



RADLEY

# Foundation Manager

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

[www.radley.org.uk/employment/working-at-radley](http://www.radley.org.uk/employment/working-at-radley)

# Job Overview

Radley College is seeking an experienced, target-oriented and creative Foundation Manager, with full understanding of the running of an annual fundraising programme. This role offers an exciting opportunity for an ambitious fundraiser to join a supportive team at one of the UK's premier boys boarding schools, with an established fundraising culture and alumni relations programme.

The Foundation Manager will produce all of the annual appeals (bespoke, parent deposits and all community), manage the trusts and foundations portfolio, deliver all Foundation events, produce the Foundation publications and communications.

The Foundation Manager will join a close-knit, supportive and collaborative Development Office (the Foundation and Radleian Society) dedicated to supporting Radley College's mission and advancing its fundraising goals. While a background in education is advantageous, we welcome candidates from various sectors, prioritising drive, energy, and passion. This position offers an exciting opportunity to make a significant impact by securing substantial financial support and building enduring relationships with donors who share a passion for our College.

More information on the role can be found in the accompanying document "Foundation Manager - The Department & Role".



# Pay & Benefits

- Salary in the region of £37,000 - £42,000 per annum.
- Holidays - 33 days per annum, including bank holidays. This increases by one day per year to a maximum of 38 days.
- College sickness scheme.
- Pension – contributory group personal pension scheme.
- Death in service benefit (if a member of the pension scheme).
- Wellbeing – reduced membership of the school’s sports centre and other sporting facilities, including a nine-hole golf course.
- Employee Assistance Programme.
- Free school meals during term time.
- Free parking on site.
- Professional development and training available.

# About Radley College

Radley College is an independent full-boarding school of 770 boys situated five miles south of Oxford. We are fortunate to enjoy a stunning rural setting inspired by the nearby city and university. The hallmark of Radley is its warmth, generosity and kindness; we work hard to create an environment where boys will be happy, grow in self-confidence, thrive academically, and make the most of the many opportunities we offer.

We want to ensure our values and the educational opportunity we provide is genuinely relevant in a world of technology and expanding diversity, cultures and attitudes. We want our pupils (Radleians) to be able to engage with the world around them, to be those who care for and about others and who can and will do so in any environment or place.

At the heart of the College’s vision sits Radley’s five-year strategic plan which the Development Office supports throughout our work. As part of our strategic plan, we have identified four pillars around which our efforts will be focused: People, Place, Partnership and Purpose. In simple terms, these pillars are defined as follows:

- People – providing opportunities for talented and deserving boys, from diverse backgrounds.
- Place – ensuring that the school provides world-class teaching within world-class facilities.
- Partnership – recognising the value of effective collaboration and communication in all we do.
- Purpose – creating a global awareness to contribute positively to a changing world.

# How to apply

Applications are submitted by following the link on the school's website [Operational Vacancies - Radley College](#)

The deadline for applications is 12 noon, Wednesday 29 May, but we reserve the right to consider applications as they arrive. Interviews will take place on 5 and 6 June 2024. Candidates are encouraged to contact the Development Director, Elisabeth Anderson, [ehma.anderson@radley.org.uk](mailto:ehma.anderson@radley.org.uk) or +44 (0) 1235 543151.



## Safeguarding

Safeguarding is at the heart of all we do in the school.

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 and Keeping Children Safe in Education and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. They will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

