



Job Description and Person Specification

Job title	Development and Alumni Relations Officer
Employment Status	Permanent full-time (with the option of part-time)
Working Pattern	37 hours per week all year round (52 weeks) 8.30am to 4.30pm Monday to Thursday (4pm Friday) Half hour unpaid lunch break
Actual Annual Salary	£28,857 (A24)

Please note: There is the facility for this role to be worked across 4 days per week.

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to adhere to the School's Safeguarding Policies and Procedures.

Responsible to:

Development Director for line management responsibilities and the Bursar & Chief Operating Officer, who has overall responsibility for support staff.

Responsible for:

Supporting the Development and Alumni Relations Office to manage our database (InTouch), help manage events and support a programme of communications. The position will also help generate financial support for the School via fundraising campaigns, specifically focusing on the Bursary Fund which aims to increase the number of means-tested bursary award holders at the Senior School.

Main Responsibilities

Database Activity

1. Managing ongoing data updates and maintenance, ensuring that all relevant data is collected, and is up to date and clean, in line with GDPR and the School's Data Protection Policies.
2. Organising and managing the transfer of data from SIMS (pupil record system), additional information on pupils who have left the School and HR (staff leavers) to InTouch.
3. Generating regular reports and queries from the database, including creating segments and producing mailing lists to support communications, events and other activities.
4. Managing the ongoing exploration and enhancement of the database and its usage, and optimising its potential.
5. Ensuring all donations are recorded accurately, in a timely fashion and donors are thanked promptly and appropriately.
6. Managing the gift processing systems including third-party online payment providers, standing orders, direct debits, legacies and single gifts, HMRC Gift Aid claims and monthly gift reconciliations to ensure accuracy.
7. Providing accurate financial information and reports from the database for the Annual Report as well as other external surveys (e.g. the IDPE benchmarking report).
8. Developing and managing a Best Practice guide to ensure that the recording of information on the database is completed in a consistent and accurate manner and that the integrity of the database is maximised and maintained.

Fundraising Activity

9. Supporting the Development and Alumni Relations Office to organise and manage Giving Days as well as other fundraising activities and events.
10. Supporting with the administration and organisation of future campaigns run by the Development and Alumni Relations Office.



11. Assisting the Development Director to develop and implement a strategy for donor stewardship (reports, donor listings, events, visits etc.).
12. Overseeing and managing the stewardship of named funds, including prizes and awards, specifically creating donor reports where requested.
13. Assisting the Development Director to produce communications for different audiences in the KES community for key channels, including social media, website and print.
14. Maintaining and increasing the number of case studies of bursary award holders.
15. Providing administrative support for KES Parents (group of parent volunteers) who run annual fundraising events and activities for the School (for example the Christmas Fair, Nearly New Store).
16. Managing donation and legacy gift enquiries.

Alumni Relations Activity

17. Supporting the Alumni Relations Manager and on occasion leading the organisation and delivery of aspects of the wider Old Edwardian (alumni) programme, including events and communications.
18. Supporting the administration and maintenance of the alumni online platform, ensuring that it is kept up-to-date and relevant.
19. Supporting the Alumni Relations Manager to actively re-engage with 'lost' OEs and to identify OEs of interest that can support the School's objectives.
20. Supporting the Alumni Relations Manager to implement a programme of engagement with sixth formers; including increasing awareness of the Old Edwardian (OE) community and managing the welcome and transition of KES leavers to the OE community.
21. Helping to organise key external facing School events, such as the annual Wroughton Lecture and the Gala concert.
22. On occasion, welcome any visiting alumni to the School and organise suitable tours and activities.
23. Maintaining an up-to-date photo library of events and activities for promotional/media use, including storing permissions.

The above list is not exhaustive but summarises the key roles to be performed and other duties may be required and directed by the Development Director. A willingness to respond supportively to changing circumstances and/or the changing needs of the School is part of working in a school environment and is expected of the postholder.

Pension Scheme

If applicable, you will be automatically enrolled into the King Edward's School, Bath Group Personal Pension Plan with an employer's contribution of 6% of salary, to be matched by a 2% employee contribution.

DBS Clearance

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

Safeguarding

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection arrangements and understand their responsibilities in order to safeguard and protect children and young people.



**KING
EDWARD'S
SCHOOL
BATH**

If you wish to discuss this role further, please contact Alison Heyes, Development Director on **01225 464313**. The closing date for this vacancy is **8.30am on Monday 14 October 2024** and completed application forms and a cover letter need to be sent to our HR Department via their email address HR@kesbath.com. Interviews will be held within a fortnight of the closing date.

Person Specification

Qualifications	Essential	Desirable
Higher education or equivalent	✓	
High standard of numeracy and literacy	✓	
Knowledge and Experience	Essential	Desirable
Providing first class customer service, with demonstrable relationship building skills	✓	
Using a CRM database to manage relationships and extract data and analysis	✓	
Strong IT skills e.g. Microsoft programs such as Word, Excel	✓	
Excellent communication and interpersonal skills	✓	
Event management experience including planning, marketing and logistics		✓
Creating and executing multi-channel communication campaigns		✓
Understanding of development/fundraising in the schools sector		✓
Personal Qualities	Essential	Desirable
Enjoys working with and processing data with a high level of accuracy and attention to detail	✓	
Exceptional interpersonal and communication skills	✓	
Strong organisational and multi-tasking ability, including meeting deadlines	✓	
Diplomacy and discretion handling confidential information	✓	
Be proactive and self-motivated with ability to work on your own initiative	✓	
Problem solving skills and the ability to spot areas for improvement	✓	
Be a team player	✓	
Possess a good sense of humour	✓	
A positive attitude to continuous professional development	✓	
Punctual and reliable with a professional and smart appearance	✓	
High standards of personal integrity and honesty	✓	
Flexible approach to working pattern and duties undertaken	✓	