



RECRUITMENT PACK

FUNDRAISING OFFICER - SPRING 2024



Durham
Cathedral
Schools
Foundation



www.dcsf.org.uk





KIERAN MCLAUGHLIN

PRINCIPAL

WELCOME

In so many ways, all schools are similar and yet all schools claim to be different; so what is the unique quality that makes DCSF distinctive?

In short, we compete. In comparison to most schools, DCSF is small, but we do not let that stand in our way. Pupils here do lots of things that revolve around their education: sport, music, drama, outdoor pursuits, and so the list goes on. Pupils represent the school at county, national, and international levels, achieving impressive standards in all that they do and competing with the best of them.

Pupils dedicate time to these activities because they are fun and enhance CVs but, more importantly, because they develop the pupils as people; they learn to compete, they learn to win, and they learn what to do when they fail or lose. Balancing all this with academic work is never easy but pupils learn from the very beginning that examinations cannot get in the way of an education that will last a lifetime.

There are many tasks which might compete as the most important for any headteacher, but getting the right people on the bus is not only a privilege but also the guarantee that DCSF remains distinctive and all that it is. The teachers here dedicate themselves to their pupils, they inspire questioning and a love of learning, and contribute to a warm and lively community.



WORLD CLASS LOCATION

"I got off at Durham, intending to poke around the cathedral for an hour or so and fell in love with it instantly in a serious way. Why, it's wonderful – a perfect little city – and I kept thinking: 'Why did no-one tell me about this?' I knew, of course, that it had a fine Norman cathedral but had no idea that it was so splendid. I couldn't believe that not once in twenty years had anyone said to me, 'You've never been to Durham? Good God, man, you must go at once! Please – take my car.' I had read countless travel pieces in Sunday papers about weekends away at York, Canterbury, Norwich, even Lincoln, but I couldn't remember reading a single one about Durham, and when I asked friends about it, I found hardly anyone who had ever been there. So let me say it now: if you have never been to Durham, go at once. Take my car. It's wonderful."

Bill Bryson, *Notes from a Small Island*

M

MORAL INTEGRITY

We have the courage to say and do the right thing

We demonstrate a will to do the right thing

We can be relied upon to do the right thing

We act in private as we do in public

We stand firm for what is right

We challenge things we think wrong and are open to challenge from others

We are accountable for failure as well as success, and do not allocate blame

We demonstrate and promote honesty, and are true to ourselves



A

AMBITION

We achieve our goals by consistently working toward them

We go above and beyond the call of duty

We are ambitious when we set goals for ourselves

We seek help and support before giving up and identify lessons in setbacks

We encourage all to develop maximum potential and support others to achieve

We embrace opportunities, challenge, and seek to develop our skills and talents

We identify opportunities for School Development



R

RESPONSIBILITY

We do what we say we will

We are punctual and prompt in all that we do

We use our resources responsibly, developing and caring for our environment

We act before being asked and consistently deliver on expectations

We prepare thoroughly for all tasks

We are accountable for our actions

We encourage autonomy in all and seek leadership

We acknowledge and seek to resolve problems

We pioneer better ways of doing things



K

KINDNESS

We are open and approachable to all, no matter their gender, faith, race or background

We welcome and listen to the opinions of others and look to engage and involve a diverse range of views in the community

We attend to and include newcomers and those needing help, and actively build relationships

We support each other and stand up for fellow colleagues and pupils

We acknowledge individual needs within our diverse and inclusive community

We speak positively of the School community, and are positive in responding to questions



OUR VALUES

The Durham Cathedral Schools Foundation is underpinned by its values. For over 600 years, Durham Cathedral Schools Foundation has prepared the young of today to be the leaders of tomorrow in the lessons we teach both in and outside the classroom, but more importantly in the values we encourage in every aspect of our daily lives. Moral integrity, ambition, responsibility, and kindness are the MARK of a Durham Cathedral Schools Foundation education.

We are ambitious for pupils, staff and wider school community.

- We want individuals to strive for excellence in all they do.
- We want them to aim high and involve themselves in all areas of Foundation life with commitment.
- We want individuals to grow as people by taking advantage of all the opportunities that are available to them at DCSF.
- With a Christian ethos underpinning our values, we want all members of the Foundation community to be tolerant, respectful and kind.
- We want individuals to become fully integrated members of the community, taking responsibility and fulfilling their leadership potential.
- We want to educate and support the Choristers of Durham Cathedral so that they can sing the daily praises of God.
- We want all Choristers to avail themselves of all the opportunities available to them at the Foundation.
- We want the DCSF community to be diverse and inclusive, with each member working together as part of one family.
- We want everyone in the DCSF community to be known as an individual, supported in their ambitions.
- We want DCSF to play a wider role in the life of the City, Region and beyond through building sustainable partnerships.

Traditionally Modern

Learning has been part of the life of Durham for a thousand years. The Durham Cathedral Schools Foundation was formed in 2021 as a result of the merger between Durham School and The Chorister School.

Both schools have been at the heart of the city's education for most of that time; founded in the early fifteenth century as schools for "grammar and song" by Bishop Thomas Langley, Durham School was again refounded by Henry VIII in 1541. In a somewhat odd local tradition the Cathedral is often know as Abbey, especially by Dunelmians and Old Dunelmians.

