



Albyn School

Job title:	Development Officer
Tenure:	Permanent
Hours:	37.5 hours per week. Monday to Friday 8.30am to 5pm. This role will involve some weekend and evening work. All year round.
Reports to:	Director of Development
Accountable to:	Headmaster and School Leadership Team
Professionally relates to:	Support Staff and Teaching Staff

The Role

This is an exciting opportunity for an early career development professional to support the launch of our new fundraising campaign which will take place during our anniversary year of 100 years at Queen's Road. A fundamental part of this remit is to be actively involved in creating and delivering engagement activities during that year as well as helping to create a sustainable culture of philanthropy. Due to this there will be additional events that the post holder will have to attend. Reporting to the Director of Development, the Development Officer will be responsible for managing the school's data platform, helping organise events and communications, supporting the development function in its donor relations, development services and stewardship.

The successful candidate will possess relevant experience, be proactive and have an excellent work ethic. The successful candidate will be able to manage a dynamic workload and work with a variety of people within the Albyn community. The Development Officer will be supported fully in their career and professional development within a supportive and nurturing environment.

Due to the needs of the School and the department, we may interview suitable candidates before the closing date. This job may also close early if a large number of applications are received. You are advised to submit your application as early as possible to avoid missing your chance to apply.

Key Responsibilities

These include, but are not limited to:

- Run data segmentation for mailings and undertake mass mailings from the database.
- Upload annual data for new entries to the development database.
- Manage data integrity, ensuring compliance with GDPR by maintaining communication preferences and recording changes.
- Promote opportunities to boost the number of contactable constituents including online research
- Use the database to identify prospects.
- Provide all data support and reporting required by the Director of Development.
- Work collaboratively with the finance team to ensure rigorous gift management administration processes, including Gift Aid information records.
- Ensure that pledges, donations and regular giving commitments are recorded and processed correctly in the database and that all follow-up actions are undertaken.
- Work with external stakeholders, volunteers, and other supporters to maximise relationships and networks.
- Support donor stewardship and fundraising events with guest lists, invitations, RSVPs, event management and attending events when required.
- Support in arranging alumni visits and tours to the School.
- Carry out other duties as may reasonably be requested by the Director of Development.
- Support the delivery of the School's charitable vision, by attending events and presentations and acting as a strong ambassador for Albyn.

Qualifications & Experience

- Educated to degree level or equivalent in a relevant discipline.
- A demonstrable understanding of data management and leveraging information stored on a database.
- Proven communication and project management skills, particularly event management.
- The ability to write and verbally communicate messages that are clear and concise.
- The ability to take a proactive approach to the work in support of the long term philanthropic aims of the School.

Knowledge and Skills

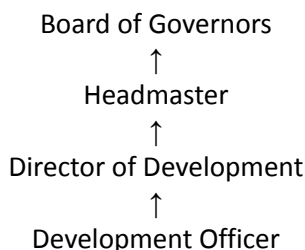
- Excellent communication, team-working and people management skills.
- Willingness to engage with our wider community in a collaborative, friendly and professional manner.
- Ability to multitask and deliver high quality work under tight deadlines.
- Passionate about learning and developing.
- Willingness to work evenings, and weekends as required.
- Excellent organisational skills and meticulous attention to details.
- Excellent IT knowledge and skills.
- A collaborative spirit and strong team ethic.
- Passion for the transformational impact of education through philanthropy.

Other Matters

- Annual leave should be arranged in coordination with the Director of Development to ensure that the School has adequate cover throughout the year.
- Attend meetings and participate in staff training/professional development where necessary.
- To undertake and participate in formal and informal staff reviews in accordance with school policy.
- To maintain confidentiality at all times.
- To document department procedures and keep them up to date.
- To become familiar with, and adhere to, child protection and health & safety protocols together with other policies, statutory guidelines and codes of conduct expected of all staff.
- To apply School policies and statutory guidelines.
- To work cooperatively and constructively with all staff.
- To support the values, aims and ethos of the School.
- To be mindful of the wellbeing of all pupils, staff and visitors at all times.
- To set a good example in terms of dress, punctuality and attendance.

This job description is not intended to be all-embracing and the post holder shall be required to carry out other duties where requested commensurate with their training and experience. According to the development and requirement of the School, job descriptions may need to be reviewed and updated periodically after consultation with the post holder.

Reporting Relationships



Application Process

Applicants must submit:

- a full CV (including details of all post-16 qualifications).
- a letter of application (maximum two sides of A4) explaining your reasons for applying and outlining your suitability for the role.
- the names, phone numbers and email addresses of two professional referees.

Appointment Terms

- This is a permanent post available immediately.
- Salary will be circa £30k per annum, dependent on qualifications and experience.
- The pension scheme the School will use to comply with its auto-enrolment obligations is the Royal London. The School may amend or replace the scheme from time to time.

