



## JOB DESCRIPTION

**Job title:** Alumni Relations Officer

**Responsible to:** Director of Communications, Admissions and Development

**Responsible for:** N/A

### 1. Purpose of the Job

The Alumni Relations Officer works in the Development & Alumni Relations Office and reports to the Director of Communications, Admissions and Development (DCAD). The Officer will work to strengthen the relationships with Alumni, donors and friends of St Columba's College via the Columban Network, a global community of approximately 4,000 members.

This job is ideal for someone who loves working with different people in and outside an organisation, and who wants to gain experience across a range of areas such as events, digital marketing and communications.

### 2. Frequent working contact with:

Director of Communications, Admissions and Development (DCAD), members of the CAD Team, College Archivist, Headmaster, Careers team, Finance team, Old Columbans (Alumni) and other members of the Columban Network, senior volunteers including Old Columbans Committee members.

### 3. Key Tasks

#### Communications

- In conjunction with the DCAD develop a programme of engagement to build long-lasting relationships and encourage active membership of the Columban Network community.
- Act as the first point of contact for members of the Columban Network responding appropriately, efficiently and in a warm and friendly manner to all enquiries and requests for help.
- Plan, develop and implement relevant and timely communications with Old Columbans, donors, prospects, supporters and friends.
- Manage content within the Columban Network website, generating and uploading regular news items to ensure that they remain relevant and interesting and to increase traffic.

- Liaising with the DCAD maximise use of the Columban Network website to encourage Old Columbans to log in and interact online; post items of news, photos, event invitations; facilitate networking groups (professional and social) and career mentoring; promote and support year group reunions.
- Create, schedule and report on Columban Network social media content.

### **Events**

- In conjunction with the DCAD, co-ordinate and develop the annual programme of Alumni and Columban Network events to provide social and networking opportunities, relationship building and fundraising.
- Work with the DCAD and Events Co-ordinator to organise and deliver on-site and off-site events for Alumni and the Columban Network.
- Maximise the facility of the Columban Network website for promoting events, streamlining the registration process as far as possible with online booking and payment facilities.
- Ensure all follow-up after events is timely, efficient and professional.
- Assist the CAD team with student recruitment events such as Open Morning.

### **Database Management**

- Manage the Columban Network database to ensure that records are maintained accurately and efficiently.
- Devise and implement active strategies to improve both the number of Old Columbans on whom information is held, and the quality of the data held in the database for existing records.
- Generate reports as required.
- Remain abreast of database developments.
- Ensure that data processing complies with GDPR.

### **Miscellaneous**

- Order and maintain stock of promotional Columban Network merchandise and materials as necessary.
- Willingness to support Alumni and Columban Network events outside of normal working hours, evenings and weekends with time taken in lieu.

### **4. Generic Responsibilities**

- A high quality, courteous and friendly service is expected by the College for both internal and external customers.
- Responsibilities carried by all Support Staff in the College comply with the contract of employment.
- Adhere to Catholic School contractual obligations and expectations regarding support for the College's essential ethos as set out in the contract of employment.
- To follow College Safeguarding and Child Protection policies
- To play a full part in the life of the College community to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Any other work as reasonably requested by the DCAD, Bursar or Headmaster.

**Skills and experience required:**

- Communications skills – good writing skills, persuading and influencing skills, ability to deal with people of all levels in-person and over the phone.
- Organisation and planning skills – needs to demonstrate strong ability to plan and organise own work, to be capable of managing projects to conclusion with advice and guidance, to be able to manage conflicting demands on time and prioritise work to ensure the key aims are achieved.
- Team working skills – needs to demonstrate the ability to work effectively as part of a team.
- Discretion – needs to understand the need for confidentiality and discretion within the role.
- Excellent attention to detail.

**General knowledge and technical skills:**

- Very good knowledge of MS Office including Excel (essential).
- Understanding of databases, and preferably experience with database management (essential).
- Previous experience of using CMS including website management and social media.
- Previous experience of using donor management and fundraising solutions such as Potentiality or Raiser's Edge.
- Knowledge of design packages/systems such as Adobe and Canva.

**Safeguarding Children**

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Senior Leader.

**Additional Information****The Role**

- Full-time position, 52-week contract.
- 25 days' annual holiday entitlement plus 8 bank holidays and 3 discretionary, non-contractual days between Christmas and New Year.
- Office based during term time and hybrid working during the College holiday periods.
- Salary will be dependent upon experience and qualifications.
- Complimentary lunches, tea/coffee/biscuits/fruit.
- Fee discount scheme for children of staff educated at the College.
- Contributory Pension Scheme to which the College contributes 6%.
- Use of the College gym facilities outside of School hours.
- Eye care vouchers.
- Free annual flu vaccination.
- Cycle to Work and Tech Schemes.
- Access to use of a confidential 24-hour counselling help line.

- Free car parking on site.
- Support with professional development.

**Working Time**

35 hours per week, Monday to Friday, with core hours being 8.15 am to 4.15 pm during term time and 9 am to 4 pm in the College holiday periods inclusive of a one-hour unpaid lunch break each day. Hybrid working is available during the College holiday periods. Flexibility will be required to ensure that the requirements of the role are fulfilled. Attendance will be required at some evening and weekend events throughout the year to support key job-related College events but time off in lieu (TOIL) can be taken in line with the College TOIL policy.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.