

Appointment of Fundraising Manager – Foundation Office

July 2024



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The Department / Role

THE LATYMER FOUNDATION OFFICE:

Latymer Upper and Prep Schools are jointly run by the Latymer Foundation at Hammersmith (registered charity no. 312714). The schools are friendly, lively and energetic, full of choice and opportunity; academically selective but socially inclusive. Pupils and staff come from diverse backgrounds and cultures to form a happy, caring community in an exciting urban setting that reflects the cosmopolitan mix of London.

Latymer's Foundation Office was established in 2004 and is now one of the most successful fundraising offices in any UK school. In September 2017, The Latymer Foundation launched an ambitious new fundraising campaign – *Inspiring Minds* – ahead of the 400th anniversary of the School in 2024. The target was to enable Latymer Upper to double its bursary provision in order to be able to offer 1 in 4 pupils a fee-assisted place. This would be a lasting and significant step towards the School's ultimate ambition to ensure that any child is able to access a Latymer education regardless of their financial circumstances. It is an ambition that is supported by the talents, enthusiasm and generosity of all of the stakeholders in the School: students, parents, staff, alumni and former parents.

2024 is a special year for the Latymer community and what better time to join this sector-leading team, as we celebrate the successful completion of the current campaign.

THE ROLE

Reporting to the Director of Development, the Fundraising Manager is a pivotal member of a sector leading development team. Latymer's bursary programme is one of the most successful in any UK independent school. Since 2002, the number of pupils receiving means tested support has grown from just 7 to more than 280 as of September 2023, the majority of whom receive between 75-100% fee remission. This growth has only been possible thanks to philanthropy through the Latymer community: parents, alumni, Governors, staff, and students.

The Fundraising Manager is at the heart of the community fundraising, focussing on the full cycle of cultivation, solicitation and stewardship.



KEY RESPONSIBILITIES:

Develop and deliver the strategy and tactics to increase giving and participation in support of our annual bursaries appeals (including Upper School and Prep) using a range of channels and touchpoints (e.g. DM, digital, phone campaign, events, face to face)

Design the stewardship matrix and tactics to thank our supporters and develop compelling content that surprises and delights our donors, including events and the delivery of our annual campaign impact report, Campaign Review

Provide a supporter experience that increases conversion and retention and builds long-term commitment to the Foundation, especially important this year as we celebrate *Inspiring Minds* and start to focus on future campaigns.

Develop case studies to illustrate the impact of donations across communications and devise creative ways to increase opportunities to see these stories

Utilise insight and data to set, monitor and evaluate appeal/activity performance and inform future tactics

Manage the process of researching potential donors and other potential supporters of the Foundation

Manage portfolio of leadership giving donors to make individual approaches to mid-level donors in support of the Bursaries Appeal

Work closely with the Bursaries Appeal volunteers to raise awareness of the bursaries programme and increase giving particularly amongst current parents

Oversee the student-led bursaries fundraising Club (RAISE)

Prepare the annual budget proposal for all fundraising appeals for submission to the Director of Development, focussing on ROI for fundraising channels

Manage the Fundraising Assistant ensuring they have the direction and resources to be successful in their role

Represent the Foundation's work internally and externally



The Person

PERSON SPECIFICATION

This is a great opportunity for an able and enthusiastic person to make their mark in a busy and successful department.

Essential:

Have previous fundraising experience;

Take an innovative approach to meet and exceed targets;

Be a confident, assured communicator in English, both in written and verbal form;

Be focused, well organised, proactive and efficient;

Be curious and solution-focussed when faced with challenges;

Be capable of working effectively under pressure and changing priorities;

Demonstrate good IT and have previous experience of Raiser's Edge or other CRM database.

Desirable:

Be educated to degree level or equivalent;

Have experience managing team members (desirable);



Additional Information

SALARY

c£45k depending on experience

HOURS

Full time; 37.5 hours per week

ANNUAL LEAVE

Annual leave of 33 days per year including bank holidays, rising to 38 days per year including bank holidays after five years of service. *(please note that 3 days of leave is currently designated to be taken over the Christmas period and remaining annual leave must be taken during the school holiday periods)*

DRESS CODE

The School regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore, whilst not wishing to impose unreasonable obligations on staff, you are required to look smart in appearance



Application

TO APPLY, PLEASE VISIT OUR DEDICATED RECRUITMENT WEBSITE

[Latymer.ciphr-irecruit.com](https://latymer.ciphr-irecruit.com)

Further information on Latymer Upper School is available via the school website.

