



# St Dunstan's

## — College —

Recruitment Information

## Alumni Officer

*Commencing January 2017*

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## About St. Dunstan's College



### *'Inspiring and assisting young people to achieve their potential'*

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 125 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for approximately 900 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Family Society' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of around 10 million pounds. The swimming pool has been completely refurbished and a new roof added, the Chemistry laboratories have been rebuilt and the front façade of the building has been renovated and cleaned. The recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, is an exciting opportunity which should permit further development on both sites. Planning is currently underway for the construction of a new Junior School on the College grounds.

The size of the College community is small compared to many of its competitors, offering all pupils an individualised approach to learning and development within a friendly, inclusive and nurturing environment. The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. The diversity of the College is furthered by the inclusion of international students, in particular from China. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.





## Overview

The Alumni Officer will form an integral role in the collaboration of St Dunstan's College and the Old Dunstonian Association (ODA) in its fast-evolving ambition for a first-rate liaison between the College, ODA and the many thousands of Dunstonian alumni across the world.

The Alumni Officer will be responsible for developing interactive and innovative mechanisms for communication between all stakeholders, maintaining a central database that allows for regular updates on College and Association activity, as well as planning a full and broad-ranging programme of events across the year for the whole range of Dunstonian's and respective interest groups.

The Alumni Officer will act as a first point of contact at the College for Alumni enquiries, will co-ordinate the administration of ODA alumni events and work with the College Marketing Officer to develop timely and imaginative publications.

The College's alumni relations programme will be varied and so, the role requires the post holder to possess excellent organisation, communication and interpersonal skills, together with an ability to balance competing workloads and a genuine enthusiasm for people-orientated work. The Alumni Officer will be very familiar with handling databases, websites and social media development, as well as event organisation.

For the right applicant, there may be an additional role in managing the College archives.

**Responsible to:** This will be a developing role and the Alumni Officer will initially be accountable to the Headmaster and Chairman of the ODA Association

## Employment

This appointment is: **Part-Time (all-year round).**

- **Salary:** £15,000
- **Hours of Work:** 21 Hours per week (exact hours to be negotiated) including all Inset Days.  
From time to time and during busy periods, the need may arise for additional hours to be worked.
- **Pension:** The employee will be automatically enrolled into the Pension Trust "Defined Contribution" pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the scheme may opt-out in accordance with the rules of the scheme

## Key Responsibilities

Through close liaison with both the ODA and the College, undertake the following duties:

### Alumni Relations

- Act as a first point of contact for all alumni enquiries received at the college by telephone, post, email, in person or through online social media
- Respond to enquiries in a welcoming, timely and effective manner
- Develop and maintain strong working relationships with members of the ODA committee and ODA volunteers throughout the UK and across the world and support their work on behalf of the ODA network
- Develop new ways of reaching out to a growing and diverse alumni body

## **Events:**

- Develop a broad-ranging annual programme of alumni events to be hosted both within the College and beyond it.
- Produce relevant marketing materials for events and promote activities through ODA and College print and electronic media
- Ensure that events are delivered to a high standard and within budget limits
- Liaise with and co-ordinate the efforts of ODA club/society secretaries and regional/overseas ODA network leaders, providing them with administrative support for their events and activities
- Work with the alumni relations team at St Dunstan's College Management International to ensure that alumni of the St Dunstan's College International school(s) are invited to participate in College ODA events
- Attend ODA events as required
- Co-ordinate volunteers and supervise pupil ambassadors at events
- Co-ordinate a timely and effective follow-up with guests after each event

## **Communication:**

- Oversee the distribution of annual SDC Chronicle and the production and distribution of other College publications and updates to former pupils.
- Draft, develop and upload content for the alumni section of the College website (including the ODA website and link) and associated social media pages
- Co-ordinate the delivery of alumni postal and electronic mailings
- Liaise with the OD Notes Editor on coordinating alumni activity planning and the publication of the bi-annual 'OD Notes'.
- Ensure items of Dunstonian news received are passed to the OD Notes Editor.
- Work with the OD Notes Editor on regularly exchanging all up-dates received on ODs' changes of postal/email addresses.

## **Database:**

- Ensure that database records are accurately and efficiently maintained with information received in response to general enquiries, update forms, events, research and other correspondence
- Create and run queries and produce exports and reports for the purposes of assisting with communications, publications and events

## **Archives**

- Develop the archives within the College to best support the work of the ODA and the alumni provision

## Person Specification:

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<b>Qualifications</b>		
Educated to a degree level or equivalent		•
<b>Knowledge/Experience</b>		
Discretion and experience of working with confidential data	•	
Proven experience of organising events	•	
An interest in education and alumni relations work	•	
Excellent IT Skills, including Microsoft Office, databases and web based information	•	
Experience of alumni relations		•
<b>Job-related Skills/ Aptitudes</b>		
Excellent interpersonal skills	•	
Good written and verbal communication skills	•	
Enthusiastic, conscientious and hardworking	•	
Excellent attention to detail	•	
The ability to prioritise own work, and use own initiative in order to meet deadlines, without supervision	•	
<b>Other</b>		
Willingness to work flexibly when required	•	
Previous experience of working in an Independent School		•

## Promoting and Safeguarding the Welfare of Children and Young People

The post holder will be required to adhere to the College's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College these concerns must be reported to the College's designated Child Protection Officer.

## Applications

The closing date for applications is; 30, November 2016, early applications are encouraged as the Foundation reserves the right to appoint at any stage during the application process. Only applications received via [TES HireWire](#) can be considered. This is a part-time (all year round) position starting in January 2017.