



The Abbey

The independent school for girls aged 3-18.

BUSINESS DEVELOPMENT ADMINISTRATOR (FULL TIME)

Reports to: Senior Manager Marketing

The Abbey School is an independent GSA day school for girls aged 3 to 18 years. Founded in 1887 the school enjoys an enviable reputation of academic excellence, a rich history, a caring pastoral environment and a wide breadth of extra-curricular activity for each individual. With exceptionally high ratings in the national league tables and a thriving International Baccalaureate diploma programme, The Abbey School is the only independent school in the Berkshire area to offer such outstanding opportunities to academically able girls. The girls themselves are motivated, enthusiastic and co-operative and there is a happy, purposeful atmosphere to the school.

The staff at The Abbey School form a strong and professional community of highly skilled, dedicated and enthusiastic people. The governors and management team are committed to supporting the continuing development of its staff and maintain a good working environment with the necessary policies and procedures in place to support this. We recruit only the highest calibre staff, who are enthusiastic and committed. In return, we aim to provide opportunities for employees to reach their own full potential for their benefit and the benefit of the school as a whole.

OVERALL JOB PURPOSE

Providing Administrative support to the Head of External Relations and External Relations teams (Development, Marketing, Admissions, Stakeholder Engagement and Events). To enable the achievement of key targets, ensuring business documentation and tracking records are accurately kept and providing a professional interface with all stakeholders that work with the School's External Relations Department.

Dimensions

No Line Management responsibilities

Full time permanent position



17 Kendrick Road, Reading, Berkshire RG1 5DZ
Tel: 0118 987 2256 Email: schooloffice@theabbey.co.uk
www.theabbey.co.uk

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PRINCIPAL ACCOUNTABILITIES

Key responsibilities:

The Business Development Administrator sits within the School's External Relations Department and is responsible for managing the administration related to the development and engagement team's external communications, advocacy and resource mobilisation requirements. The role also has an additional, and wider, remit which is to work with all of the External Relations Teams across a range of external communications and advocacy activities to share organisational learning, helping to build recognition of The Abbey's brand and stakeholder interface. The post holder has responsibility for ensuring that there is proper administrative support for developing and disseminating reports, briefs and publications, multi-media outputs and sourcing content for the Development and Engagement team's activities and then to ensure that they are posted on the website and on social media sites. Beyond this aspect of the role the post holder will work closely with the Head of External Relations and the ER Department to help position the organisation with administration tasks that support and feed into potential donors and our decision makers through the delivery of targeted thematic areas of focus. Key to this is the collating and sharing of learning outputs and using new and existing tools to measure the impact of this shared learning on the target audiences. An important element of this activity is supporting production and delivery of information and data in formats that make them useful for wider dissemination to key influencers. Key and targeted administrative support to the Head of External Relations in the performance of his general role, but particularly in relation to his Development & Engagement sector work, is an important additional element of this role.

Duties

- Manage relationships and workflow between all teams in the ER Department, as required.
- Provide reports and budget updates, as required.
- Represent the project/organisation at external meetings, as required.
- Participate in the ER Team responsibility for keeping the contact and photo databases up to date in the Development and Engagement sectors.
- Provide support for the External Relations teams and other colleagues, as required by the Head of External Relations.
- Record that all communications and engagement activities are implemented cost-effectively, considering value for money and sustainability (ROI/ROE/COS).
- Participate as an active member of The Abbey's External Relations Department in



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meetings, internal seminars and other technical and administrative discussions.

