



# IPSWICH SCHOOL

## **DEVELOPMENT AND ALUMNI RELATIONS MANAGER** **(Permanent, full-time, 35 hours per week throughout the year)**

### **THE SCHOOL**

Founded during the fourteenth century, Ipswich School is one of the foremost independent schools in East Anglia. We have more than 1,080 pupils aged between 3 months and 19 years and are co-educational throughout. The most recent Inspection of the Senior School rated us as *Excellent* in all categories, a judgement of which we are very proud. The School operates a 5-day week, with representative sports played during the week and on Saturdays.

**Our Core Values** The whole of Ipswich School and The Lodge Day Nursery work under the same **core values** and we expect all of our members of staff to uphold these values as follows:



#### **Care**

For each individual. For the community. For each other. For others.

#### **Passion**

For our subjects and activities. For the transforming power of education to realise potential.

#### **Potential**

Within each individual, our pupils, and our staff, to grow and excel in all that they do.

#### **Communication**

Clear, comprehensive.

### **IPSWICH SCHOOL DEVELOPMENT OFFICE**

The Development Office was established in 2006 to work with the School's communities, including past pupils (known as 'Old Ipswichians' or OIs), and current and former parents, to encourage support for Ipswich School through events, volunteering and financial support.

Enjoying an Ipswich School education can be a life-changing experience and one which, in a perfect world, we would like to be available to all, irrespective of means. Every year, a number of pupils whose parents would not otherwise be able to afford the fees, come to the School through our bursary scheme. This is made possible by the generosity of past pupils, parents and other benefactors. We are seeking to widen access to the School by increasing the number of bursaries available. In addition, we seek funding for capital projects as required.

## REPORTING

You will join our Development Office team reporting to the Development Director. You will work closely with the Development Administrator and with other departments in the School, particularly our Marketing and Communications team, Reprographics, Careers Office, Estates and Catering teams, the Old Ipswichian Club Committee and Friends of Ipswich School Committee.

Find out more about the School and the Development Office and Old Ipswichians by visiting our websites: [www.ipswich.school](http://www.ipswich.school), <https://oldipswichians.ipswich.school/home> and <https://www.ipswich.school/development/>. Find out more about the Friends of Ipswich School (FOIS) here: <https://www.ipswich.school/fois/>

## THE POST

This is an exciting role, vital to the smooth running of our alumni community, the Old Ipswichians. Our alumni are an important part of the School's past, present and future. In this role you will take the lead in further developing and enhancing our events, alumni engagement and fundraising programme to encourage positive relationships with the School.

You will be pivotal to producing engaging copy, editing, proofing and facilitating the delivery of key departmental communications.

Working closely with the Development Director you will work to develop and implement an engaging fundraising programme for the future of the office and School.

## DUTIES AND RESPONSIBILITIES

The duties and responsibilities for the role will include:

### Events

- Leading on the organisation and set up/delivery/pack down of high standard Development and OI Events, working closely with the Development Administrator, other School colleagues and the OI Committee. This will include creating and maintaining an up-to-date schedule of events taking place throughout the year.
- Working closely with the Development Administrator to produce invitations and event information (printed and electronic) to a high standard for events.
- Leading on the promotion of events through the appropriate channels and media.
- Registering event participants and recording any specific requests.
- Coordinating a timely and effective follow-up with guests after each event.
- Coordinating timely and effective internal event evaluation meetings, recording 'lessons learned' and constantly looking for ways to improve events.
- Implement new events as appropriate including but not limited to; regional reunions, international reunions, careers and networking events.
- Devising a communications schedule for each event to fit in with the office comms schedule.
- Working with the School's Estates, Reprographics and Catering teams, and other internal stakeholders, to deliver successful events.

### Communications and engagement

- With the support of the Development Director and Development Administrator, assist the OI Editor to create, edit, proof and deliver the annual publication, the OI Journal (both hard and e-copy).
- Lead on producing communications including our monthly eNews and others as required, and be responsible for proof-reading and copywriting/editing to a high standard.

- Look to improve communications at every opportunity.
- Work closely with the Development Administrator to produce database and event engagement analytics.
- Lead on compelling and informative content for the OI portal and social media in accordance with the social media policy.
- You will be the main lead to facilitate the uploading of this content and to coordinate these communications with support and input from the other members of the development team, and marketing team.
- Act as the main contact and administrator for the upkeep of the department website pages to a high and consistent visual and content standard.
- Work with the Development Administrator to write and edit stories to a high standard with excellent attention to detail, spelling and grammar.
- With support from the Development Administrator, facilitate email and postal communications to the Ipswich School Community.
- To liaise, support and encourage the Friends of Ipswich School as their main contact.
- Work closely with Sixth Form members of staff and the Careers team to engage with pupils internally and to set up OI career opportunities and mentoring.
- Lead on internal engagement with pupils before they leave the School and become Old Ipswichians.
- Assist the Development Director with prospect research and introductions.
- Lead on supporting international OI groups as agreed with the Development Director.

