

## Community Fundraising Officer

**Location:** 89 Addison Road, London, W14 8BZ, and other Trust sites across London

**Contract Type:** Full time, all year round

**Salary:** £31,980-£33,870

**Start Date:** 10<sup>th</sup> August 2026

The Saint John Southworth Catholic Academy Trust is seeking an ambitious early-career professional with excellent organisational skills and a strong interest in community fundraising to join our Development Team as a **Community Fundraiser Officer**. This is a fantastic opportunity to build and nurture the Trust's fundraising and engagement goals.

### About the Role

Working closely with the Development Manager and the Development Director, you will play a key role in strengthening relationships with the schools' communities, supporting fundraising initiatives and delivering engaging communications and events that foster lifelong connections with the Trust and its schools.

### Key Responsibilities

- Build meaningful relationships across school communities and alumni networks, bringing people together and inspiring them to support the Trust's vision
- Lead creative fundraising and engagement initiatives, from community campaigns to reunions and events, helping to drive a vibrant culture of giving
- Boost the Trust's growth and sustainability by supporting data-driven fundraising, managing donor stewardship, maintaining accurate customer relationship management (CRM) records and contributing to strong grant proposals

### What We Are Looking For

The ideal candidate will be:

- A confident communicator with excellent interpersonal and writing skills who can engage a vast range of stakeholders
- Experienced in relationship management, fundraising or engagement
- Organised, detail-oriented and able to manage multiple projects simultaneously
- Skilled in using CRM systems and digital communication tools
- Passionate about education and community building
- A team player with a proactive and positive approach

### About the Trust

The Saint John Southworth Catholic Academy Trust is a growing family of Catholic schools (primary, secondary and post-16), a registered charity and a trading company committed to providing an outstanding education rooted in faith, aspiration and service.

Our Shared Services Team provides high-quality professional and operational support across the Trust, enabling schools to focus on teaching, learning and pastoral care.

### **What We Offer**

- A supportive and collaborative working environment
- Opportunities for training and development to help you grow in your career
- The chance to contribute to a trust committed to delivering high-quality education and supporting staff wellbeing
- Hybrid working during school holidays
- Access to the Local Government Pension Scheme and generous holiday entitlement

### **How to Apply**

For further details on the role, please view the Job Description and Person Specification via <https://www.sjscat.co.uk/Vacancies/> or visit our [website](#) to find out more about us.

To apply for this role, please complete the application forms available on our Vacancies webpage. Applications should be sent via email to [hrteam@sjscat.co.uk](mailto:hrteam@sjscat.co.uk).

**Closing Date: 5pm on 21<sup>st</sup> May 2026**

**Shortlisting Date: 22<sup>nd</sup> May 2026**

**Interviews: Week commencing 1<sup>st</sup> June 2026**

The Saint John Southworth Catholic Academy Trust is committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!