

Development and Communications Manager

The details

Role:	Development and Communications Manager
Place of work:	Catch22 Head Office, 27 Pear Tree St, London / Remote working
Hours of work:	37 Hours per week
Salary:	£40,258 – 45,000
Reports to:	Head of LPT Talent and Professional Development
Level of screening:	Enhanced DBS

About Lighthouse Pedagogy Trust

Lighthouse Pedagogy Trust is a charity creating life-changing, education-focused children's homes to ensure that children in care have the same opportunities as everyone else. We believe that children growing up in residential care should go on to achieve great things and lead fulfilling lives. We believe that social pedagogy, a focus on education, people and place is the best approach to supporting young people.

Our first children's home, opened in February 2022, is an award-winning building that has set a new standard for UK children's homes. You can learn more about the home and even take a virtual tour [on our website](#).

As we continue to grow, we're excited to welcome new team members who are passionate about our mission. We're in the process of acquiring a property for our second children's home this summer, so you will be joining our team at an exciting stage in our development and you'll have the opportunity to play a pivotal role in our expansion.

The Lighthouse Pedagogy Trust team is driven by a shared commitment to creating empowering places where everyone has the opportunity to grow and learn. We follow our key values of Compassion, Play, Difference, Empowerment, Curiosity and Commitment.

Difference is one of our core values, and we strive to take the broadest possible view of diversity. We value people from all backgrounds – by this we mean ethnicity, gender, age, and any other visible or invisible quality that makes you unique. We welcome that every person brings their own perspective and experience to our children's homes, to contribute to our vision.

Lighthouse Pedagogy Trust is a charity that sits within the Catch22 group of organisations, running independently on a day-to-day basis.

Your role

As the Development and Communications Manager, you'll face a range of exciting challenges every day. You will be driving the growth of our organization by overseeing our fundraising efforts, building strong relationships with grant funders, and drafting compelling applications. You will also be responsible for managing our internal and external communications, as well as leading our impact reporting to ensure that we stay on track towards our mission.

In addition to these responsibilities, you will support the Head of LPT Talent and Professional Development with recruitment, training, and development activities for our children's homes. You will also act as an administrator for our governance committees, ensuring that Lighthouse Pedagogy Trust adheres to good governance practices.

You will be joining a small, but dynamic and driven team that is committed to making a difference. We have a fun and hard-working culture, and you will enjoy the benefits of being part of Catch22, a well-established charity, while still working in a small startup environment.

About you

We are looking for an enthusiastic team player who is committed to our organisation's growth, goals and values.

As a skilled problem solver and self-starter, you can think fast on your feet and lead projects independently, producing high-quality documents and outcomes. You should have experience in managing projects from start to finish and working with a diverse range of internal and external stakeholders. You will need to be organised, proactive and focused on finding solutions.

Flexibility and the ability to handle various tasks and competing demands are essential, along with strong written and verbal communication skills. You must be able to work in a fast-paced environment that is people-oriented and be able to adapt as the organisation's needs evolve over time.

Roles and responsibilities

Funding

- Research trusts and foundations and identify eligible grants to apply to.
- Draft compelling funding applications, ensuring applications adhere to the requirements set by funders and are submitted on time.
- Manage relationships with our existing funders and build relationships with new funders.
- Organise events and activities to engage funders in our work.
- Be responsible for correspondence with funders, including preparing and sending reports, updates and data to our funders.

- Work with the Assistant Director of Strategy and Operations to ensure that we submit accurate financial information in funding applications and to external stakeholders.
- Monitor the progress of grant applications and provide timely updates to the management team.
- Manage our funding pipeline on Salesforce.
- Contribute to our grant and social investment strategy and participate in planning meetings to input into forecasting and budgeting.
- Plan and organise fundraising activities and events.

Communications

- Develop and deliver a stakeholder strategy for engaging key stakeholders, including funders, commissioners and other agencies.
- Develop and update the external communications plan for the organisation.
- Lead external communications delivery including press, branding and social media platforms, in line with our organisation voice and values.
- Work with our website developer to develop, maintain, and update the Lighthouse Pedagogy Trust website, including producing web content, in line with our organisational voice and values.
- Regularly review our branded resources to ensure accuracy and consistency.
- Regularly review internal communications across Lighthouse Pedagogy Trust and lead projects to improve internal communication.

