FOREST SCHOOL

PERSON SPECIFICATION

JOB TITLE	Community and External Relations Manager
DEPARTMENT	Marketing and Admissions
SECTION	Forest Group
LINE MANAGER	Director of Marketing and Admissions

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 children and young people.	√	
Understanding of community engagement, outreach and partnership development.	√	
Knowledge of the education sector and the role schools play within their local communities.	√	
Strong relationship-building, networking and influencing skills.	√	
Ability to analyse information, evaluate outcomes and produce clear reports and recommendations.	√	
Proven experience of building, developing and maintaining effective relationships with a range of external stakeholders and partner organisations.	√	
Experience of planning, coordinating and delivering programmes, projects or events involving young people, schools or community organisations.	√	
Strong relationship-building, networking and influencing skills.	√	
Excellent organisational and project management skills.	√	
Understanding of independent school environments and public benefit delivery.		√
Experience of working within a school setting in either a teaching or support role.		√
Professional qualification in Community Development, Education, Public Relations, Marketing, Charity Management, Youth Work or a related field.		√
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.	√	

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

Highly effective written and verbal communication skills, with the ability to engage confidently with pupils, staff, parents, alumni and external organisations.	√	
Experience of managing multiple projects simultaneously and delivering outcomes to deadlines.	√	
KEY COMPETENCIES:		
Organised, positive, proactive	√	
Friendly and approachable	√	
Flexible and can do	√	
Knowledgeable about the local area and opportunities and challenges	√	
Knowledge of the Forest community		√
Knowledge of Forest Group of Schools		√

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