate the major donor activities of members of the school community including trustees and other volunteers.
- Ensure that accurate records, essential to fundraising, are maintained and supervise the on-going management and improvement of data held to inform the work of the department and to provide management information, including financial reports.
- Understand and articulate the needs of the College, both orally and in writing, in a manner appropriate for all potential donors.

- Ensure appropriate marketing and prospecting printed materials are prepared and disseminated.
- Be broadly familiar with various mechanisms of tax effective giving; specifically, around the areas of Gift Aid and legacy giving.
- Keep abreast of relevant news, charity law and legislative changes.
- Take part in appropriate in service training.
- Ensure the foundation acts in accordance with good fundraising practice and guidance and that fundraising activities are fully compliant, such as laid out by the Charity Commission, Information Commissioner's Office and Fundraising Regulator.
- Support broader school life and play an active part in it.
- Support the foundation's unique ethos.

### Working hours

Full-time or substantial part-time. Normal working hours of 09:00am to 5.30pm, Monday to Friday.

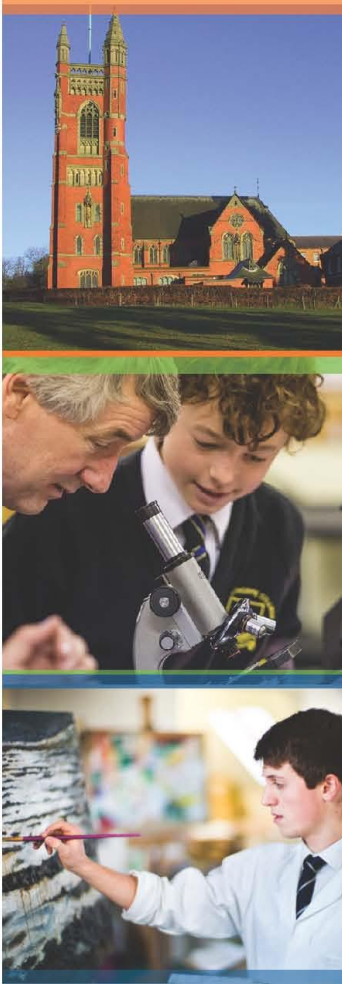
Because of the nature of the job there will be some work outside normal working hours.

### Person Specification

Essential	Desirable
<b>Professional Qualifications</b>	
	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• Other relevant qualification possibly in fundraising, marketing or sales</li> </ul>
<b>Education/Training</b>	
<ul style="list-style-type: none"> <li>• Excellent verbal, communications and written English skills</li> <li>• Strong IT skills to be self-sufficient in terms of day-to-day administration, including a good working knowledge of Outlook, Word and Excel</li> <li>• Familiarly with databases</li> </ul>	<ul style="list-style-type: none"> <li>• Full, clean driving licence</li> <li>• Computer keyboard skills</li> <li>• Familiarly with databases</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Previous experience in a comparable role</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in fundraising, sales or marketing</li> <li>• Experience in the not-for-profit sector</li> <li>• Experience of running a fundraising campaign</li> </ul>

*Continued on next page*





## Person Specification *continued*

Essential	Desirable
<p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• Demonstrate effective organisational skills</li> <li>• Plan ahead intelligently and to operate both strategically and tactically and to put together a plan realising an outcome within an agreed timeline</li> <li>• Ability to manage multiple tasks whilst under pressure and to deliver to deadlines</li> <li>• Ability to work collaboratively with others and to operate as a member of a team</li> <li>• Demonstrate discernment, empathy, patience, appropriate assertiveness and calmness, even in challenging situations</li> <li>• Attention to detail</li> <li>• Communicate effectively both face-to-face and in writing</li> <li>• Able to put together a plan and to realise an outcome within an agreed timeline</li> <li>• Able to present effectively to groups of people - and often large audiences</li> <li>• Able to “make the ask” from prospective donors</li> <li>• Able to build rapport and confidence to take people along the same journey</li> <li>• Able to contribute ideas, lead and produce fundraising collateral to support particular projects</li> <li>• Have tact, discretion, patience and a sense of humour</li> <li>• Able to be flexible about the needs of the role</li> <li>• Have an adaptable attitude to working hours which may include working during evenings and weekends</li> <li>• Ability to demonstrate a commitment of the safeguarding of children</li> </ul>	<ul style="list-style-type: none"> <li>• Printed media and digital design skills</li> <li>• Experience of writing a <i>Case for Support</i> or a <i>Menu of Giving</i></li> <li>• Have a working knowledge of the General Data Protection Regulation (GDPR) and the Privacy and Electronic Communications Regulations (PECR)</li> <li>• Have a strong familiarity with digital communications including social media</li> <li>• Understand the principles of marketing</li> </ul>



