

# Hills Road Sixth Form College

**Appointment of:** Development Coordinator

**Location:** Cambridge



Shape  
the  
future



Hills Road  
Sixth Form College  
Cambridge



## Welcome from the Principal

Thank you for your interest in Hills Road Sixth Form College and in this post. We really hope that the information in this booklet will support you in making an application to our College and will provide all you need for deciding whether we're right for your next career step. We hope we are!

Choosing an institution where you find a fit in terms of ethos and values is hugely important. Hills Road Sixth Form College enjoys a strong national reputation, having topped Sixth Form College performance league tables for many years. But that doesn't make us complacent. We still want to improve the ways in which we work with young people to get the best for them and from them, whatever that might take.

We are therefore looking for a colleague to join us who shares that drive and wants to ensure that the department they are joining continues to achieve excellent outcomes. Everything we achieve relies on the quality and commitment of our staff team, whatever their role in the College, and we are keen to recruit colleagues for whom excellence comes as standard. Excellence is one of our six core staff values, together with Kindness, Integrity, Diversity, Respect and Community. We want you to know that you will be joining a diverse, welcoming community where you will continue to grow professionally. We are lucky to have colleagues here who are not only committed to our values but also to young people and the potential within each one of them to be brilliant at something they've not yet tried.

As a busy, vibrant community with around 2,900 young people, there's always a great deal going on and lots to be part of and take part in. Extra-curricular opportunities abound and we hope you will want to get involved with the extraordinary range of activities that is on offer. We have an on-site sports centre, including a fully equipped gym, plus squash and tennis courts, to which all staff colleagues have free membership, and our staff wellbeing programme includes access to on-site talking therapy, fitness and relaxation sessions. If you would like to talk through a prospective application or to explore the College's ethos and values a little more, please don't hesitate to make contact for an informal chat.

Finally, I do appreciate the time commitment involved in completing a job application and, if you do decide to apply, can I thank you for the investment of time you have chosen to make. Whatever the outcome, can I wish you all the very best with your future career, wherever that may be.

With very best wishes

Jo Trump  
Principal

## Development Coordinator

Fixed term until February 2027

Part time – 22.5 hours per week

Support Staff Spine Point 16 (£33,232 FTE): £20,208 per annum pro rata

Hills Road Sixth Form College is looking for a proactive and versatile Development Coordinator to support the Development Director in fundraising for the College.

The Development office was established in February 2025 in order to raise funds for facilities and activities which are over and above what is possible through state funding alone. The Development Director has begun building relationships with alumni, parents, companies and Trusts/Foundations and this is a fantastic opportunity to join the team in a new role in order to further grow fundraising for the College.

We offer a wide range of competitive benefits including a generous pension scheme, free use of the College sporting facilities, free on-site parking, cycle to work scheme, discounted local train travel, as well as discounts on all our Adult Education courses.

The College is committed to carefully considering all flexible working requests. For this role in particular, we are open to discussing the possibility of a term-time only contract, and flexible working days. Please wait until the job offer stage before asking us about flexibility, and we will explore what would work best in this role.

**Closing date:** Monday 8<sup>th</sup> December 2025 at 9am

**Interviews:** Thursday 18<sup>th</sup> December 2025

Details and an application form for the above post may be obtained from our website [www.hillsroad.ac.uk](http://www.hillsroad.ac.uk)

The College is committed to safeguarding and promoting the welfare of its students and staff and expects all members of the College community, volunteers and visitors to share this commitment. The College actively promotes equality and diversity and welcomes applications from all sections of the community.

# Information for applicants

## The Post

This is an exciting time to be joining Hills Road Sixth Form College and working alongside the Development Director as we establish fundraising for the College.

Since the Development Director joined the College in February 2025, significant groundwork has been undertaken to establish firm foundations for fundraising. The new Development Coordinator is now needed to provide a supportive role as we grow fundraising across a range of income streams.

The Development Coordinator position will be varied, ranging from managing our database and reporting to funders, to creating content for our alumni website. The Development Coordinator will also take responsibility for organising reunion events for alumni.

This is a great opportunity for someone with a can-do approach and existing administrative and/or events experience to begin a career in fundraising, or for someone already working in fundraising to broaden their experience through supporting a range of income streams.

## The Department

The new Development Coordinator role will report to the Development Director to make a team of two in the Development Office. The Development team is part of the Finance team.

Please do not hesitate to contact me if you have any queries that I can help with regarding any details of the post or person specification. My email contact details are below.

I should like to thank you in advance for your interest in this post and in our College. We hope very much that you will be interested in joining us.

Liz Brinsdon  
Development Director  
[lbrinsdon@hillsroad.ac.uk](mailto:lbrinsdon@hillsroad.ac.uk)

## Job Description

### Development Coordinator at Hills Road Sixth Form College

Purpose: Support the Development Director in delivering the College's fundraising and engagement strategy.

Reports to: Development Director

## Main Accountabilities:

### Administrative support

- Maintain and update donor database, ensuring accurate records of interactions, pledges, and contributions
- Support the preparation of bespoke fundraising proposals, presentations, and reports for prospective donors and sponsors
- Support the preparation of thank you letters and donor/funder updates and reports
- Monitor fundraising performance and engagement metrics to inform strategy
- Support budget tracking and financial reconciliation for fundraising activities
- Assist with the preparation of reports for governors, funders, and other stakeholders.
- Ensure all fundraising activities comply with GDPR, charity law, and ethical fundraising standards.

