



BRIGHTON
COLLEGE

Join us:
Development and Events Coordinator



UNITED KINGDOM
SCHOOL OF THE
DECADE
THE SUNDAY TIMES

BRIGHTON COLLEGE



About the College

Brighton College is one of the leading and most forward-thinking schools in the UK. It has a dynamic strategy that inspires staff and pupils alike – pupils go on to achieve first-class results in both academic and co-curricular areas. This dynamism and innovation is rooted in a culture of well-being, respect and kindness all of which led Brighton to be awarded The Sunday Times' inaugural 'UK School of the Decade' in November 2020.

The College was established in 1845, and since taking over in 2006, Richard Cairns, Tatler's Head of the Year 2024, has presided over a huge transformation – pupil numbers have grown, academic results have rocketed, there has been investment in a suite of leading facilities and there are now a number of Brighton Colleges elsewhere in the world; in Singapore, Bangkok, Hanoi, Abu Dhabi, Dubai and Al Ain. The College in the UK also oversees four UK prep schools – three in Sussex and one in Kensington, and Brighton has established and supports (in conjunction with five other leading independent partner schools) the London Academy of Excellence – a free sixth form college for children from disadvantaged backgrounds in East London, which is already one of the UK's leading sixth forms.

The College in Kemptown educates 1,250 pupils between ages 11 and 18, of whom 450 board and the immediately adjacent Prep School educates a further 500 pupils from nursery through to age 13.

The main campus has been the subject of a £100m+ facility investment programme, with award winning buildings sustainably designed by leading international architects. These include the Sarah Abraham Recital Hall (2015), the Yeoh academic complex (2017) and the School of Science and Sport (2020).

World-class facilities enable the College to attract excellent teachers (and run internship programmes to find new teachers) and to provide a great diversity of academic and co-curricular opportunities for pupils in innovative and exciting lessons. Prep School pupils have access to many of the College facilities.

Brighton College educates children to be a part of society, not apart from it, and so activism and community involvement are key parts of the curriculum. We have a thriving volunteer programme, driven by pupils, and are proud of our progressive stand on diversity, equality and inclusion. We provide support for locally housed refugees from Syria and Ukraine and have an Opening Doors programme enabling local children from backgrounds of hardship to access our sixth form education for free.

The College has been named The Sunday Times 'School of the Year' twice; The Week's 'Most forward-thinking school in Britain' two years in a row, and 'Best School in the UK for STEM' in 2020; the last ISI inspection saw top grades in every category – including a rare 'exceptional' for teaching and learning.

Job Description

Job title: Development and Events Coordinator

Reporting to: Director of Development and Engagement

Main purpose of the role: This is a pivotal position within the dynamic and successful Development and Engagement team at Brighton College, United Kingdom's School of the Decade. You will be joining us at an exciting time, as we build on the successful completion of another capital campaign, and launch a new regular giving appeal to our alumni community.

The role will demand close involvement in all aspects of fundraising and event coordination for Brighton College, with a particular focus on fundraising operations and donor care activity. It will bring the incumbent into contact with parents, staff, Old Brightonians, corporate sponsors and other supporters.

This is a varied role that would suit an ambitious individual looking to start their career in the education/charity/events sector, or for someone with transferable skills who would like to work in the third sector.

General Duties and Responsibilities:

Fundraising:

- Process all campaign and regular donations and liaise with donors throughout the giving journey.
- Support the Senior Development Officer in the execution of planned fundraising appeals and projects (e.g. capital, annual, awards, corporate sponsorship).
- Oversee the prospect pipeline on the development database (Raiser's Edge).
- Create guest bios ahead of key school events and support the department's annual fundraising research programme.
- Coordinate the sending of regular tailored stewardship communications to supporters and external stakeholders.

Events:

- Create event collateral for Development and Engagement events.
- Coordinate key fundraising and stewardship events.
- Act as a key liaison for event guests before and during events.
- Help to manage the event/project management systems for the department.
- Attend fundraising and engagement events as and when required.

Department Administration:

- Answer and direct incoming phone calls and emails.
- Keep accurate records for income and expenditure.
- Update contact details for constituents on the development database.
- Manage the department diary.
- Coordinate department meetings, prepare agendas and produce minutes.
- Provide administrative support to the Director of Development and Engagement as and when required (calendar management, projects, correspondence).
- Organise arrangements for prospect and donor meetings.
- Organise travel logistics (flights, hotels, visas etc.) and produce comprehensive itineraries for overseas fundraising trips.

