

SEVENOAKS SCHOOL
FOUNDATION

JOB DESCRIPTION

Appointment of Head of Engagement (Full-time, all year round)





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

Sevenoaks School Foundation

Sevenoaks School Foundation was established in 2004 to support the growth, development and advancement of Sevenoaks School through engagement of the Sennockian community and fundraising with parents, alumni, staff and friends of the School.

To date, the Foundation has invested more than £75 million in support of new buildings and facilities including The Sennocke Centre for sport, The Space performing arts centre, the Science and Technology Centre and Global Study Centre, a boys' boarding house, Aisher House, and a new girls' boarding house which opened in 2024.

The Foundation is now at an exciting time of evolution: having focused on building the world-class campus that the School needed for the future, we are now turning our focus to implementing the priorities of the School's Sevenoaks 600 vision. Over the past decade the Foundation has also played a key role in widening access to education by providing financial



assistance to students whose families could not afford school fees. Today, more than 80 students are supported by financial assistance. In 2032 the School will celebrate its 600th anniversary and the Foundation's goal is to raise a £100million endowment to provide financial assistance to any student who needs it, regardless of their circumstance.

Find out more about the Sevenoaks School Foundation here: <https://foundation.sevenoaksschool.org/>

The Role

As the Foundation builds up to its major fundraising campaign in support of the Sevenoaks 600 vision, the Head of Engagement is a critical role that spans all members of the Sennockian community, from future parents to Old Sennockians, donors, current and former staff and friends of the School. Engagement in philanthropy as well as volunteering is an essential part of the campaign's success.

The purpose of the role is to lead the strategic development and delivery of a programme of engagement that will build a vibrant and strong Sennockian community based on lifelong engagement with the School. We currently have a small but active community of over 14,000 former pupils (Old Sennockians) and wish to grow this group, and their engagement with the School, substantially over the coming years, from before their first day on campus, and beyond into their university and professional lives. The breadth of our community spans the globe, and we are keen for this role to leverage our activities worldwide.

This role is a unique opportunity for an experienced Alumni and Engagement professional with highly developed relationship-building and management skills to bring their professional experience to bear at a world-leading school, building on existing activity and shaping our engagement activity for the future.

The Head of Engagement will develop strategy, share knowledge and best practice, build relationships and influence and devise creative and innovative ways of engagement with

all members of the Sennockian community in support of the campaign.

Reporting and Line Management

Reporting to the Deputy Director, the Head of Engagement is currently responsible for an Events Assistant and volunteers.

Key relationships: Fundraising, Communications and Operations colleagues, Admissions, Marketing, Catering, the Institute of Higher Education, Institute of Service and Partnerships and OS liaison staff within the School.

Main Duties and Responsibilities

Responsibilities include, but are not limited to:

Strategy and Leadership

- Develop, lead and manage the engagement strategies for all members of the community, including future, current and former parents and grandparents, current students and alumni, current and former staff and friends of the School, in order to maximise engagement.
- Building strong internal relationships with relevant teams across the School and Foundation to deliver on these strategies.
- Support the Director in realising the strategy for volunteer engagement aligned to the ambitions of the fundraising strategy and campaign.
- Develop and deliver alumni services and benefits, and opportunities that deliver value for alumni and build their pride in the School.
- Lead the strategy for the online alumni platform, OS Connect, working in particular with the Communications and Operations teams and encouraging the participation of other colleagues.
- Design and deliver processes to record accurate and complete alumni database records in compliance with GDPR, and the Data Protection Act 2018 using Raisers



Edge NXT.

- Identify new ways to gather communication consent and develop new processes in compliance with the Privacy and Electronic Communications Regulations (PECR), and the Data Protection Act 2018.
- Develop key performance indicators and metrics to measure success and impact for Engagement activities, analyse the performance of direct reports, present quarterly and annual results and put forward recommendations for continuous improvement.

Community Engagement

- Work closely with fundraisers and colleagues across the School to raise awareness and build initiatives and opportunities that support the delivery of philanthropic campaigns.
- Identify, build and develop relationships with alumni and the Sennockian community nationally and internationally to engage them in programming, projects and initiatives which support the themes of the Sevenoaks 600 campaign and other fundraising campaigns.
- Shape and enhance the alumni experience at Sevenoaks, continuing to evolve the programme to create opportunities to create further, sustainable engagement and affinity building.
- Ensure that engagement, opportunities to get involved, and tailored content for specific activities are promoted effectively across appropriate channels, including print, digital and social media, working closely with the Communications Manager and Marketing team.
- Produce written reports following meetings with alumni to identify where there are opportunities for engagement and evolve and refine the alumni engagement strategy based on alumni feedback.
- Understand and remain up-to-date with activities, events and philanthropic priorities at the School for

the purposes of building lifelong, mutually beneficial relationships with alumni and other Sennockians.

- Attend events and engagement programmes to build relationships and share information about services and benefits for our community.
- Take overall responsibility for various engagement events including reunions, donor and prospect events, and activity across the School that benefits our wider community.
- Travel with senior leadership of the School, arranging and supporting alumni meetings and events as appropriate.

