



# The HENRY BEAUFORT School

*At The Henry Beaufort School, there are no limitations to success.*

<mailto:admin@beaufort.hants.sch.uk>

[www.beaufort.hants.sch.uk](http://www.beaufort.hants.sch.uk)

Priors Dean Road  
Harestock  
Winchester  
Hampshire  
SO22 6JJ  
01962880073

## Community Development Officer, Winchester.

**APPLY BY:** Monday 13<sup>th</sup> April 2026 by 12pm  
**INTERVIEWS:** Thursday 23<sup>rd</sup> April 2026  
**LOCATION:** Winchester, Hampshire  
**CONTRACT TYPE:** Full time - 37 hours per week 8.30 to 4.30 Monday to Thursday 8.30 to 4.00  
Friday - Term time + 5 weeks (44 weeks) - Permanent  
**SALARY:** Grade C £25,186 - £26,244 FTE (£24,304 - £25,325 actual salary) depending on experience and qualifications.

The Henry Beaufort School is dedicated to fostering strong relationships with alumni, parents, and the wider community to support the school's values and growth. Our purpose is to secure income streams through:

- fundraising initiatives, sponsorship and advertising opportunities
- developing our community lettings programme to ensure the continued enhancement of educational and leisure programmes for the wider community.
- developing Alumni relations and relationships with local businesses.

We are looking for an enthusiastic, approachable professional to join our team. You will need to be able to think strategically to develop opportunities; building strong relationships which benefit the school, its students and our community.

Essential skills:

- Good GCSE grades (including English and Mathematics at grade C/4 or above)
- The ability to be flexible with the hours worked.
- To have excellent administrative and organisational skills
- To have excellent ICT skills
- An ability to use initiative, be self-motivated and work under pressure
- Good interpersonal and communication skills
- A good sense of humour and the ability to work as part of a team
- The ability to see opportunity and to think outside the box.

Desirable skills:

- Experience of working in a fast-paced education setting
- Experience of relationship management and/or experience of sales or marketing
- Experience of line management and managing other people's workload
- Advanced Microsoft Word skills and knowledge of management information systems and databases

**This is an excellent opportunity to join a very successful secondary school where students thrive academically and culturally.**

## Benefits

- ✓ On site nursery available
- ✓ Free on-site parking
- ✓ Local Government pension scheme
- ✓ Become part of a supportive and sociable team
- ✓ We provide staff with a range of free access to Education Mutual benefits to support well being

## Roles and responsibilities

Develop and sustain funding generation through sponsorship, advertising and philanthropic giving to secure a sustainable income stream to support educational experiences for our students.

- Review the schools' current lettings, alumni and business offer with a view to improving the customer experience.
- Develop and maintain a database of key stakeholders and partners wishing to engage with the school
- Promote the school, its ethos and reputation to inspire community links to engage with the school
- Develop a suite of opportunities for investment in the school and engagement in education and development opportunities.
- Prepare and draft key fundraising communications and related literature, both in print and online, in collaboration with colleagues.
- Liaise with current community users to understand customer satisfaction and potential for further investment to the school
- In conjunction with the Social Media coordinator write articles and contribute to PR and social media posts that demonstrate the impact of donations that encourages further sponsorship for student activities at The Henry Beaufort School
- Organise engagement events as required, occasionally on evenings, weekends and the school holidays
- Establish positive and professional working relationships with other departments within school to ensure that the work of the Community Development Officer is well-received and understood
- Generating financial and engagement reports, as required, for the Senior Leadership Team and the Governing Body.

Please visit our website [www.beaufort.hants.sch.uk](http://www.beaufort.hants.sch.uk) for further details and an application form.

If you wish to make an informal enquiry or arrange a visit, please contact the school on 01962 880073.

To apply: Applications should be made to the Headteacher. To apply please complete an application form, available from our website <https://www.beaufort.hants.sch.uk/join-us/job-vacancies/> and return to [recruitment@staff.beaufort.hants.sch.uk](mailto:recruitment@staff.beaufort.hants.sch.uk) or please complete an application via TES quick apply [here](#)

The school is committed to safeguarding children and promoting their welfare. All successful candidates will be subject to a Disclosure and Barring Service check along with other relevant pre-employment checks. Including an online search for all shortlisted candidates. All Candidates shortlisted for interview will be subject to an online profile search in line with keeping children safe in education (KCSIE) recommendations.

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## **JOB DESCRIPTION**

### **COMMUNITY DEVELOPMENT OFFICER**

Department: Professional Services

Reports to: School Bursar

Responsible to: Headteacher

### JOB DESCRIPTION

The Henry Beaufort School is dedicated to fostering strong relationships with alumni, parents, and the wider community to support the school's values and growth. Our purpose is to secure income streams through:

- fundraising initiatives, sponsorship and advertising opportunities
- developing our community lettings programme to ensure the continued enhancement of educational and leisure programmes for the wider community.

### Summary of the Role:

Develop and sustain after school, weekend and holiday community programmes to maximise the income from school facilities.

Develop and sustain funding generation through sponsorship, advertising and philanthropic giving to secure a sustainable income stream to support educational experiences for our students. This will involve researching and engaging with prospective key partners as part of the school's income generation and engagement strategy.

### Main Duties and Responsibilities:

- Fundraising and income generation through bid writing and developing business and alumni relationships
- Developing opportunities for sponsorship, business promotion and advertising and engagement opportunities to enable partners and stakeholders to ensure consistent and impactful ways to contribute to the school.
- Expand the School's community, lettings and business network to ensure that partners remain connected to, and feel valued by, the school and are aware of the impact of their support
- Line Management responsibility for the community and lettings administration assistant.
- Develop and Maintain database of key stakeholders and partners to enable regular and sustained engagement with the school and our student activities
- Effectively manage the donor database, ensuring that donor records are maintained and updated in an accurate and timely manner
- Working closely with the Finance Team, ensuring the swift and accurate processing and acknowledgement of all philanthropic gifts, sponsorship and grants.
- Ensure that alumni interactions and other key information is captured appropriately
- Establishing and building relationships with the local community, particularly alumni, former parents and former stakeholders
- Preparing and drafting key fundraising communications and related literature, both in print and online, in collaboration with other team members
- In conjunction with the Social Media coordinator write articles and contribute to PR and social media posts that demonstrate the impact of donations that encourage further sponsorship for student activities at The Henry Beaufort School
- Organising engagement events as required, occasionally in evenings, weekends and the school holidays
- Lead on procurement processes, managing lettings, conducting due diligence, benchmarking and evaluating impact of lettings, negotiating new lettings and ensuring value for money

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- Generating financial and engagement reports as required for the Senior Leadership Team and the Governing Body.
- Establishing positive and professional working relationships with other departments within school to ensure that the work of the Community Development Officer is well received and understood

Other Duties and Responsibilities:

- Adherence to the General Data Protection Regulations.
- Promoting and safeguarding the welfare of children and young people for whom the post holder is responsible, or with whom they come into contact.
- Other Ad-hoc duties as required
- Note: An Enhanced DBS check is a requirement of this role

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