### **Fundraising**

- Be an advocate for fundraising for the School at events and in alumni relations communications.
- Act as joint lead on our regular giving programme.
- Act as joint lead on mass participation fundraising campaigns such as the Giving Day.
- Support the Development Director with activities relating to fundraising including events, campaigns and stewardship.
- Have good knowledge and understanding of the fundraising aims of the department.

### **General**

- Act as the main point of contact for the Development Office for former pupils, former parents, and other internal and external stakeholders.
- Work with the Development Administrator to ensure the database is efficiently and accurately maintained.
- Work with the Development Administrator to run queries and produce data exports for the purposes of assisting with communications, publications and events.
- Keep up to date with relevant data protection guidance, the General Data Protection Regulations (GDPR) and any guidance from the Fundraising Regulator, the ICO and the Charity Commission, and work closely with the Development Director to ensure all Development Office activities comply with data protection law and the School's privacy policies.
- To set ambitious, specific and measurable KPIs and achieve annual targets as agreed with the Development Director.
- To periodically review alumni relations programmes at other successful institutions and make recommendations to the Development Director to improve activity.

*This list is not exhaustive and duties may be changed or added to as determined from time to time. As a member of a small team, the Development and Alumni Relations Manager may be required to help with any aspect of the operation of the Development Office and will be expected to show flexibility in accordance with the needs of the Department.*



## PERSON SPECIFICATION

This is a busy role and good time management skills are essential. Initiative, flexibility and excellent organisational and written communication skills are required for this post, together with a proactive, confident, creative and positive approach to being asked to undertake a variety of tasks. You will be able to interact easily with staff, parents, former and current pupils, and will have:

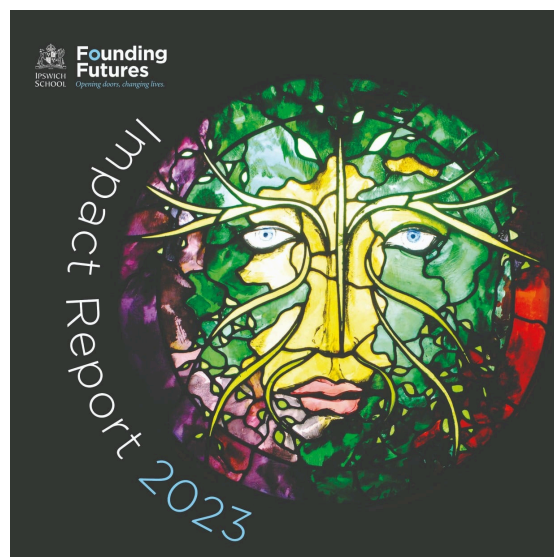
Essential Skills and Experience	Desirable Skills and Experience
<p>Qualifications and Experience</p> <ol style="list-style-type: none"> <li>1. Educated to A Level standard with excellent written and verbal communication skills.</li> <li>2. Direct events management experience of at least three years.</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge and experience of managing a programme of events for alumni in a school, college or university (or similar) setting.</li> <li>2. A clear understanding of the role of alumni relations and different events in a balanced development programme.</li> <li>3. Experience in fundraising and communications.</li> </ol>
<p>Fundraising</p> <ol style="list-style-type: none"> <li>1. Experience of fundraising in a charity setting.</li> </ol>	<ol style="list-style-type: none"> <li>2. Experience of regular giving or mass participation fundraising.</li> </ol>
<p>Organisation and team working</p> <ol style="list-style-type: none"> <li>1. Excellent workload management skills.</li> <li>2. A good memory and ability to recall information.</li> </ol>	