Other, Non-contractual, Benefits

- Staff discount on basic tuition fees subject to the employee's child(ren) meeting the entrance requirements. (This is a pro rata benefit.)
- Free After School Care for employee's child(ren). 3.35pm to 6pm, Monday to Friday
- Discounted Holiday Club fees for employee's child(ren).
- Employee Assistance Programme.
- Cycle to Work Scheme.
- Benefits platform package.
- Use of the School's Fitness Suite.
- Preferential gym membership rates (personal and family) at Aberdeen Sports Village.
- A strong, supportive staff community.

Equal Opportunities

At Albyn School we are committed to creating and promoting a diverse and inclusive workforce that better reflects our pupils and local community. All appointments will be made on merit, following a fair and transparent process. Applications are welcome from all suitably qualified candidates regardless of age, disability, ethnic or national origin, gender identity, marital status, political opinion, religion or belief, sex, sexual orientation or trade union membership. We particularly encourage applications from under-represented groups.

Please note the following:

- Those progressing to the interview stage, will be required to show proof of their Right to Work in the UK and proof of their qualifications.
- For an informal conversation about the role, please contact the Director of Development, Frances Loughrey (f.loughrey@albynschool.org).
- Applications should be sent by email to the HR Manager, Susan Allan (hr@albynschool.org).
- Albyn School is committed to safeguarding children and the successful applicant will be subject to an enhanced PVG check by Disclosure Scotland.
- Candidates are urged to apply as soon as possible as we reserve the right to make an appointment before the closing date if a suitable candidate is found.

The deadline for applications is midnight on Tuesday 28 January 2025

About The School

Albyn School is an independent, coeducational day school comprising three sections: a Nursery for children aged 2-5; Lower School for pupils aged 5-12 and Upper School for pupils aged 12-18. Since 2018 Albyn has also incorporated the Aberdeen French School, offering a hybrid curriculum.

Situation

Located in the heart of Aberdeen's West End with its playing fields at Milltimber, the School is fortunate to be situated in a city and region that offers a very high quality of life to families moving into the area. The economy and environment present a range of opportunities to enhance and enrich pupils' education.

Famous for its striking granite architecture, Aberdeen is Scotland's third largest city and the regional centre of the wider North East region. Dominated by energy-related industries, Aberdeen is a city with a wide diversity of other professional jobs and services such as a large teaching hospital, two world-renowned universities as well as many other legal, financial and technical organisations. The city has a diverse musical and cultural heritage centred on its theatres, cinemas, and the newly renovated Art Gallery and Music Hall. The city also has over 800 shops and restaurants, including many familiar high street names.

To the west of Aberdeen, the Cairngorms National Park is a dramatic mountainous area that draws in walkers, climbers and skiers. Within a short distance of the city and stretching many miles both north and south are empty beaches, miles of sand dunes, picturesque fishing villages and dramatic cliff top scenery.

History, Buildings and Facilities

Founded as a girls' school in 1867, Albyn School has changed its name, location and structure a number of times over its 155-year history. On its current site since the mid-1920s, the then Albyn School for Girls first occupied two Victorian villas fronting onto Queen's Road. Since that time, the School has grown, added to its buildings and grounds, and now occupies four listed Victorian villas with a host of more recent additions. In 2005, Albyn began its move to full coeducation, a journey that concluded when the first boys left S6 in 2014. Albyn School is now both a company limited by guarantee and a charity governed by its trustees who also act as the School's Board of Governors.

The School has continually built and redeveloped its teaching facilities since its inception, creating specialist departmental areas, ICT suites, business education facilities, music practice rooms, art and design studios and numerous classrooms. In August 2007, Albyn School opened a dedicated Lower School building. Built over three floors it comprises 16 bright classrooms, many of them with spectacular views across Aberdeen and the North Sea. In 2011, the Nursery was further extended, and three additional science laboratories were built to meet the needs of increasing numbers seeking careers in science, engineering and medicine.

In August 2012, HRH The Duke of Gloucester opened 10 new, modern and spacious classrooms for the teaching of Mathematics, English and Computing, while in November 2014 a new Lower School Library and a studio theatre were opened. In 2017 the Wood Foundation Engineering Centre was completed. The School has an excellent environment for the teaching of its pupils that marries together contemporary and traditional architecture.

The School also has excellent sports facilities located at Milltimber, 6 miles southwest of the city. There we have a pavilion, three pitches used principally for football, four tennis courts and a running track. The School also draws upon facilities at the Aberdeen Sports Village and RGU (Robert Gordon University) to train our teams. The PE programme is also taught on our Queen's Road site within the School gymnasium and Former Pupil Centenary Hall and on a recently created floodlit netball and tennis court.