

**PERSON SPECIFICATION**

JOB TITLE	Charity & Outreach Manager
DEPARTMENT	Co-Curricular
SECTION	Non-Teaching
LINE MANAGER	Group Director, Co-Curricular & Community

The successful candidate will be required to fulfil all duties as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS, SKILLS & EXPERIENCE:		
Educated to degree level or equivalent relevant experience.	√	
Sound understanding of safeguarding and child protection principles when working with young people and external organisations.	√	
Understanding of the importance of community engagement, social responsibility and volunteering programmes.	√	
Professional qualification in community development, charity management, education, youth work, or a related field.		√
Knowledge of the charity sector, public benefit requirements and Charity Commission expectations.		√
Understanding of independent school environments and public benefit delivery.		√
Experience of planning, coordinating and delivering programmes, projects or events involving young people, schools or community organisations.	√	
Proven experience of building, developing and maintaining effective relationships with a range of external stakeholders and partners.	√	
Experience of managing multiple project simultaneously and delivering outcomes to deadlines.	√	
Experience of monitoring, evaluating and reporting on programme impact.	√	
Experience of working within a school setting in either a teaching or support role.		√
Experience of leading pupil leadership, volunteering, outreach or service-learning programmes.		√
Experience of working with alumni relations, advancement or development teams.		√
Experience of fundraising, grant applications or charitable fundraising initiatives.		√
Excellent organisational and project management skills, with the ability to coordinate activities across multiple sites and stakeholders.	√	
Highly effective written and verbal communication skills, with the ability to engage confidently with pupils, staff, parents, alumni and external organisations.	√	

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Strong relationship-building, networking and influencing skills.	√	
Ability to analyse information, evaluate outcomes and produce clear reports and recommendations.	√	
Strong I.T. skills, including Microsoft Office applications and data management systems.	√	
Experience using databases or CRM systems to maintain partnership and engagement records.	√	
Ability to identify and develop new partnership opportunities that support strategic objectives.	√	
APTITUDES:		
Passion for community engagement, social impact and developing meaningful opportunities for young people.	√	
Proactive, innovative and able to work independently while contributing effectively within a team.	√	
Able to inspire and empower pupils to take ownership of leadership, volunteering and social action projects.	√	
Professional, adaptable and resilient, with excellent attention to detail.	√	
Commitment to the values, ethos and charitable purpose of Forest School.	√	
Commitment to safeguarding and promoting the welfare of children and young people.	√	
Willingness to undertake an Enhanced DBS check and all required safeguarding training.	√	
Understanding of the importance of maintaining professional boundaries and adhering to school policies and procedures.	√	
Willingness and ability to work occasional evenings and weekends to support school and community events.	√	
Ability to travel between sites and partner organisations where required.	√	
Safeguard and promote the welfare of children	√	
Contribute to the wider school community	√	
Enthusiastic about working with all children and young people between the ages of 4 and 18	√	
Ability to uphold appropriate standards of behaviour	√	
Discretion, courtesy, honesty, and integrity	√	
Reliable, punctual, diligent and well-organised	√	

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