## Safeguarding Children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy statement at all times.

If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school she/he must report any concerns to the deputy head (pastoral) or the headmaster.

## Safeguarding

The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

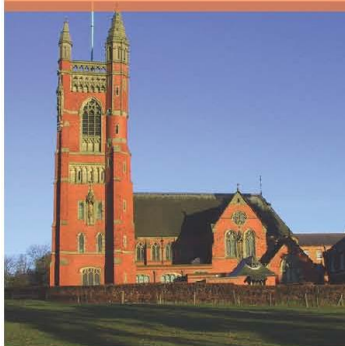
During the recruitment process we will require a signed statement that the applicant is not on the barred list/ List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies.

Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A.

The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website [www.princethorpe.co.uk](http://www.princethorpe.co.uk).





## Remuneration

Competitive salary, by negotiation, depending on qualifications and relevant experience.

Members of staff working in the Foundation enjoy a considerable discount on school fees for their own children at Princethorpe College, The Crescent and Crackley Hall Schools.

After a period of three months you will be enrolled into the Foundation's Auto Enrolment pension scheme subject to the Trust Deed and Rules in force from time to time.

Holiday entitlement: 25 days' holiday per annum plus bank holidays.

## Recruitment policy

The Princethorpe Foundation is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The school is also committed to providing a supportive and flexible working environment to all its members of staff. The school recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

*Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

## The selection process

Applications will be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form together with a CV and covering letter detailing experience, personal qualities, how you meet the person specification and outlining your suitability for the post.

Completed applications should be sent by email to [Recruitment@princethorpe.co.uk](mailto:Recruitment@princethorpe.co.uk) or by post to:

Recruitment Co-ordinator, Princethorpe College, Princethorpe, Rugby, CV23 9PX

The names, addresses, email addresses and telephone numbers of three referees (including the current employer) should be provided.

All applications will be acknowledged and references will be sought on selection for the long list of interviews.

**Closing date for applications: Monday 29 April 2019, at 9.00am.**

**Interviews will be held: Tuesday 7 May, at Princethorpe College.**

**Start date: As soon as possible, by negotiation.**

## The local area

True to its heritage as a fashionable spa resort in the late 18th century and with a population of 40,000, Leamington is a thriving and elegant town of culture, leisure and good eating, with a well-regarded shopping experience comprising the usual range of high street outlets plus a significant number of independents. There are three key green spaces: Jephson Gardens, Pump Room Gardens and Victoria Park. All of the major supermarkets are present. Swimming, golf, football, rugby, tennis, real tennis, health clubs, galleries, museums and the theatre are all well represented.

Rugby is friendly and popular; Coventry is famed for its Basil Spence Cathedral where Britten's War requiem was first performed and Warwick has a gentler air boasting the finest mediaeval fortress in the country. Kenilworth has the ruins of a castle, the remains of a medieval monastery, interesting architecture, a huge choice of well-regarded restaurants and a variety of independent retailers.

Communications in this part of the world are excellent, with easy access to the Midlands motorway network, and London is about an hour from stations at Leamington Spa, Rugby and Coventry. Shakespeare's Stratford-upon-Avon and the Cotswolds are a short drive away.

There is a huge variety of property at modest prices.



SatNav use CV23 9PU



**Princeshorne College**

Princeshorne

Rugby

Warwickshire

CV23 9PX

Telephone: 01926 634200

[www.princeshorne.co.uk](http://www.princeshorne.co.uk)

