

# Job Advert

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## Business Links Coordinator

- 📍 *Hybrid | Dunstone Education Trust (with travel across schools)*
- 💰 *£35,235 – £39,513 per annum (NJC Scale 25–30, dependent on experience)*
- 🕒 *Full-time | Fixed-Term (2 years, with possible extension)*
- 📅 *Closing Date: **12.00pm (Noon) on Wednesday 3<sup>rd</sup> September 2025.***
- 📅 *Start Date: As soon as possible*

Are you passionate about building meaningful partnerships and making a real difference to young people's futures?

We are seeking a talented and dynamic **Business Links Coordinator** to join **Dunstone Education Trust**. You will lead on creating strategic employer partnerships across our schools and securing donations that directly benefit pupils' career development and enrichment opportunities.

This is a unique opportunity to drive a Trust-wide employer engagement strategy, support the delivery of Gatsby Benchmarks, and help prepare students for the world beyond school.

### What you'll do:

- Forge strategic partnerships with employers across sectors.
- Secure financial and in-kind donations to enhance pupil opportunities.
- Coordinate work experience, employer events, and career talks.
- Collaborate with school Careers Leaders to meet the Gatsby Benchmarks.
- Report on impact and drive best practice across our schools.

### What we're looking for:

- Experience in business development, partnerships, or fundraising.
- Excellent communication and relationship-building skills.
- A passion for educational equity and improving life chances.
- Strong organisational skills and the ability to work independently.

This is a new and exciting role that will have real impact across our Trust – if you're an engaging communicator, a strategic thinker, and driven by purpose, we'd love to hear from you.

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Dunstone Education Trust is an equal opportunities employer and we actively welcome applications from people of all backgrounds. We are committed to promoting a culture of inclusion and diversity where staff and students feel valued and respected.

The Dunstone Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments are subject to enhanced Disclosure and Barring Service (DBS) clearance, satisfactory references, and completion of a probationary period in line with our safer recruitment policies.

**If you would like to discuss any aspects of the post, please contact the Chief Finance & Operating Officer, Tracey Scott, [t.scott@fulwoodacademy.co.uk](mailto:t.scott@fulwoodacademy.co.uk) with any queries.**

### **Our Vision & Values**

To promote a culture of educational excellence, kindness and respect within our school and wider community. Where pupils and staff care about learning and each other, are committed to being their best and together confidently challenge barriers to learning. This is underpinned by our values; **We Care, We Challenge, We Commit** and our Fundamental British Values.

### **How to make an application**

To apply, upload your CV and a Supporting Statement/Letter of Application to detail your suitability for the role, your motivation for making an application and how your knowledge, experience and training meet the person specification.

**No later than 12.00pm (Noon) on Wednesday 3<sup>rd</sup> September 2025.**

**Please also complete the attached Application Form (LinkedIn see comments).**

All completed documentation; **CV, Supporting Statement and Application form** should be marked for the attention of:

**Mrs Tracey Scott  
Chief Finance & Operating Officer  
Fulwood Academy  
Black Bull Lane  
Preston  
PR2 9YR**

**In line with KCSIE 2025 and safer recruitment practices**, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

**References will be obtained before interview at shortlisting stage and may be used in the interview process.** If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.

We look forward to receiving your application.

**Unfortunately, we are unable to offer feedback on individual applications that are not shortlisted for interview.**