



Working at Lawrence Sheriff School



CAMPAIGN MANAGER

CAMPAIGN MANAGER

**Fixed term – Part time
December 2026 – August 2028**

**20 – 25 hours per week (Some element of working from home would be considered)
We are open to these hours changing if needed as the campaign develops.**

**Scale I - J (points 17 – 23): £34,811 - £40,444 FTE
Salary dependent on the qualifications, experience and skills of the successful candidate.**

Required from December 2026

‘Being a pupil at Lawrence Sheriff is a highly positive and rewarding experience ... Staff feel extremely well supported by leaders’ Ofsted 2026.

Is your perception that, as a boys’ grammar school, we will be overly traditional and elitist? Think again! If you want to become part of a calm and happy school community then Lawrence Sheriff may well be the place for you!

Lawrence Sheriff School is a forward looking boys’ grammar school of approximately 1200 students, around 450 of whom are in our coeducational sixth form. As a Teaching School Hub, we play a significant role in initial teacher training and continuous professional development across the region. Our Teaching School Hub status also enables us to offer all staff varied and interesting opportunities to enhance their practice.

We are seeking a highly organised and proactive Campaign Manager to play a central role in the delivery of Lawrence Sheriff School’s 150th Anniversary fundraising campaign. The postholder will play a pivotal role throughout the full lifecycle of the campaign, from early momentum-building and leadership cultivation through to delivery, stewardship and close-out.

The successful candidate will have the ability to work independently and collaboratively. They will have excellent interpersonal skills to liaise with all stakeholders and possess the ability to manage multiple workstreams, while having strong written and verbal communications skills and high attention for detail.

For further information please contact the Personnel department: Tel: 01788 843700, E-mail: recruitment@lawrencesherrifschool.com

Closing date for applications:

09.00 am on Tuesday 29 September 2026

*Lawrence Sheriff School is committed to safeguarding and promoting the welfare of children.
The successful applicant will be required to undertake an Enhanced DBS check.*



CAMPAIGN MANAGER

JOB DESCRIPTION

Line Manager: Headteacher

Salary: Scale I - J (Points 17 – 23): £34,811 - £40,444 FTE

Salary dependent on the qualifications, experience and skills of the successful candidate

Hours of work: 20 – 25 hours per week (some element of working from home would be considered); we are open to these hours changing if needed as the campaign develops

Post Objectives

To play a central role in the delivery of Lawrence Sheriff School's 150th Anniversary fundraising campaign. The postholder will play a pivotal role throughout the full lifecycle of the campaign, from early momentum-building and leadership cultivation through to delivery, stewardship and close-out.

Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.

Safeguarding and Confidentiality

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.



About the role

We are seeking a highly organised and proactive Campaign Manager to play a central role in the delivery of Lawrence Sheriff School's 150th Anniversary fundraising campaign.

This is a fixed-term contract role to run from 1 December 2026 through to 31 August 2028, aligned with the planning and implementation of our 150th anniversary activities. The postholder will play a pivotal role throughout the full lifecycle of the campaign, from early momentum-building and leadership cultivation through to delivery, stewardship and close-out. If the appointed candidate proves successful in bid writing and sourcing funds for projects, we are open to the post being extended or becoming permanent.

Lawrence Sheriff School has invested time in developing an alumni database with the sole aim of building a network of Old Laurentians who visit the school to share their knowledge and experience with the current generation of students. We do not want to undermine this aspect of our work but will be celebrating our 150th Anniversary by carrying out a bespoke fundraising campaign to improve the facilities at our sports fields called Hartfield.

We have ambitious plans to provide state of the art sport facilities for both our students and the local community.

1. Responsibilities

Main Duties

Campaign Leadership, Strategy & Delivery

- Act as the central operational lead for the fundraising campaign, ensuring all planned activities are delivered on schedule and to a high standard.
- Maintain momentum across all campaign strands through structured planning, monitoring, and follow-up
- Prepare campaign performance statistics for circulation to the Senior Leadership Team, campaign leadership and internal stakeholders
- Draft gift proposals, gift agreements, and stewardship reports, ensuring timely acknowledgement of gifts and clear reporting on donor impact
- Support and, where appropriate, participate directly in fundraising conversations, including making asks alongside senior leaders and volunteers, with confidence and professionalism