Management

- Contribute to the learning culture at the Foundation through excellent line management and staff development.
- Conduct regular meetings, one-to-one discussions and appraisals, delegate appropriately, ensure that direct reports are meeting objectives, and establish mechanisms for performance evaluation.
- Manage the recruitment of new direct reports as and when necessary, ensure they are fully trained and have opportunities to fulfil their potential.
- Manage continuous professional development of self and direct reports, and provide opportunities for personal and professional development so that the team can deliver on strategic objectives and build mutually beneficial relationships with alumni.
- Ensure the team can respond flexibly to the changing priorities of the Engagement function.
- Monitor and ensure that direct reports, and the team delivers outstanding customer service to strengthen key internal and external relationships.
- Contribute to cross-team initiatives, working groups and team development.



- Plan, manage and monitor the overall Engagement budget, as well as individual event budgets, in line with the School's budgeting policy.

Other Duties

- Presentations to relevant internal and external stakeholders, in support of the Foundation's fundraising strategy.
- Act as an Ambassador for the Foundation in both internal and external activities, in the UK and internationally.
- Keep up to date with best practice across the sector by attending any relevant training, seminars, membership of professional bodies, meetings with peer colleagues and conferences.
- Other tasks as required by the Deputy Director and Director.

Person Specification

E = Essential; D = Desirable

Experience

- Able to demonstrate strong leadership experience in developing and delivering strategies to advance the overall strategic objectives of an organisation. (E)
- Experience of working across a large, complex organisation, developing strong relationships with senior leadership, and managing internal and external relationships with tact, diplomacy and confidence. (E)
- Strong track record, knowledge and leadership experience in higher education or the not-for-profit sector, ideally in alumni engagement and/or membership, community engagement, volunteer management. (E)
- Strong experience in developing engagement and value for a specific community or customer base, including organising and managing programmes volunteering / engagement opportunities, services, benefits and events

as part of an overall strategy. (E)

- Experience of strategically leading and implementing a robust online community platform. (D)
- Experience of developing strong customer relationships. (E)
- Experience of developing, organising and delivering successful engagement events. (E)
- Experience of developing key performance indicators to support strategic objectives and demonstrate impact. (E)
- Experience in developing communications strategy across print and digital media. (E)
- Experience of managing and developing staff, including experience of transferring skills to others, and the ability to act as coach and mentor for team members. (E)
- Experience of developing, monitoring and managing budgets. (E)
- Experience in using a relational database, e.g. Raiser's Edge NXT or other similar software, for both inputting and analysis of data, and of working within the framework of data protection legislation. (E)

Knowledge

- In-depth knowledge of alumni/community engagement, ideally in an educational setting, and how to develop engagement opportunities to advance the strategic objectives of a school, university or similar. (E)
- Strong working knowledge of the Data Protection Act, GDPR legislation and ability to ensure compliance at the team level. (E)
- Working knowledge of fundraising practices and how they support the School's goals. (D)

Skills and Abilities

- Excellent strategic development skills with focus on



setting objectives, delivering against them, and the ability to understand how strategy supports a wider organisational strategy. (E)

- Proven ability to demonstrate initiative to identify new opportunities and resolve challenges. (E)
- Outstanding communication skills (oral and written) and interpersonal skills that enable the development of effective working relationships at all levels; ability to articulate and present ideas to diverse internal and external stakeholders, ability to work with relevant team members to a develop multi-faceted communications plan that supports strategic objective; strong commitment to customer service. (E)
- Proven ability in project management, with the ability to prioritise and manage a varied workload and to work flexibly to resolve problems in a timely and comprehensive manner. (E)
- Professional credibility, maturity and collaborative skills to garner trust and confidence from senior leadership at the School, and other key constituents. (E)
- Demonstrated integrity and the ability to handle sensitive and confidential matters and information with appropriate discretion. (E)
- Demonstrated computer competency and knowledge of the Microsoft Office package, Word, Excel, Outlook and PowerPoint, as well as the ability to learn new software systems. (E)
- A flexible approach to working, able to work evenings and weekends on occasion, and willingness to travel internationally. (E)

Hours

This is a full-time (40 hours per week), all year round role (52 weeks per year).

The basic hours for full-time are Monday to Friday 9am–

5pm, although flexibility in these working hours will be required to meet the demands of the role during peak times.

There is some evening and weekend working as required by the role for which Time Off In Lieu (TOIL) is given.

Working location is flexible, up to 2 days a week working remotely.

Salary and Benefits

Salary

A salary of around £60,000 per year is available for this post, depending on the qualifications, skills and experience of the successful candidate.

Benefits

- Holiday entitlement of 25 days per annum excluding bank holidays.
- School lunch
- Free parking
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Membership of the school's fitness centre
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Sevenoaks School Savers voluntary benefit scheme
- Fee remission policy (terms apply)

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are



looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to

be required to make a success of this role.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Offer Conditions

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role, as well as an online check. The complete list of required checks will be provided to the successful candidate.

Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a

workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

Application

If you wish to be considered for this role, please complete the online support staff application form at <https://www.sevenoaksschool.org/about-us/work-at-sevenoaks/>.

The closing date for applications is 14/11/2024 at 9:00am and first stage interviews will take place on 20/11/2024.

The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at any stage. We therefore invite interested candidates to apply as soon as possible.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.