

Head of Development and Communications

Job Description

Reports to: Chief Executive Officer

£46,200 - £50,200 per annum FTE

The Head of Development and Communications plays a pivotal role in driving In2scienceUK's mission to change lives by opening doors to STEM degrees and careers for young people from lower socio-economic backgrounds.

As a senior leader, you will shape and deliver a bold, integrated development and communications strategy that brings our mission to life, tells powerful stories of change, and inspires confidence and commitment from donors, partners, and key stakeholders that unlocks new opportunities for innovation and expansion.

In this role, you will manage a small, high-performing team and oversee the creation of compelling narratives and effective engagement strategies that inspire donors, partners, alumni, and key stakeholders, supporting a resilient and diversified income portfolio.

Working closely with programme teams, you will ensure that development and communications activity amplifies the impact of existing programmes, while identifying and developing new opportunities that deliver meaningful outcomes for young people across the UK.

You will drive the development of strategic partnerships and funding relationships to expand the reach and influence of In2science's work. Combining strategic vision with operational expertise, you will take a proactive, entrepreneurial approach to growth, shaping how the organisation connects with its audiences, builds its reputation, and communicates the impact of its work in support of long-term strategic goals.

In2scienceUK operates on a remote basis, with necessary UK-wide travel for partner

and funder meetings, events, and staff co-working days.

Direct Reports

Development Team: Development Manager, Development Officer, External Fundraising Consultancy.

Comms Team : Senior Communications Officer.

Responsibilities

Development

- To collaborate with the senior leadership team and trustees in setting organisational strategy and building strategic partnerships to support In2science's vision for 2026 and beyond.
- Lead on planning, implementation and delivery of segmented fundraising and stewardship campaigns across programmes and audiences with a 2026 income target of £1.5m.
- Lead and manage a diverse fundraising portfolio, including corporate partnerships, trusts and foundations, research grants (e.g., UKRI), government funding, and individual giving.
- To lead a small but effective development team, including an external fundraising contractor to build upon our success to date to achieve funding targets and foster strategic relationships with funding and delivery partners.
- Budget and resource all aspects of development and communications, including engaging with external contractors to maximise our output and upskill our teams.
- Work closely with the Head of Operations to oversee our CRM, ensuring accurate pipeline reporting and forecasting, as well as utilising the system for tailored stewardship opportunities.
- Work closely with our programmes team to ensure that deliverables are met and in line with our mission and objectives.
- Explore opportunities for partnership to launch new programmes and initiatives, working with the Data and Impact manager to use national data to ensure we deliver the greatest possible impact to those most in need.

Communications

- Oversee the organisation's external communications, ensuring all messaging is on-brand, reflects our values, meets high standards, and effectively tells the story of our impact on young people.
- Oversee resourcing of the communications function, balancing 70% development and brand engagement with 30% programme-focused activity.
- Identify opportunities to maximise brand presence through strategic partnerships, policy engagement, and media activity.
- Work closely with the SMT and Trustees to respond to media, speaking, and event requests, ensuring consistent and impactful messaging.
- Ensure digital and web platforms effectively showcase our impact and support compelling storytelling.
- Manage the Senior Communications Officer to deliver campaigns that drive organisational growth and engagement with donors, partners, volunteers, and beneficiaries.

Governance

- To work with the SMT, CEO, and Trustees to ensure strong charity governance, including leading the Growth Subcommittee and preparing reports for quarterly board meetings.
- Identify organisation-wide opportunities to streamline and improve performance across the organisation.
- Working with SMT and trustees to ensure charity compliance. Including the charity commission, funding regulator, ICO.
- Identify and manage organisational/operational risk and ensure that all measures are in place to mitigate this.

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder. The postholder will carry out any other duties that are within the scope, spirit and purpose of the job as requested by the line manager. All staff must undertake all mandatory training, checks and compliance as instructed by the organisation.

Person Specification

Essential:

- A passionate advocate for social mobility in STEM.
- An inspiring leader who can inspire and collaborate across the organisation to achieve our collective goals.
- Three years experience of leading a development team to generate a seven-figure annual income from a diverse range of donors, ideally in a charitable organisation.
- Knowledge of all streams of fundraising, with direct experience in at least two of the following: corporate fundraising, trust and foundations, research grants e.g. UKRI, government grants or individual giving (incl. high-net worth donors).
- A target driven individual with a proven track record of personal six-figure income generation and achieving or exceeding personal targets.
- Excellent relationship management skills to steward existing and potential partners and donors.
- Experience of line management including developing personal development plans and setting KPIs.
- Proven experience of managing a brand, ensuring consistent and impactful communications that maximise reach amongst our target audiences.
- Superb written and verbal communication skills with the ability to persuade and influence at all levels.
- Proven experience of overseeing communication campaigns to engage new prospects across a variety of audiences.
- Evidence of efficient and accurate management of budgets and resources.
- Willingness to work flexibly and attend occasional events or meetings on evenings/weekends when required.
- Working collaboratively and supporting fostering a collegiate workplace environment.
- Upholds the values of our code of conduct and is respectful to all.

Desirable:

- Direct knowledge and/or experience of the barriers young people face in accessing STEM degrees or careers.
- Direct knowledge and/or experience of working with education organisations or STEM sector employers, incl. knowledge of current trends.
- Experience of working in collaboration with across teams to deliver new initiatives that maximise outcomes for young people and attract relevant funding.
- Evidence of delivering highly impactful events.
- Prior experience of public speaking, thought leadership and engaging with the press.
- Experience of governance in a small charitable organisation and utilising Trustees to support the organisation's goals and objectives.

Benefits:

At In2scienceUK we practise what we preach by giving all staff opportunities to progress in their careers. You will have the opportunity to develop your career with your line manager to get you to the next level from day one.

Although we take our career development seriously we also value work-life balance. You will have the opportunity to work flexibly from home, balancing your caring responsibilities, volunteer commitments, hobbies and anything else that makes you happy.

You will have 28 days of annual leave per annum, plus bank holidays.

Applications:

Applications can be made via CharityJob, Deadline: 18th of January 2026 @ 22:00

<https://www.charityjob.co.uk/jobs/in2scienceuk/head-of-development-and-communications/1049334?tsId=36>

Commitment to Safeguarding:

In2scienceUK is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in Working Together to Safeguard Children. We are committed to recruiting candidates who

share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks will be undertaken as applicable:

- References
- DBS check and/or Overseas criminal records check where applicable
- Self-Disclosure
- Identity check
- Right to work in the UK
- Evidence of qualifications applicable to the role
- Confirmation of registration with applicable registered body where applicable

Many of our roles involve working with children and we will therefore take up references prior to your appointment. You should provide details of referees including your current and previous employers, covering the last 5 years. Your current or previous employer will be asked about disciplinary offences relating to children, if the role involved working with children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

Diversity and Inclusion:

In2scienceUK is committed to being an inclusive and diverse organisation where everyone is treated with dignity and respect. We actively encourage applications from people of all backgrounds, particularly those who are underrepresented in STEM and the charity sector, including but not limited to people from minoritised ethnic backgrounds, disabled people, LGBTQ+ individuals, and those from lower socio-economic backgrounds.

We recognise that talent and potential come in many forms, and we welcome applicants with different experiences, perspectives, and ways of thinking. We are committed to providing an inclusive recruitment process and working environment,



and we will make reasonable adjustments at any stage of the recruitment process. If you require any adjustments, please let us know.