

**To Parents/Carers**

26<sup>th</sup> May 2023

Dear Parent/Carer,

**Work for Saint Cecilia's – Fund-Raising Officer**

Are you looking for a new job and have transferable skills?

We are currently advertising for a Fund-Raising Officer and are keen to encourage local people to apply. While it would be great for applicants to have fund raising experience, this is not essential. The key attributes we are looking for are someone with great communication skills and someone who is well organised and can keep accurate records (mostly in Excel). The successful candidate will have support and training to ensure the new initiatives are successful.

This will be a very rewarding job. We have an incredibly generous school community and many projects in the pipeline that we would love to achieve with the money raised. Our focus is entirely on our pupils and the school community - the funds will be used to enhance and extend activities and facilities for our pupils, as well as providing financial support to ensure equality of access for all our pupils and students.

For an informal discussion about the job, please contact Dave Cobb – School Business and Development Manager – on 020 8780 6706 or email [dcobb@saintcecilias.london](mailto:dcobb@saintcecilias.london).

Full details and how to apply are available on the school website: [www.saintcecilias.london/workforus](http://www.saintcecilias.london/workforus).

The closing date is 9am on Monday 5<sup>th</sup> June 2023.

Yours sincerely,

**Dave Cobb**  
**Business and Development Manager**