The **closing date** for applications: **9am Tuesday, 9 July 2024**

Interviews will be held on Thursday, 18 July 2024

DIVERSITY

The School is fully committed to the principles of equal opportunity, diversity and inclusion. We have an established and representative staff Equality and Diversity Board to help drive forward positive change. A further Equality and Diversity Committee has recently been formed from our student population.

We are committed to attracting and retaining the very best staff, ensuring that our staff body reflects the diversity of our students and local community. Acknowledging a lack of ethnic diversity within our staff community, we particularly encourage applications from Black, Asian and Minority Ethnic candidates for this role. All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the School may employ positive action where diverse candidates can demonstrate their ability to perform the role equally well.

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, online check and two satisfactory references.



Background Information

Latymer Upper School was created by a generous act of charity. Writing his will in 1624, a wealthy lawyer named Edward Latymer left part of his wealth for the clothing and education of "eight poore boyes" from Hammersmith. Since its inception, the School has changed markedly although its founding aims and values have remained the same.

Established on its current site in Hammersmith in 1895, the Latymer Upper School of today consists of a vibrant, fully co-educational pupil body of approximately 1,220 girls and boys from all over West London and beyond, and a further 169 pupils at Latymer Prep. The School admits an equal spread of entrants from the state and independent sector and has one of the most ambitious bursary programmes in the country, delivered through The Latymer Foundation, which underpins the whole ethos of the School.

The School is proud of its unpretentious, cosmopolitan and caring community and visitors regularly comment on the Latymer 'buzz' and energy that permeates the whole school; it's innovative and forward-thinking and pupils are academically questioning and curious.

Latymer Upper is unashamedly one of the most academically successful schools in the country and pupils excel across a wide range of subjects. Generally, pupils achieve over 30% A* and over 80% A*/A at A level and at GCSE over 90% A*/A grades.

Latymer Upper takes great pride in preparing its pupils to go on to study at a broad range of universities. Generally, between 15 and 20% of pupils win places at Oxbridge; increasing numbers win places at prestigious North American and European universities and the vast majority of UK university entrants go to Russell Group universities and several to leading specialist Drama, Music and Art Foundation Colleges.

You cannot pigeonhole a Latymerian: they are individual, highly academic but also rounded and grounded.

THE LATYMER FOUNDATION

In keeping with the inclusive vision of its founder, Latymer Upper School continues to offer such opportunities to London children by giving a number of means-tested bursaries to bright pupils every year based on the twin criteria of academic merit and family financial circumstances.

The Latymer Foundation exists to provide an academic education of the highest quality to pupils of ability, regardless of background. The Foundation is a separate charitable trust and, through the work of the Foundation, the School has had considerable success in recent years in raising funds for additional means tested bursaries.

In September 2017, The Latymer Foundation launched an ambitious new fundraising campaign – *Inspiring Minds* – ahead of the 400th anniversary of the School in 2024. The primary target - to raise at least £40m to build the School's endowment and enable Latymer Upper to double its bursary provision to be able to offer 1 in 4 pupils a fee-assisted place. This would be a lasting and significant step towards the School's ultimate ambition to ensure that any child is able to access a Latymer education regardless of their financial circumstances and make Latymer Upper School an engine of social mobility. It is an ambition that is supported by the talents, enthusiasm and generosity of all of the stakeholders in the School: pupils, parents, staff, alumni and former parents.

With the end of this campaign in sight, some £49m has been given to *Inspiring Minds* and the bursary target is within reach.

Ratio of students who joined in Year 7 on a bursary



Please click to find out more about our Bursary programme

BURSARY PROGRAMME

www.latymerfoundation.org/bursaries/bursaries

PARTNERSHIPS

www.latymerfoundation.org/core-programmes/core-programmes

School Aims and Ethos

Edward Latymer's vision was to offer his wards a life-changing education that would equip them to flourish in the wider world. This vision remains firmly at the heart of the School today.

Latymer Upper is first and foremost a 'learning school', vibrant, global in perspective, innovative in its teaching and learning and combining the best of the traditional and the modern. A high value is placed on scholarship in both pupils and staff and the School prides itself on the excellence of its teaching and pastoral care, its academic achievements and its exciting and innovative curriculum.

