



JOB DESCRIPTION

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

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

The Charity & Outreach Manager runs the Forest Group's charity, service and outreach programme day to day. Reporting to the Group Director, Co-Curricular & Community, they turn the Group's strategy into a year-round programme for pupils and staff, build lasting partnerships with charities, schools and community organisations, and grow a culture of pupil-led social action. The role supports the school's charitable purpose and public benefit, working closely with the Assistant Heads of Co-Curricular across the Group.

KEY RESPONSIBILITIES:

Strategy and planning

- Help the Group Director shape the Group's strategy for charity, service and outreach, and turn it into an annual programme that fits the school calendar.
- Work with the Assistant Heads Co-Curricular across the Forest Group to coordinate activity, share good practice and develop group-wide initiatives.
- Report regularly to the Group Director on progress, partnerships, upcoming initiatives and impact.

Programme and pupil leadership

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- Plan and deliver a year-round programme of charity, service and community events, including leading the whole-school Service Week.
- Set up and run a clear framework for pupil volunteering and service, so opportunities are well communicated, accessible and properly supported.
- Run and develop the charity and outreach committee for pupils and staff.
- Give pupils growing ownership of projects, helping them identify community needs and plan, deliver and evaluate their own social action.
- Work with academic departments to build service and social responsibility into pupils' wider education, not just one-off events.

Partnerships

- Build and maintain local, national and international partnerships with charities, community organisations and schools that benefit both sides, acting as the school's ambassador for this work.
- Contribute to proposals for new community programmes and programmes which help support the admissions pathways into the Forest Group, such as a possible Forest Summer School.

Alumni and development

- Work with the MAD team to involve alumni (Old Foresters) as volunteers, mentors, speakers and partners in service and outreach projects.
- Help identify alumni and parents with links to charities, businesses or community organisations who could become partners or support the programme.
- Share partnership and impact stories with the MAD team to support bursary, community and fundraising campaigns, following agreed processes for contacting donors.
- Agree a joint calendar with the Executive and MAD Teams so pupil charity fundraising, school appeals and alumni events complement rather than compete with each other.
- Keep records of alumni and partner involvement up to date in the school's database, in line with data protection requirements.

Governance, safeguarding and impact

- Make sure charitable activity is well governed, documented and in line with the school's charitable status and public benefit reporting.
- Make sure off-site and partner activities are risk-assessed and meet the school's safeguarding requirements.
- Keep accurate records of partnerships, initiatives and pupil participation, and measure impact to guide future planning.
- Work with Communications and Marketing, and with pastoral and admissions colleagues, to share and celebrate the school's community impact.

PERSON SPECIFICATION:

Essential

- Experience of planning and delivering programmes or events with young people, schools or community organisations.
- A track record of building and keeping good relationships with external partners.
- Strong organisation and project management, with the ability to run several initiatives across more than one site.
- Confident, clear communicator with pupils, staff, parents and external organisations.
- Sound understanding of safeguarding when working with young people and external partners.

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- Able to record, evaluate and report on impact.
- Willing to work occasional evenings and weekends.

Desirable

- Experience of working in a school, in a teaching or support role.
- Knowledge of the charity sector, public benefit and Charity Commission expectations.
- Experience of running pupil leadership, volunteering or service programmes.
- Experience of fundraising, grant applications or working with alumni or a development office.

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

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Health and Safety

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Absence Managers as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

TERMS OF EMPLOYMENT

Category	Details
Contract Type	Full-time
Working Hours	Term time hours: 08:00 - 17:00, Monday – Friday. School holidays: 08:30 – 15:30, 5 weeks per year
Additional Details	In addition, and as part of your contracted hours, you will be required to attend Open Day, Information and Welcome Mornings, Entrance Examinations and Commemoration Day (all Saturdays) as well as some evening events. School Office staff will also be required to be in attendance on the day before, and the day of, the A level and GCSE results as well as the last week of the summer holidays. Please note that time off in lieu and additional payment will not be made for these days.

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	• Requirements to work occasional weekends and evenings for school events. • The post holder will be expected to attend Open Morning and all staff InSET and Admissions days. • Support staff are enrolled into a defined contribution scheme. • Staff are required to make a minimum contribution into the scheme, amounting to 5%. The school will make a graduated employer contribution, • based on length of service. • Free lunches during term time and when working during the school holidays. Refreshments available in the Common Room throughout the day. • Discounted membership of the Sylvestrian Leisure Centre. • Assistance obtaining a parking permit. • Employer death in service benefit • Support with extensive CPD opportunities
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