Durham School moved from its mediaeval home on Palace Green to its current location in 1844; although the city centre is only five minutes' walk away, the School has a peaceful, rural atmosphere.

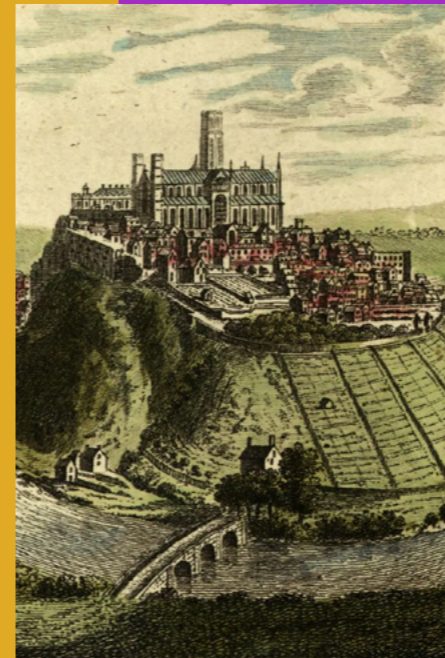
Today, the Foundation educates around 750 pupils. The Chorister School is our prep school, and is for girls and boys aged 3-11. Durham School is our senior school, and is for girls and boys aged 11-18. Boarding is available to pupils aged 8 and up, and 20% of our pupils board. Just over a third of our pupils are girls.



Our vibrant and successful Sixth Form prepares pupils for the next stage of their journey. Within a community shaped by moral integrity and kindness, we cultivate ambition and responsibility, giving all Dunelmians the foundations to be happy and make a positive mark in the world.

By embracing this ethos, our pupils not only learn to pass their examinations today, but also receive an education that gives them confidence for life and respect for all.

Durham Cathedral Schools Foundation has a long and ancient history. The secret to our longevity is our passionate teachers, who, using innovative approaches and new technologies, seek to kindle the intellectual curiosity of our pupils, preparing them to answer the questions of tomorrow.



1414 & ALL THAT

Durham School was refounded in 1414 by Bishop Thomas Langley. Its origins go back to the Diocese of Lindisfarne, founded by St Aiden in 635 and the building of Durham Cathedral in 995, by Aldhun.



1844: NEW SITE

The School has moved sites three times since 1414, settling in its current location in 1844, just across the river from the city.



2021: THE FOUNDATION

In 2021 Durham School was reunited with the Chorister School after over 600 years of seperation to form the Durham Cathedral Schools Foundation. Other former constituent schools include Dunelm School and Bow School.



OUR FUTURE

The Foundation has a proud history but also a fantastic future. Working in partnership with overseas investors, we have developed new schools in Doha, Dubai and Kenya. We are also thriving domestically, with 750 or more pupils across the Foundation. In Spring 2024 we announced the creation of a third senior girls' house, Lodge House, and plan to open new sports facilities in time for the 175th anniversary of our Rugby Club, DSFC in 2025.



THE POSITION

We are looking for a creative and dedicated person to work with our vibrant worldwide community of Dunelmians as part of our Development, Alumni and Events team.

As a registered charity, Durham Cathedral Schools Foundation offers transformational opportunities to young people from the North East and beyond through life-changing educational experiences.

Driven by our values of Moral Integrity, Ambition, Responsibility and Kindness our community helps imbibe confidence for life and respect for all in our pupils.

The Foundation is committed to promoting the safeguarding of children and expects all employees to share this commitment. Any job offer will be made subject to satisfactory checks, including an enhanced DBS disclosure.

Durham Cathedral Schools Foundation is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.



THE DEPARTMENT

Durham Cathedral Schools Foundation, like any other school, must never stand still. Fundraising through the Development Office plays a central role in our drive for excellence and diversity and helps ensure that a Durham Cathedral Schools Foundation education continues to provide young people with confidence for life.

As DCSF's Fundraising Officer, you will work with our Director of Development to develop and implement our major gift program. You will be responsible for managing and cultivating relationships with existing major gift prospects, as well as identifying new supporters. An ability to empathise with donors and clearly communicate the Foundation's mission is key. You'll be expected to energise other staff members, persuade prospects and persevere to the end.

Fundraising is not all we do and is just one of the many reasons we keep in touch with the Durham community. Friends, ODs, current and former parents, and the pupils themselves all make a huge contribution, through gifts of time, experience, and resources.

JOB DESCRIPTION

Key Function

Major Gift Fundraiser

Line Manager: Development Director

As Fundraising Officer, you get to:

- Help our donors accomplish their philanthropic goals and ambitions as part of our Dunelmian community.
- Secure major gifts at of £5,000 or more with the goal of raising £100,000 annually
- Contribute to the management of systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools
- Manage existing portfolio of up to 100 donors and prospects
- Work alongside other members of the development, alumni and events team to align efforts and set goals
- Create and implement moves management plans
- Make direct, face-to-face solicitations, and assist the Development Director, Principal, Governors and others with their solicitations.
- Acknowledge major donors through public and private recognition
- Track and report progress using specific metrics



The role will involve working with members of the School community from early years pupils aged three to elderly alumni. No two days are the same, and there is a tremendous opportunity for personal development and growth. Existing skills in marketing/sales would be an advantage, though training will be given.

