**JOB DESCRIPTION**

**ALUMNI ENGAGEMENT OFFICER (CAREERS AND EVENTS)**

**DEVELOPMENT TEAM, DEVELOPMENT AND EXTERNAL RELATIONS DEPARTMENT**

**MAIN PURPOSE OF JOB:**

Reporting to the Head of Development and in conjunction with the Head of Futures, the post holder will co-ordinate the School's existing programme of careers and enrichment events and activities involving Alumni for the benefit of both pupils across all three Divisions of the Foundation and of younger Alumni of the School.

Establishing and building effective relationships with Alumni, supporters and other members of the School community, the post holder will further develop and enhance this programme of activities in support of both the Futures Team's objectives and Development Office's engagement and fundraising strategy.

**MAIN DUTIES:**

- In conjunction with the Futures Team and other colleagues across the Foundation, to plan and deliver the annual schedule of events, lectures and activities, both in-person and virtual, which comprise the School's careers, futures and enrichment programmes.

- To establish and build effective relationships with Alumni, supporters and other members of the School community, in order to identify, facilitate and steward the volunteers required to deliver that programme.

- To deliver the Development Team's responsibilities relating to the identification, facilitation and stewardship of the volunteers required for the School's large-scale annual careers events (including the International Women's Day event, the Foundation Careers Carousels, the Mock MMI sessions, the Year 12 Interview Skills activities and any other events, as agreed).

- To further improve, develop and scale up the School's programme of careers and enrichment activities involving Alumni, for the benefit of all pupils and young Alumni, particularly those who receive, or have received, bursarial support for their education.

- To co-ordinate the Development Team's responsibilities for the programme of Alumni involvement in higher education interview preparation activities, including the arrangement of Oxbridge mock interviews, Degree Apprenticeship mock interviews and other guidance and interview support sessions involving Alumni and external volunteers.

- To deliver the Development Team's responsibilities and involvement in the Foundation's annual blue riband events (including the three Divisions' annual lectures, the Boys' Division's Prizegiving ceremony and the Girls' Division's Presentation Evening ceremony) and keynote events (including the Duke of Edinburgh Awards Evening and the Community Action Evening).

- As directed by the Head of Development, to oversee the delivery and administration of the Alumni Sixth Form Entrepreneurship Scheme, liaising with the Alumni volunteer mentors, pupil mentees and relevant Divisional staff to ensure it is promoted effectively, that the pupil experience is optimised and that the Alumni volunteers are stewarded effectively.

- To oversee the facilitation of ad-hoc careers advice requests from pupils, identifying, approaching and stewarding appropriate Alumni in order to do so.

- To be responsible for ensuring the effective management and resolution of all Alumni enquiries relating to careers and enrichment involvement, optimising offers of voluntary support in pursuit of the wider aims of both the Foundation and the Development Team.

- To support the promotion of Futures events and activities across the Foundation which involve Alumni, including through the use of relevant social media channels, liaising with colleagues in the Marketing Team regarding any publicity campaigns and marketing materials required.

- To systematically record and manage all Alumni involvement in careers and enrichment activities in the Raiser's Edge database, in order to enable accurate reporting upon engagement, timely stewardship of volunteers and effective solicitation for fundraising.

- To provide wider administrative support to the Futures Team during key operational periods, including the co-ordination of the Year 10 careers interviews and related activities.

- To comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

- To be familiar with relevant policies and procedures and to take responsibility, where appropriate, for promoting and safeguarding the welfare of the children and young people in School.

- To keep up to date and comply with best practice and current legislation in fundraising, alumni relations, data protection and careers and enrichment delivery, and develop new ideas by networking with development professionals working elsewhere.

- To work flexibly as is necessary within a small team, including attending careers and enrichment events held in the evening at the School.

- To carry out any other reasonable duties as may be required from time to time by the Head of Development or Head of Futures within the context of the job, or by the Head of External Relations within the context of the work of the wider External Relations department.

- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.