### Event co-ordination

- Co-ordinate donor and alumni events including reunions
- Liaise with internal teams and external suppliers to ensure smooth event logistics and impactful experiences
- Track event outcomes and gather feedback to inform future planning.

### Marketing and communications

- Create a programme of engaging content for the alumni website and social media
- Help develop storytelling assets that showcase the impact of giving and the College's strategic vision
- Take responsibility for administering website and moderating alumni content as required
- Assist with the production of regular e-mail newsletters for alumni.

### General

- Respond to donor and alumni enquiries with professionalism and warmth, reflecting the College's ethos.

### Accountabilities that relate to all staff at the College

- To demonstrate behaviour and values consistent with the person specification for this role
- To promote equality of opportunity in accordance with the College's Equality and Diversity Statement
- To comply with all College policies and procedures, this includes those where each member of staff has an individual duty to act and for which the College can be held vicariously responsible for the actions of its employees:
  - equality and diversity
  - safeguarding the welfare of children
  - health and safety

## Person Specification for Development Coordinator

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> <li>• Three A-levels or equivalent</li> </ul>	
Experience and aptitude	<ul style="list-style-type: none"> <li>• At least 2 years' experience in an administrative or events role.</li> <li>• Excellent communication skills, both written and spoken.</li> <li>• High attention to detail and accuracy.</li> <li>• Proficiency in Microsoft Office and CRM/databases.</li> <li>• A proactive, can-do attitude with the ability to work independently and as part of a team.</li> <li>• A genuine interest in education, fundraising and stakeholder engagement.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 1 year's experience in a fundraising or development team.</li> <li>• Experience of the charity or non-profit sector.</li> <li>• Familiarity with fundraising regulations and best practice</li> <li>• Creative flair for storytelling and content creation.</li> </ul>

In addition, the successful candidate will demonstrate, or have potential to develop, strengths in the following areas. Evidence will be established from the application form, CV, covering letter, references, the interview or a combination of these.

<p>Skills and Ability</p>	<ul style="list-style-type: none"> <li>• A commitment to the highest levels of customer service for all stakeholders.</li> <li>• Excellent written and spoken communication skills.</li> <li>• Confidence with Microsoft Excel and an understanding of the importance of data accuracy for systems and processes.</li> <li>• Willingness and ability to quality check own work.</li> <li>• Excellent interpersonal skills and a demonstrated respect for colleagues at all levels of the College.</li> <li>• Ability to think innovatively about how programmes and processes delivered by the <b>Development</b> team could evolve to meet the needs of the College.</li> </ul>
<p>Organisation</p>	<ul style="list-style-type: none"> <li>• Ability to work independently, manage own workload, prioritise and to use initiative.</li> <li>• Willingness to work with established organisation tools (planners, filing systems, etc.) but open to making suggestions for improvements.</li> <li>• Understanding of the importance of agreed deadlines and shared workload, and the ability to communicate openly about progress.</li> </ul>
<p>Disposition and Approach</p>	<ul style="list-style-type: none"> <li>• Commitment to a collaborative approach to working with colleagues.</li> <li>• A calm, focused approach to workload, even under pressure.</li> <li>• The willingness to communicate issues or challenges openly and honestly.</li> <li>• The ability to bring a solutions-based outlook to problems and challenges.</li> <li>• The understanding that confidential and sensitive matters must be dealt with empathetically and discreetly.</li> <li>• A highly developed sense of personal responsibility and a willingness to reflect and re-assess when necessary.</li> </ul>
<p>Focus on Quality</p>	<ul style="list-style-type: none"> <li>• Commitment to continuous improvement and willingness to attend appropriate training and development events.</li> <li>• Commitment to the aims and values of the College Strategic Plan.</li> </ul>

## How to Apply

### Applicants are asked to do the following:

- complete the online Hills Road Sixth Form College application form (Part 1)
- complete the online equality and diversity monitoring form (Part 2)
- write a supporting statement of application
- supply a brief CV

The online application forms (Parts 1 and 2) are available on the College's webpage for this vacancy. When completing Part 1, you will have the opportunity to upload your CV and provide a Supporting Statement of Application. Once you have submitted Part 1, you should then proceed to Part 2 (Equality and Diversity Monitoring form). All documents should be submitted by 9am on Monday 8<sup>th</sup> December 2025.

Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by Thursday 18<sup>th</sup> December, then unfortunately your application has not been successful.

### **Interviews will be held on Thursday 18<sup>th</sup> December 2025.**

Hills Road Sixth Form College will base its decision as to whether to invite you for interview solely on the details provided on your application and how well they match the criteria for this post.

In accordance with Home Office guidance, successful candidates will be required to evidence their right to work in the UK before commencement of employment. The successful candidate therefore must be able to demonstrate their right to work during the recruitment process.

Hills Road Sixth Form College is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit, irrespective of race, religion, sex, disability or age. You are not obliged to complete the equal opportunities monitoring form, but any information given will help us to monitor the effectiveness of our equality and diversity policy.

If you have a disability, you are invited to request any special arrangements you may require for interview, or any adjustments you may anticipate would be needed in your working arrangements, by contacting the Human Resources Team on 01223 278063 (direct line). Further information about accessibility to the site can be found on our website under 'Equality and Diversity/Site Plan' and also from 'AccessAble: [www.accessable.co.uk](http://www.accessable.co.uk).

Thank you for your interest in this post and in the College. We do hope that you will decide to apply, and we should like to thank you in advance for taking the time and trouble to do so. For more information about working life at the College, please go to our website <http://www.hillsroad.ac.uk>

Human Resources



**Shaping the future through opportunity, quality and achievement**



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