Extra-Curricular Expectations

- Participate fully in the wider life of the Development, Alumni and Events Department and attend major Foundation events such as Speech Day and Open Mornings.

Other Responsibilities

- To act as a positive role model to our pupils and promote the school M.A.R.K values
- Undertake any other reasonable tasks required by the Principal and/or Director of Science.
- Have high professional standards and so be an appropriate role model of reliability, behaviour and appearance.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

HOURS OF WORK

This is a 0.8 FTE post, 52 weeks per year. Some flexibility will be possible to work more during term time should that be helpful.

The post will involve travel (particularly in the North East and London) and some evening and weekend events.

SALARY

A competitive salary will be offered by negotiation with the successful candidate.

PENSION

The Foundation provides a workplace pension; this is a money purchase scheme, where members contribute a minimum of 3% of eligible salary and the Foundation 5%.

Holiday entitlement

Support staff are entitled to 25 days holiday per annum, plus statutory holidays. Staff are required to take five of these days during the efficiency closure at Christmas.

| | Essential | Desirable | |
|---|---|-----------|---|
| Professional | Development, Fundraising or other similar qualification/demonstrable skills | • | |
| | Proven track record in fundraising | • | |
| | Understanding of customer relationship management principles and practices | • | |
| | Experience in delivering and evaluating fundraising campaigns | | • |
| | Successful solicitation experience | • | |
| | Educated to degree level | | • |
| | Experience of working in an educational setting | | • |
| | Experience in soliciting gifts of £5,000 or more | | • |
| | Understanding of GDPR and PECR | | • |
| | Experience using systems to record donor interaction and moves management | | • |
| | Experience in donor prospecting and research | | • |
| | Experience in planning and delivering social media communications | • | |
| | Strong database management skills | • | |
| | Excellent IT skills, including use of design and presentation software | • | |
| | Excellent written and spoken English | • | |
| Personal | Confidence in public speaking and networking | • | |
| | Ability to think strategically and contribute to the Foundation's development plan | • | |
| | Strong writing, proofreading, and editing skills | • | |
| | Excellent social skills, with the ability to establish and maintain good professional relationships | • | |
| | Understanding of promoting and safeguarding the welfare of children | • | |
| | Willingness to participate enthusiastically in aspects of the Foundation | • | |
| | Teambuilding skills and a good-humoured approach to collaborative work | • | |
| Common sense and initiative | • | | |
| Flexibility to adjust to change | • | | |
| High levels of personal and professional organization, integrity, discretion, and confidentiality | • | | |
| Stamina and resilience | • | | |

OUR STAFF



Miss Louise Hinde

Languages' Teacher & Explorer

"Learning a language is about more than simply vocabulary and grammar, it is about opening worlds; I try to show my pupils that their worlds should never be limited by language."



Mr Andrew Beales

Development Director

"My role is all about creating opportunities for young people with the support of Foundation community. From the archives through parents, alumni, to lettings and events the Development Office is a driving force for change at the Foundation.

Individuals need to develop too, and I am grateful the School have helped me to undertake an MBA in Educational Leadership."

ADDITIONAL INFORMATION

Other Information

Boarding is a thriving part of Durham Cathedral Schools Foundation; we offer a wide range of co-curricular activities, and would welcome any successful candidate who can make a commitment to leading & supporting an activity or sport.

The Application

All applications are to be submitted on the School's application form; these are obtainable from the School website: www.dcsf.org.uk. Alternatively, please contact the Principal's PA, Mrs Emma Mussell, on 0191 731 9270. principal@dcsf.org.uk.

The Deadline

The deadline for all applications is noon on Thursday 25 April but please feel free to submit your application as soon as possible.

The Interview

Interviews will commence the week beginning Monday 29 April. Further details and a schedule will be provided in advance of the interview.

Safeguarding

Durham Cathedral Schools Foundation is committed to promoting the safeguarding of children and expects all its employees to share this commitment. Any job offer will be made subject to satisfactory checks, including an enhanced DBS disclosure.

Equal Opportunities

Durham Cathedral Schools Foundation is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.



128 staff



100+ activities



25 A level options



1:7 total staff to pupil ratio



130 Teams



95.5% A*-C at A level

Confidence for Life
Respect for All

STAFF BENEFITS



Free Gym use & Nationwide Discounts



Training & Development to Masters Level



Company Pension Scheme



Apprenticeships to Diploma Level



Free Lunch



Onsite Medical Centre



Fee Remission



Electric Vehicle Scheme



Free Will Service



Employee Wellbeing Support



Enhanced Sickness Pay



Free Parking



GET IN TOUCH:

+44 (0)191 731 9270

hr@dcsf.org.uk

dcsf.org.uk

Durham Cathedral Schools Foundation

Quarryheads Lane

DH1 4SZ

Registered Charity No. 1023407



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