**PERSON SPECIFICATION**

**ALUMNI ENGAGEMENT OFFICER (CAREERS AND EVENTS)**

**DEVELOPMENT TEAM, DEVELOPMENT AND EXTERNAL RELATIONS DEPARTMENT**

| **EDUCATION/TRAINING/QUALIFICATIONS** | **ESSENTIAL/ DESIRABLE** | **EVIDENCE Application Form, Interview, Reference** |
|---|---|---|
| Educated to A Level standard or equivalent | Essential | Application Form |
| Educated to degree level or equivalent | Desirable | Application Form |
| **KNOWLEDGE/EXPERIENCE/SKILLS** | **ESSENTIAL/ DESIRABLE** | **EVIDENCE** |
| Experience of working in community engagement, volunteer management or a related role | Essential | Application Form/ Interview |
| Experience of working in a school, FE or HE setting | Desirable | Application Form/ Interview |
| Experience coordinating and managing events, careers fairs or engagement activities | Essential | Application Form/ Interview |
| Experience of and proficient in MS Office packages and other digital and AI communication tools | Essential | Application Form/ Interview |
| Experience of maintaining accurate records and producing reports | Essential | Application Form/ Interview |
| Experience in recruiting, supporting and supervising volunteers | Essential | Application Form/ Interview |
| Experience of building relationships with multiple stakeholders | Essential | Application Form/ Interview |
| Experience of and ability to use Adobe Creative Suite and Canva | Desirable | Application Form/ Interview |
| Experience of using a CRM system | Desirable | Application Form/ Interview |

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| Experience in creating social media content | Desirable | Application Form/ Interview |
| Excellent written and verbal communication skills | Essential | Application Form/ Interview |
| Knowledge of GDPR and proven experience in handling confidential data | Essential | Application Form/ Interview |
| Knowledge of careers education, employability and progression pathways | Desirable | Application Form/ Interview |
| **PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS** | **ESSENTIAL/ DESIRABLE** | **EVIDENCE** |
| Ability to work on own initiative, plan, organise and determine own workload/priorities to meet tight deadlines | Essential | Application Form/ Interview/Reference |
| Ability to manage multiple projects and competing priorities successfully | Essential | Application Form/ Interview/Reference |
| Ability to coordinate events from planning to delivery | Essential | Application Form/ Interview/Reference |
| Ability to motivate and steward volunteers | Essential | Application Form/ Interview/Reference |
| Ability to proactively and positively build relationships with volunteers | Essential | Application Form/ Interview/Reference |
| Ability to engage with a wide range of audiences enthusiastically, including students, volunteers and teachers | Essential | Application Form/ Interview/Reference |
| Ability to work at pace under pressure and proactively solve problems as they arise | Essential | Application Form/ Interview/Reference |
| Excellent organisational and administrative skills with good attention to detail | Essential | Application Form/ Interview/Reference |
| Ability to work flexibly and effectively within a team towards common objectives | Essential | Application Form/ Interview/Reference |
| Passionate about the development of educational facilities and opportunities | Desirable | Application Form/ Interview/Reference |

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| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | Essential | Application Form/ Interview/Reference |

**TERMS AND CONDITIONS**

**ALUMNI ENGAGEMENT OFFICER (CAREERS AND EVENTS)**

**DEVELOPMENT TEAM, DEVELOPMENT AND EXTERNAL RELATIONS DEPARTMENT**

## SALARY

The salary will be based on point 14 on the Bolton School Support Staff Salary Scale, which is £29,501 per annum. Pro rata, this will equate to £16,302.54 per annum.

## HOURS OF WORK

22.5 per week, Monday to Friday, during term time plus 4 weeks. The times of attendance will be 8.30am until 1.30pm with a 30 minute unpaid meal break, with some flexibility for events.

Term time is classed as when school is in session and on additional days during the academic year; leading to a total of 175 days. The additional days will be determined by the Line Manager and may include INSET days, the day of the entrance examination and school holiday periods, to meet the needs of the Department. The salary for a term time only member of staff is therefore based on 175 working days per academic year.

## HOLIDAY

All holidays to be taken out of term-time at times specified by the Manager.

## LINE MANAGEMENT

Head of Development

## PENSION

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.

If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.

## OTHER BENEFITS

- Lunches will be provided free of charge on campus.
- Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).
- Life Assurance cover up until the age of 65.
- Access to a free Employee Assistance Programme.
- Training and development opportunities will be offered.
- Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.

- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Electric Car Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.