THE AIMS OF LATYMER SCHOOL

- 1 To provide an opportunity for academically able students from all walks of life to develop their talents to the full
- 2 To provide a choice of academic courses taught to the highest level in a broad, imaginative and developing curriculum, supported by a wide range of extracurricular activities, thereby giving all children the opportunity to excel in both their academic studies and their extra-curricular activities
- 3 To encourage independence of thought and approach in the pursuit of excellence in all activities
- 4 To educate our children into a recognition of their wider social responsibilities, particularly through educational activities including community links and partnership schools, to prepare them to become active citizens within their community
- 5 To maintain a focused environment within which an awareness of the needs of others and respect for all members of the community – children, teachers, support staff and parents – is paramount
- 6 To recognise and celebrate the richness and diversity of the range of cultural, religious and social backgrounds within our school community
- 7 To encourage in all Latymerians a pride in their school and the wish to exemplify to the world our values of tolerance, respect and intellectual curiosity
- 8 To inspire a love of learning and of life. Through support, guidance and encouragement we seek to nurture self-confidence and resilience in our pupils to enable them to achieve to the highest academic standards, to find self-fulfilment and to be happy



Colleague Biographies



Amanda – Executive Director Latymer Foundation

I lead the Foundation Office team which comprises fundraising and alumni relations activities, partnership programmes and community impact work. I had never worked in a school before, nor indeed in the charity sector, but I think it was typical of Latymer that the then Head and Governors recognised my potential, despite my lack of previous experience in a similar role. I had worked for a decade on the trading floor of a large investment bank before establishing a bespoke cashmere business and then working as a retail buyer, so certainly not a typical route into educational fundraising. Latymer is a wonderful place to work. There is a real "can do" attitude which results in a busy and stimulating work environment. Its vibrant community of staff, students, parents and alumni embraces its aim to provide a life changing education to young people from the widest possible range of backgrounds and to be a force for good in the local community.



Chris – Head of Careers

I've worked at Latymer for three years. My mother-in-law saw the advert online and suggested I consider it. As my father-in-law attended Latymer Prep and his father attended Latymer Upper, it was as if fate was encouraging me to apply. I am Head of Careers and the department has two overriding objectives: to introduce students to experiential learning through career-related events and to deliver quality advice and guidance on their decisions; whether academic or vocational. The working environment, professionalism and friendliness of the staff are something I have not experienced anywhere else. It's a challenging, supportive and invigorating place to work. Individual expertise is recognised and appreciated.



Saanya - Head of International University Advising

I work with Latymerians across the Lower and Upper Sixth Form on their applications to international universities and empower them to make informed decisions about their futures. I also help to manage and build partnerships with universities around the world, which is something that I especially enjoy, as I have lived in five different countries myself. I had never worked in a school environment before Latymer, as I was previously an independent university advisor, but I love the energy that I experience here everyday. The students are self-driven, curious and I am constantly learning from them.



Jenny – Exams Officer

With a background in sports event management, I joined Latymer 10 years ago, fresh from the 2012 Olympic Games. I am responsible for the smooth running of all public exams; managing timetables, arranging facilities and liaising with Exam Boards. The role involves working with students, parents, teachers and many Latymer support teams to ensure that every exam experience is calm and positive for everyone. Away from my desk, I particularly enjoy the chance to interact with so many interesting and engaged colleagues – chatting over lunch or chipping in to the daily crossword session in the staff common room.



Michelle – Payroll & Purchasing Manager

I carry out many roles in Finance but my most important is to make sure we all get paid. I really enjoy helping people get their pensions sorted out. I worked in finance when I left school but did A levels at night school, followed by a degree in Ecology and Populations Genetics then a Phd at the Zoological Society in Conservation Genetics. I love Science!



Mariesa - Librarian

I have been the Librarian at Latymer Prep since September 2021. My role involves ordering books, making displays and supporting staff with their curriculum needs. I run eight Library Lessons a week where I make book recommendations and support independent, 1 to 1 and group reading. I also run Book Club, arrange author visits and help our pupils participate in regional book quizzes and national story competitions. Before I worked at the Prep I worked in Children's publishing. When I'm not working at Latymer, I write my own children's books, the first of which publishes with Faber in Spring 2024.

Location

ADDRESS

237 King Street Hammersmith

London
W6 9LR

England

W www.latymer-upper.org

T 0208 629 2024

NEAREST UNDERGROUND STATION

Hammersmith (District, Piccadilly and Hammersmith and City Lines) Ravenscourt Park (District Line)

BUS ROUTES

To Hammersmith Broadway:

9,10,27,33,72,190,209,2
11,220,266,283,295,391,419

DRIVING

There is no parking on site and we therefore recommend using public transport when travelling to the School

ON ARRIVAL

Please report to security at the main entrance on King Street



**LATYMER UPPER
& PREP SCHOOL**
HAMMERSMITH