Training, development and recruitment support

- Support the Head of LPT Talent and Professional Development with the training and development needs of Lighthouse Pedagogy Trust.
- Support the management of our children's homes with reviewing and revising training and development resources.
- Provide administrative support during recruitment campaigns and events.
- Manage and update the staff training log.
- Manage our recruitment mailbox and respond to queries.

Governance

- In conjunction with the Director and Chair, prepare the agenda, progress reports and papers for Lighthouse Project Forum meetings.
- Act as administrator for the Project Forum, arranging and attending meetings, taking minutes and supporting the Chair and Director as required.
- Book governance meetings, draft agendas and prepare papers for meetings.
- Communicate with attendees and provide information as required.
- Be responsible for updating the governance documents of the Lighthouse Project Forum and Lighthouse Pedagogy Trust (CIO).
- Liaise with other governance bodies where required e.g. Lighthouse Pedagogy Trust CIO, Catch22 Trustee Board.
- Support the recruitment, induction, onboarding and offboarding of Forum members.

Impact

- Lead the implementation of the impact framework for our children's homes to identify and monitor the strengths and successes of children.

- Advise and work collaboratively with others across Lighthouse Pedagogy Trust to gather data from our recording systems and databases for impact analysis.
- Codify and share Lighthouse Pedagogy Trust learning with other organisations.
- Stay up to date with developments in the sector and share these with staff.
- Create timely, accurate and high-quality impact reports and briefings for presentation to external stakeholders.
- Work with the Lighthouse Pedagogy Trust team to ensure insights are used to inform our strategy and decision-making.

Support wider projects

- Lead on additional projects as required to support the organisations strategy and development plans, such as projects related to the opening of new children's homes
- Collaborate with colleagues to define project objectives, deliverables, timelines, and resource requirements.
- Develop and execute project plans, coordinate activities, and monitor the progress of projects.

Working for Lighthouse Pedagogy Trust

- Demonstrate integrity by promoting Lighthouse Pedagogy Trust and Catch22's Equality and Diversity policy in all aspects of your work and actively challenge discriminatory and/or unethical practice.
- Promote and implement all of Lighthouse Pedagogy Trust and Catch22 policies and procedures, within the relevant legislative and regulatory frameworks, including reporting to a line manager, or other appropriate person, malpractice, safeguarding concerns or evidence which may suggest it.

The duties as outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the service, or as may be requested by your manager.

Safer Recruitment

At Lighthouse Pedagogy Trust we are committed to safeguarding all children and young people in our care. As part of our recruitment process, we conduct rigorous checks and vetting of all applicants in line with legal and regulatory requirements, and best practice.

This post is subject to an enhanced Disclosure and Barring Service (police records) check, including overseas police checks where necessary. Please note that this post is exempt from the limitations of the Rehabilitation of Offenders Act, and as such all previous cautions and convictions will need to be disclosed as part of any application.

For further information about the process please go to: <https://www.gov.uk/dbs-check-applicant-criminal-record>

Development and Communications Manager: Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	Level 4/5 Qualification	<ul style="list-style-type: none"> Relevant qualifications such as project management 	Application
KNOWLEDGE/ EXPERIENCE	<ul style="list-style-type: none"> Proven experience writing in varied styles for varied audiences Experience working with a diverse range of stakeholders, internal and external, across an organisation Experience managing projects and delivering to tight deadlines, often with competing demands Experience performing in a fast-paced environment Experience sharing complex information to a variety of stakeholders and showing leadership Experience writing bids, and developing and maintaining funder relationships An understanding of diversity and a commitment to working to create equality, challenge discrimination, respect human rights and create inclusive environments 	<ul style="list-style-type: none"> Experience working in raising funding from trusts, foundations and high-net-worth individuals An understanding of the national/local policy environment relating to children's residential care Experience evaluating projects 	Application Interview
SKILLS & ABILITIES	<ul style="list-style-type: none"> Well organised with an ability to organise time effectively, project manage others, set goals and develop systems for achieving them Strong written and verbal communication skills Ability to work flexibly in an evolving environment Great team working and collaboration skills as part of a small or large team 	<ul style="list-style-type: none"> Relationship management and influencing skills to support the growth of Lighthouse Pedagogy Trust 	Application Interview

	<ul style="list-style-type: none"> • A highly skilled problem solver that is able to think fast on your feet • Skilled at being a self-starter, lead projects independently and manage resources that are not in direct line management • Ability to manage competing priorities • The ability to be reflective and learn from challenging experiences • Strong IT skills 		
OTHER		<ul style="list-style-type: none"> • An interest in innovative approaches to children's residential care 	Application Interview