

## JOB DESCRIPTION

<b>Job Title:</b>	Community and Careers Liaison Officer
<b>Reports to:</b>	Strategic Business Manager and Post-16 Leader of Learning
<b>Salary Range:</b>	TBC
<b>Hours:</b>	30 hours per week (09:00am – 3:00pm, Monday to Friday) Term Time, plus 5 staff development days (Additional time outside of these hours may be required)



### The Role

The Community and Careers Liaison Officer is a core member of the school office and Post-16 team. Their primary role is to build relationships within the community (and beyond) for opportunities with networking, fundraising school projects as well as career opportunities for our Post-16 students. This can include a wide range of events, marketing, accounting etc. The postholder will interact with a wide range of stakeholders, therefore, they must be personable, articulate and presentable.

### Fundraising

#### Key Responsibilities

- To coordinate fund raising on behalf of Nexus School.
- To work with the SBM and implement a strategy and successful initiatives for maximising income from fund raising.
- To be responsible for creating and maintaining key relationships with external supporters.
- To project manage fund raising events held on behalf of the school.
- To research in order to identify target audiences and prospective donators.
- To write and make grant applications in line with the school improvement plan.
- Take on any additional responsibilities which might from time to time be reasonably determined by the SLT.

#### Duties

- To prepare fund raising materials to promote Nexus School to potential and current donors, parents and staff.
- Raise the profile of Nexus School through press releases, the use of local and social media, newsletters, blogs and emails.
- To play an active part in the Life of Nexus School and the PTA.
- Proactively carry out class visits in order to further knowledge of student needs and keep up to date with special needs requirements and new resources.
- To visit other special schools and charitable organisations to view resources and ideas of best practise.

#### Identifying Potential Donors/Sponsors

- Research and identify suitable funding streams, trusts and donors providing information and insight on opportunities and producing high quality written submissions.
- To research and appropriately approach companies for gifts in kind and events sponsorship.
- To develop sponsorship opportunities for local, regional or national companies.
- To attend meetings with potential donors as appropriate and to deliver presentations and proposals to a high standard to secure funding.
- Arrange for tours of the school site, visits by prospective donors and 'thank you' events.

#### Marketing

- To create a fund-raising section on the school website ensuring it is relevant, up to date, informative and attractive to potential and current supporters.
- To ensure that all donators receive thanks from the school and, where appropriate, ensure their names appear on the school website and/or other media platforms.

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### **Involving Stakeholders**

- To gather the views of parents and staff and involve them in fund raising activities.
- To organise a range of fundraising opportunities and events distributed throughout the year.
- To liaise with members of PTA to organise an annual list of school events and activities. Secure agreement on the purpose of events, e.g. family event, community cohesion, fund raising, etc.

### **Budgets and Accounting**

- Support the SBM to ensure spending on all fundraising activities is monitored and within budget.
- Support the SBM to develop a 1-year fundraising plan.
- To maintain accurate fund-raising records, including accounts and list of donors and report to SBM.
- To organise and attend charity meetings and provide a fundraising update.
- To maintain accurate records of all funding applications.
- Administer the fund-raising budget with support from the SBM.
- Support the SBM to provide accurate reports to the Governing Body Resources team.

### **Collection/Presentation of Funds**

- Organise presentations of funds/donations in consultation with the Leadership Team.
- Ensure that appropriate publicity is arranged when donations are being/have been received.
- To ensure that Gift Aid forms are complete and compliant where applicable.
- Ensure thanks are extended to donators via a range of means including social media, the school website and a letter from the school.

### **Careers and work experience liaison**

#### **Key Responsibilities**

- To gain an understanding of the individual needs of students to provide personalized support for careers and work experience.
- To ensure that links are made and maintained with local schools, colleges and work experience providers.
- To deliver careers and work experience lessons to groups of students.
- To identify relevant students and opportunities for them and support them in their work experience placements.
- To identify bursary funding or other funding streams available for our students to access.
- To write pen portraits of our students to share with prospective work experience providers.
- Take on any additional responsibilities which might from time to time be reasonably determined by the SLT.

#### **Duties**

- To prepare materials to promote Nexus School to potential careers and work experience providers.
- To play an active part in the Life of Nexus School and the PTA.
- Proactively carry out class visits in order to further knowledge of student needs and keep up to date with special needs requirements and new resources.

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### Marketing

- To create a work experience and careers section on the school website ensuring it is relevant, up to date, informative and attractive to potential and current supporters.
- To ensure that all providers of work experience receive thanks from the school and, where appropriate, ensure their names appear on the school website and/or other media platforms.

### Guidance and Legislation

- To be aware of the Data Protection Act 1998 and safeguarding requirements for work experience.

### Budgets and Accounting

- Support the SBM to ensure spending on careers placement are planned and are within budget.
- Support the Post-16 Leader to develop a rolling careers plan.

### Support for students

- Organise and/or deliver transport options for students to attend college courses and work experience.
- Ensure that students have had good preparation for their placements.
- Ensure that students have the opportunity to feed back about their experience.
- Liaise with parents where relevant regarding opportunities.

### Community Liaison

### Key Responsibilities

- To develop strong links with local community networks to integrate Nexus School into the local community.
- To gain an understanding of volunteering opportunities for the local community within Nexus School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description. Such variations themselves cannot justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of the job description, it will be amended accordingly. It will be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the School.

The job description is current at the date shown, but, in conjunction with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

### Declaration

	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Headteacher:</b>			
<b>Employee:</b>			

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## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Community and Careers Liaison Officer</b>	
<b>Qualifications</b>	A minimum of Grade C/4 in GCSE English and Maths (or equivalent).	E
	NVQ 3 or equivalent, or willingness to train.	D
	Must have a valid driving license and be able/willing to undertake training to drive a Minibus	E
	A commitment to continuing professional development (CPD).	E
<b>Experience and Knowledge</b>	Administrative experience in a school environment	E
	Experience in use of IT systems e.g. Word processing, spreadsheets, internet, Excel, power point	E
	Appropriate level of data protection, security and confidentiality awareness	E
	Have previous fundraising experience	D
	The ability and / or experience of bid writing for grants	
<b>Skills and Abilities</b>	Excellent organisational skills	E
	Good interpersonal skills	E
	Ability to communicate confidently and effectively with a wide range of stakeholders	E
	Ability to work under pressure and to deadlines	E
	Ability to take accurate notes of meetings	E
	Resourcefulness	E
	Creative thinking	E
	Effective problem solving	E
<b>Behaviours</b>	Professionalism	E
	Resilience	E
	Problem solving approach	E
	Positive attitude	E
	Adaptable and flexible	E
	Motivated	E
	Responsible	E
	Able to use initiative	E
	Confident	E
	Honesty and integrity	E
	Good time management	E
	A team player	E