Other:

- Any other reasonable management request.
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Person Specification:

The successful candidate will have:

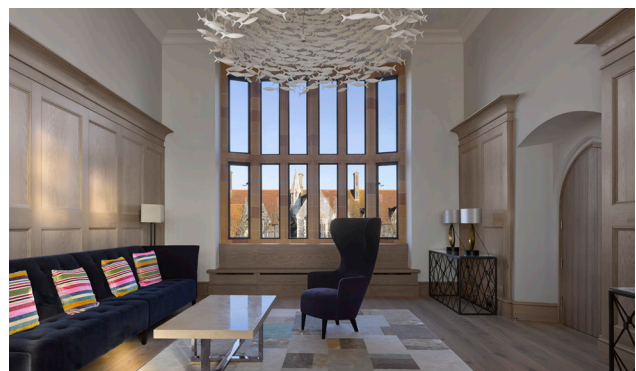
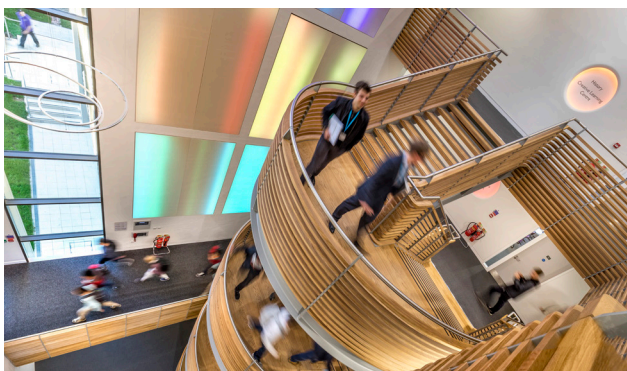
- Exceptional interpersonal skills and the confidence and ability to communicate with stakeholders at all levels.
- Experience of managing several projects simultaneously.
- Discretion and confidentiality when processing sensitive information.
- Strong numeracy, analytical and interpretative skills using IT competently.
- A superb command of the English language (spelling, grammar and punctuation), with a sharp eye for detail.
- Diligence about process and procedural tasks.
- Excellent time management skills and a demonstrable ability to multitask.
- A flexible and supportive team player, who is willing to roll up their sleeves and do whatever is required.

Hours of Work:

Monday to Friday, 8:30am to 5pm with a 60-minute unpaid lunch break (37.5 hours per week). Attendance at some evening and weekend events will be required, for which time off in lieu will be offered.

Remuneration:

A salary in the range of £26,000-£27,500 per annum will be offered depending on experience.



Holidays:

23 days per annum, plus bank holidays increasing to 28 days plus bank holidays after 2 years of service (of which 3 days need to be taken between Christmas and New Year when the College is closed).

Benefits:

- Complimentary lunch is provided.
- Free tickets to the College's music, dance and drama performances.
- Job specific Learning and Development programme available to all employees.
- Life Cover is provided whilst working at Brighton College after successfully passing probation period.
- Brighton College provides a contributory pension scheme with matching contributions from the employer up to 9%, which all eligible employees will be automatically enrolled into within three months of commencement of employment.

Wellbeing:

- Significantly subsidised gym membership for the School of Science and Sport is available, which includes access to yoga and Pilates classes and use of the gym and swimming pool.
- Healthy heart checks.
- Generous sickness policy.
- Meditation sessions.
- Access to books, magazines and DVDs from the College Library.
- English Language classes.

Safeguarding and Equal Opportunities:

Brighton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to successfully completing pre-employment checks, including an enhanced DBS disclosure, the receipt of satisfactory references, the College's pre-employment medical questionnaire, relevant original ID documentation and examination certificates.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

The College is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity. Our full equal opportunities policy is available on the 'Careers' page of our website.

The Application Process

Candidates should submit an online application, through our application portal:
<https://brightoncollege.ciphr-irecruit.com/Applicants/vacancy>

Applications will be considered on a rolling basis and early application is therefore encouraged.

The closing date for this role is Friday 26 July 2024.

Any enquiries about the application procedure should be emailed to recruitment@brightoncollege.net



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