



## **Schools, Community & Impact Manager**

### **MCKS Charitable Foundation UK**

**Location:** UK-based / Remote (with travel to schools and events)

**Salary:** £40,000 – £45,000 depending on experience

**Contract:** Full-time

**Reports to:** Strategic Development Lead

**Works closely with:** Corporate Partnerships & Fundraising Manager

### **About MCKS Charitable Foundation UK**

MCKS Charitable Foundation supports children and families experiencing food insecurity through school pantry programmes and breakfast clubs.

Working directly with schools, we provide structured food support that helps families access essential pantry items while ensuring children start the school day nourished and ready to learn.

The charity currently supports approximately 180 schools across the UK and is entering an exciting phase of growth with plans to expand to 500+ schools nationally.

To support this next stage of development, we are recruiting our first two core roles:

- 🕒 Corporate Partnerships & Fundraising Manager
- 🕒 Schools, Community & Impact Manager

These roles will work closely together to build a sustainable, evidence-driven programme that can scale nationally.

### **About the Role**

The Schools, Community & Impact Manager will play a central role in strengthening relationships with partner schools, gathering and communicating programme impact, and supporting community fundraising and engagement.

This role sits at the heart of the organisation's work. It ensures we understand the difference our support is making, share best practice across schools, and generate the stories and evidence needed to grow our fundraising and reach more children and families.

The postholder will work closely with the Corporate Partnerships & Fundraising Manager to ensure strong impact data, case studies and school engagement underpin the charity's fundraising activity.

This is a hands-on role within a small but ambitious charity, requiring someone who is proactive, confident, and able to work independently.

### **Key Responsibilities**

#### **1. School Relationship Management**

- 🕒 Act as the main relationship lead for the charity's network of partner schools.

- 🕒 Maintain regular contact with schools to support their participation in the pantry and breakfast club programmes.
- 🕒 Lead the onboarding of new schools into the programme, ensuring a consistent and high-quality setup experience.
- 🕒 Build strong, positive relationships with headteachers, DSLs, pastoral teams and admin staff.
- 🕒 Identify schools with particularly strong models and share best practice across the network.
- 🕒 Support schools to overcome challenges and improve the reach and effectiveness of their pantry provision.

## **2. Impact Data, Reporting & Storytelling**

- 🕒 Collect and analyse programme data from schools to understand how support is being used.
- 🕒 Track the number of pupils and families supported through each school.
- 🕒 Identify trends, challenges and insights across the network.
- 🕒 Develop high-quality impact reports, case studies and stories demonstrating the difference the programme is making.
- 🕒 Provide impact evidence and stories to support corporate partnerships, trust applications and fundraising campaigns.
- 🕒 Work with schools to identify families or staff willing to share anonymised experiences.

## **3. Programme Insight & Best Practice**

- 🕒 Analyse how schools are using the programme and identify examples of effective practice.
- 🕒 Support the development of a tiered funding model based on the number of pupils and families supported.
- 🕒 Use programme data and insight to help inform funding allocation decisions and prioritisation across schools.
- 🕒 Help identify where additional support, guidance or resources may be needed.
- 🕒 Share successful approaches between schools to strengthen the overall programme.
- 🕒 Contribute insights to programme strategy and future development.

## **4. Community Engagement & Fundraising**

- 🕒 Encourage and support schools to participate in community fundraising activities.
- 🕒 Develop simple fundraising initiatives that schools and local communities can take part in.
- 🕒 Provide toolkits, templates and guidance to help schools raise funds for their own pantry provision.

- 🕒 Work with schools to build greater awareness of the programme within their communities.
- 🕒 Collaborate with the Corporate Partnerships & Fundraising Manager to support fundraising campaigns and appeals.

## **5. Challenge Events & Supporter Stewardship**

- 🕒 Support the charity's major challenge events (e.g. London Marathon, Paris Marathon, Three Peaks Challenge).
- 🕒 Help steward participants, gather stories and support communications before and after events.
- 🕒 Assist with thank-you processes, impact updates and supporter engagement.

## **6. CRM & Programme Systems**

- 🕒 Take ownership of school data within the charity's CRM, ensuring accuracy, consistency and usability for reporting and fundraising.
- 🕒 Support the development of simple, scalable reporting processes for schools.
- 🕒 Ensure data is recorded consistently and can be used effectively across the organisation.

## **7. Programme Development**

- 🕒 Contribute ideas and insights to support the ongoing development of the programme.
- 🕒 Provide feedback from schools to help shape future strategy and delivery.
- 🕒 Support the charity's ambition to expand the school network nationally.

## **Person Specification**

### **Experience**

- 🕒 Experience working with schools, community organisations or charities.
- 🕒 Experience managing partnerships or stakeholder relationships.
- 🕒 Experience gathering and reporting programme data or impact.
- 🕒 Experience writing case studies, reports or impact communications.

### **Skills & Knowledge**

- 🕒 Strong relationship-building and communication skills.
- 🕒 Ability to analyse data and identify meaningful insights.
- 🕒 Excellent organisational skills with the ability to manage multiple relationships.
- 🕒 Strong written communication skills for reports and impact storytelling.
- 🕒 Ability to work collaboratively within a small team environment.
- 🕒 Confident engaging with senior school staff and community stakeholders.

### **Personal Qualities**

- 🕒 Passion for supporting children, families and communities.
- 🕒 A proactive, solution-focused approach.
- 🕒 Ability to work independently while contributing to a collaborative team.
- 🕒 Strong attention to detail and commitment to high-quality work.
- 🕒 Warm, credible and able to build trust quickly.

### **What Success Looks Like**

- 🕒 Strong, engaged relationships across the school network
- 🕒 Clear and consistent impact data across all partner schools
- 🕒 High-quality case studies and reports supporting fundraising
- 🕒 Increased participation from schools in community fundraising
- 🕒 Improved understanding of programme reach and effectiveness
- 🕒 A clear, evidence-based approach to funding allocation across schools

### **Safeguarding & DBS Requirement**

This role involves working with schools and may include visits to environments where children and young people are present.

The successful candidate will therefore be required to:

- 🕒 Undergo an enhanced DBS check prior to appointment
- 🕒 Adhere to the charity's safeguarding policies and procedures at all times
- 🕒 Demonstrate an understanding of appropriate professional boundaries when working with children and vulnerable groups

### **Why This Role Matters**

This role plays a critical part in ensuring the charity understands and demonstrates the real impact of its work.

By building strong relationships with schools and gathering meaningful data and stories, the Schools, Community & Impact Manager will help ensure the charity can continue to grow its fundraising and reach more children and families who need support.

As one of the charity's first two hires, the postholder will help shape the future of the organisation and contribute directly to its national expansion.