<ol style="list-style-type: none"> <li>3. Experience of working to agreed deadlines and prioritising tasks.</li> <li>4. Highly organised and self-motivated.</li> <li>5. Ability to work under pressure.</li> <li>6. Ability to work independently and within a team.</li> </ol>	
<p>Written Communications</p> <ol style="list-style-type: none"> <li>1. Experience in writing copy, with exceptional attention to detail including grammar and spelling.</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of writing copy for websites.</li> <li>2. A good knowledge of social media platforms and how to use them to communicate the School's messaging.</li> </ol>
<p>IT Skills</p> <ol style="list-style-type: none"> <li>1. Good keyboard/ICT skills, including <i>MS Word Excel and Google</i>.</li> <li>2. Experience of using a database and content management system to keep and record clean data (the Development Office uses <i>Toucan Tech</i>, and training will be given as necessary).</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience in the production and maintenance of spreadsheets and graphs and the ability to mail-merge.</li> <li>2. Knowledge of the application of databases to the management of events and engagement.</li> <li>3. Experience of uploading/updating information to websites.</li> </ol>
<p>Creative Skills</p> <ol style="list-style-type: none"> <li>1. Ability to think creatively and laterally.</li> <li>2. Good understanding of social media and a desire to learn and develop new digital communication skills.</li> </ol>	<ol style="list-style-type: none"> <li>1. The ability to translate ideas and initiatives into effective messages and to build creative social media campaigns.</li> </ol>
<p>Communication and Relationship Skills</p> <ol style="list-style-type: none"> <li>1. Excellent communication skills, and experience of building effective relationships with a wide range of stakeholders.</li> <li>2. Excellent customer service skills, a good telephone manner and a helpful, proactive approach that provides a warm, professional and welcoming environment.</li> <li>3. A genuine interest in people and their stories.</li> </ol>	
<p>Behaviours</p> <ol style="list-style-type: none"> <li>1. A commitment to the highest standards of professional conduct.</li> <li>2. Ability to maintain strict confidentiality and a good understanding of data protection and GDPR legislation.</li> </ol>	

3. Ability to remain resilient, positive and work dynamically in accordance with the changing needs of the department.
4. A commitment to safeguarding and promoting the welfare of children and young people, to comply and adhere to the School's Safeguarding Children Policy.
5. The ability to accommodate flexible working hours for weekend or evening events/functions.
6. Ability to take ownership of the role, look to improve it and give the best possible service to both external and internal stakeholders.
7. Be able to work under your own initiative.
8. Be a problem solver.

## HOURS OF WORK, SALARY AND BENEFITS

- This is a permanent post, subject to the satisfactory completion of a 6-month probationary period.
- The hours of work will be as follows:
- Mondays – Fridays 9.00 am – 5.00 pm (with a one hour break for lunch) throughout the year (7 hours per day, 35 hours per week). There may be some flexibility with start and finish times, and this can be discussed further at interview.
- You will be required to regularly work outside of the normal office hours to attend and run events.
- Overtime is not payable, but 'time off in lieu' for hours worked outside of the working hours (detailed above) can be taken with the prior agreement of the Development Director.
- The holiday entitlement is 25 days' paid holiday per year, plus bank holidays, rising to 30 days after the completion of 5 years' service. Holidays are to be taken at times to be agreed with the Development Director.
- The starting pay for this post is (up to) £32,000 per annum (depending on skills and experience).
- Salaries are paid monthly in arrears by BACS on the last working day of each month and are reviewed annually, usually on 1 September.
- After 3 months' service and/or in line with workplace pension legislation, you will join a defined contribution pension scheme (with 10% employer contributions) and will receive 3x death in service cover.
- After 3+ years' service, you will be entitled to generous fee remission.
- Free lunch is provided in the Dining Hall during term time and staff are able to use the School's swimming pool and fitness gym free of charge.
- You will join our Smart Health wellbeing programme for staff which provides 24/7 GP and mental health support.
- The School runs an appraisal scheme for its support staff to assist in the review and development of their role and you will participate in this scheme.



## **CLOSING DATE AND INTERVIEW ARRANGEMENTS**

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms should be returned to: Alison Knights, Director of Human Resources, Ipswich School, 25 Henley Road, Ipswich, IPI 3SG, or email: [hr@ipswich.school](mailto:hr@ipswich.school) by **1 May 2024**. Please mark the envelope Private and Confidential.

Candidates shortlisted for interview will be advised shortly after the closing date and interviews are likely to be held in the week beginning 6 May, when we may also ask candidates to undertake a competence assessment.

If we have not been in touch with you by 31 May then we regret that your application will have been unsuccessful, but we would like to thank you for your interest.

## **PLEASE NOTE**

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School policy on the recruitment of ex-offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Designated Safeguarding Lead (the Senior Deputy Head Pastoral for Senior School pupils, the Prep Deputy Head for Prep pupils and the Nursery Manager, for The Lodge Day Nursery).
- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy and employees are expected to comply with the statutory restriction on smoking in public places.

April 2024