



STEP COMMUNICATIONS AND FUNDRAISING MANAGER

36 hours per week, full time
Salary Range: £45,576 to £47,661

Passion – Urgency – Positivity – Aspiration – Commitment

STEP Academy Trust is a collection of 20 Primary academies serving South London, East Sussex and growing. We are one of the top Academy Trusts within the country and are continuing to work together to improve and evolve for the children and communities we serve.

This is where you come in! We are looking to appoint a Communications and Fundraising Manager, initially based in one of our Croydon academies. Working with us, you will help shape our communications policy both internally and externally. In helping to develop our practice, you will be a key advocate in promoting our best qualities, whilst also considering the impact of how we are viewed across the sector. As funding within the education sector is challenged post-Covid, this role will also look at finding fundraising streams to aid our academies to become more innovative places of learning.

STEP Academy Trust believes that its workforce should reflect the local community and that all groups within the community should have equal access to the Trust's employment opportunities. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We have developed an anti-racism roadmap with our Trustees that operates throughout our schools and have created extensive training.

Our Mission: STEP Academy Trust is committed to improving the life chances of all children. Where we have the capacity to make a difference we are morally bound to do so.

Our Vision: To develop a united partnership of excellent academies, where empowered leaders place our learners at the heart of everything and all are supported to be successful.

Our ideal candidate will:

- Believe in the mission, vision and values of STEP Academy Trust
- Have a degree-level qualification
- Have experience and understanding of communications in an organisation or charity
- Have some knowledge of fundraising and soliciting donations and grants
- Be able to manage multiple work streams independently
- Be able to work successfully as a team player, establishing effective working relationships.

In return we will offer you:

- A highly supportive and committed team
- Induction and ongoing career support and development for you in your own career
- Opportunities for your own growth and development path
- 30 days annual leave plus 8 bank holidays
- Local Government Pension Scheme
- Flexible working location options
- A full range of benefits including: membership to Perkbox discount scheme, subsidised private health care with Benenden, free school lunch when working in school, LGPS pension scheme
- A strong positive ethos across the Trust including a commitment to staff wellbeing
- A vibrant and committed team
- An excellent working environment
- Support from the Central team and wider Executive Team.

If you would like to visit us ahead of applying for this role, please contact Cheryl Gilbert, STEP Executive Secretary to make the relevant arrangements – recruitment@stepacademytrust.org. The STEP Application Form, Job Description and Person Specification can be downloaded from the STEP website – www.stepacademytrust.org.

Completed application forms with supporting statements written in line with the person specification should be returned by email to: Cheryl Gilbert recruitment@stepacademytrust.org. CVs are not accepted.

STEP Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Applicants must hold the right to work in the UK.

This post is subject to a satisfactory Enhanced DBS Check and references.

Closing date: Friday 24th June 2022 – 12 noon

Interviews: Friday 1st July 2022