Volunteer & Stakeholder Support

Support the campaign's volunteer leadership by:

- Arranging prospect meetings
- Developing and discussing individual cultivation plans
- Providing relevant background information on prospects and campaign priorities
- Advising and encouraging volunteers as appropriate
- Monitoring responses and issuing reminders on follow-up schedules
- Organising training and briefing sessions for individuals and groups
- Allocate prospects to team members and track the progress of follow-up meetings
- Undertake additional prospect research where required
- Handle telephone and email enquiries relating to the campaign
- Build strong relationships with a broad range of stakeholders, including parents, alumni, staff, and donors, inspiring confidence and trust through clear, professional communication



Engagement Management

Lead the planning and delivery of high-quality campaign cultivation and information events, ensuring each is strategically aligned and contributes clearly to campaign momentum and relationship development.

- Shape event objectives, audiences and desired outcomes in collaboration with the school senior leadership team and trustees.
- Brief and support senior leaders and volunteers to ensure confident, consistent and effective engagement with prospects
- Oversee event delivery, ensuring a professional experience for guests and a strong alignment with campaign priorities
- Ensure robust capture of engagement outcomes, feedback and next steps, translating activity into clear follow up actions and progress within the prospect pipeline

Provide strategic and operational support to the campaign's governance and volunteer structures, including:

- Planning, facilitating and servicing meetings
- Working with the Senior Leadership Team to set agendas that drive decision making, accountability and momentum
- Preparing concise briefing materials, progress reports and financial summaries to support effective leadership oversight
- Capturing actions, decisions and follow-up responsibilities, and ensuring these are progressed and monitored between meetings

Campaign Communications

Provide campaign volunteers with appropriate marketing collateral, including brochures, information packs, and gift cards.

- Work closely with the school teams to release regular campaign updates to parents, alumni, and other stakeholders
- Support the development of campaign presentation materials and written communications

Systems & Compliance

- Maintain the campaign database to ensure accurate, up-to-date records
- Ensure all campaign data is managed in line with GDPR and data protection requirements
- Maintain clear and organised documentation to support reporting, stewardship, and audit requirements

General

- Attend required meetings and training sessions
- Support safeguarding and child protection measures and promote the welfare of students
- Follow school policies, practices and procedures
- Be aware of the school's Health & Safety Policy
- In conjunction with all staff of the school, support, promote, and act within the school's data protection policies and practices
- Promote the school's eco-agenda and ensuring all work is carried out with a view to reducing waste and protecting our environment
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy



2. Complete all tasks to the highest possible standard
3. Be punctual and discreet
4. Work on own initiative
5. Report any issues or incidents to your appropriate supervisor
6. Undertake any other duties/reasonable tasks that are within the spirit and the scope of the job purpose and its grading and as directed by the Headteacher
7. Maintain confidentiality regarding matters relating to staff, students and other information related to the operation of the school

The above list is not a definitive guide to the duties associated with the post. The post holder will have the opportunity to develop the role and take on new challenges and is suitable for someone looking to develop their career within a busy school environment.



CAMPAIGN MANAGER

PERSON SPECIFICATION

	<u>Essential</u>	<u>Desirable</u>
Qualifications and experience	Educated to degree level or be able to demonstrate equivalent professional experience Experience in fundraising, marketing and project management Proven ability to plan and deliver projects on time Experience of bid-writing	Experience of managing publications Experience of working in a fast-paced setting and managing priorities effectively
Skills and abilities	Excellent organisational and time management skills A high level of attention to detail and the ability to manage multiple workstreams High levels of numeracy and IT skills Strong written and verbal communication skills A professional and stakeholder focused approach Ability to build positive working relationships with colleagues, parents, volunteers and other stakeholders	Familiarity with Regular Giving, giving days and digital fundraising tools
Personal attributes	Evidence of understanding and sharing the values and vision of Lawrence Sheriff School Proactive and self-motivated Emotionally intelligent Calm, adaptable and resilient	





**Lawrence Sheriff School opens doors
for both students and staff.**

Why not join us?



Lawrence Sheriff School
Clifton Road
Rugby
Warwickshire
CV21 3AG

Telephone: 01788 843700

Email: recruitment@lawrencesheriffschool.com

Website: www.lawrencesheriffschool.net

Instagram: www.instagram.com/lawrencesheriffschool