- Responsibility for all administrative duties related to the role.
- Actively work within the policies and ethos of the organisation.
- Manage the uploading and updating of materials on The Abbey Development and Engagement sectors of the School website and on their social media sites.
- Upload Development and Engagement materials (and other materials, as required) to The Abbey intranet and any other data sharing system used and ensure that all such data banks are kept up to date.
- Process gifts and event activities on a regular basis.
- Develop and maintain an up to date archive of all external communications and engagement outputs generated by The Development & Engagement Team (including donor contacts, campaign news, news releases, printed materials and photos, etc.) accessible to key stakeholders, as necessary.
- Work with the Head of External Relations to develop high quality data, evidence and 'development marketing' materials on specific thematic areas to support engagement with donors, alumnae, the Executive Board, and other key audiences.
- Support the development, production and delivery of organisational information and data in new and engaging formats for wider dissemination to key influencers.
- Play a key role in dissemination of learning outputs, finding creative ways of measuring effectiveness of systems used and developing sound evidence of impact.
- Work with the Marketing team to ensure all external materials and communications follow organisational brand, quality and other protocols and requirements, with special responsibility for those related to the Development and Engagement sectors.
- Support all organisational and administrative external relations activities related to the work of the Head of External Relations, particularly in relation to his work in the Development & Engagement sectors.
- To undertake other tasks to support the School's wider activities as reasonably required by the Head of The Abbey.

The above is not an exhaustive list and in a rapidly changing world, particularly in the development sector, the use of data, the media, donor and stakeholder relations and marketing, there will be variations in these duties and responsibilities.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Substantial experience in communications, advocacy, marketing, donor relations, fundraising or related field preferably in an educational environment



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- Good oral and written communication skills, including writing strategies, briefing papers, concept notes, use of social media, etc., and ability to synthesize key concepts and convey messages to diverse audiences
- Excellent organisation, planning, communication and follow-up skills
- Strong experience in effective dissemination of high quality communications outputs and M&E of impact
- Strong analytic, strategic thinking, and planning skills
- Good skills in editing, proofreading and research, with excellent attention to detail
- Experience of working in partnerships and/or coalitions
- Excellent computer skills (MS Word, Excel and PowerPoint)
- Ability to take initiative and manage assignments from conceptualization to completion
- Ability to prioritise and manage multiple projects with conflicting time frames
- Good interpersonal skills and ability to interact effectively with all levels of associates, including senior management
- Competent budget management and reporting skills
- Experience of event planning and management
- Experience in multi-media production, such as video and materials for web (e.g. Infographics)
- Good understanding of databases; a knowledge of Raiser's Edge, Graduway, Blackbaud Merchant Services and iSAMS would be an advantage
- Understanding of community relations and development and the need for accurate and consistent information.
- Ability to handle sensitive or confidential information.
- A good team worker, confident, flexible.

Health and Safety

It is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- To co-operate with employers in order to ensure that employers' duties can be performed and complied with
- To report all accidents and damage immediately
- To report all observed hazards or dangerous occurrences immediately
- To neither intentionally, nor recklessly, interfere with any equipment provided.

Security

- All employees are required to remain vigilant on the school premises and to report any security issues to the Head of Finance and Resources immediately.

Child Protection



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- The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people. The School therefore expects from the successful candidate the level and degree of adult leadership of children and young people expected in a School environment.
- The successful candidate should expect to undertake the Disclosure and Barring Service (DBS) clearance process.

Equal Opportunities

The Abbey School aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The Abbey School welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available on request.

Terms of Employment

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Disclosure and Barring Service enhanced disclosure. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at this School. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at www.disclosuresdb.co.uk

SAFEGUARDING

The Abbey School is committed to safeguarding and promoting the welfare of children and young people and as an employee of The Abbey you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within the Abbey School and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

For more information on our lively and well-resourced school and for an application form, please visit the Vacancies Page on our website www.theabbey.co.uk.

To apply for this position, please complete an application form in full, including details of suitable referees as instructed, then send this with your full CV and covering letter by email to recruitment@theabbey.co.uk

Interviews will only be arranged following our receipt of a completed application form.

Closing Date: 10 August 2018



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Interviews to be held: week commencing 13 August 2018

If your skills and experience are suitable for the role, we will be in touch shortly. If you have not heard from us by the closing date, please consider your application unsuccessful.

For enquires please contact recruitment@theabbey.co.uk.



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