



## Post: Alumni Relations Officer

### Reporting to:

1. The Director of Development, Prior Park Schools
2. The President of the Prior Park Association (PPA) in fulfilling duties to the PPA

### Prior Park Schools

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Prior Park Schools (PPS) is a charitable trust comprising three independent, but interdependent day and boarding schools set in the beautiful South West of England and Gibraltar. Prior Park College (PPC), the senior school and The Paragon School, the junior school, both in Bath and a senior school in Gibraltar. Each school provides high achieving, Catholic/Christian co-education. The heart of Prior Park Schools is the encouraging Christian ethos which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate, and independently minded young people.

Each School has a Head Teacher and a Leadership Team who lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Head Teachers and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding.

The Executive management of the schools is devolved to a Board called the Prior Executive Board (PEB) which comprises the Head Teachers of each constituent school, The Director of Operations & Finance, the Director of Development, and the Head of Compliance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education. The PEB is chaired by the Head of PPC with the agenda and papers provided by the Director of Operations & Finance.

PPC has been a school since 1924 and has a significant number of Alumni spread throughout the world, most of whom are members of the PPA. The PPA is headed by a President who is elected at the Annual General Meeting. The President is supported by an elected Committee. The relationship between the PPA and PPS is governed by a Memorandum of Understanding (MOU).

### Purpose of the Role

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The Alumni Relations Officer (ARO) is a key role providing high quality engagement assistance to the Alumni of Prior Park College, working closely with and under the direction of the Director of Development (DOD). The key element of the role is supporting the PPA President and Committee in the delivery of services and support to the Prior Park Alumni. Of particular importance is the curation of 'The Gossip Bowl', the annual alumni magazine, which is a critical channel of communication keeping the Alumni community throughout the world in touch with each other and with the activities of PPS.

### Contacts

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It is essential that the ARO can forge, maintain, and develop close contacts with the PPA and the Alumni but the incumbent will also be expected to engage with a wide range of contacts and stakeholders both within and beyond PPS.

### The Role

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The ARO post is a key administrative cog in maintaining the alumni network. The ARO will report directly to and be line-managed by the DOD and will report to the PPA President on those matters which relate to the discharge of those duties relating to the PPA committee.

In their work the ARO will have day to day responsibility for their own work priorities and maintenance of high standards.

The post holder will have access to confidential information, always requiring absolute discretion. The ARO will deal with a range of internal and external stakeholders and be expected to support the wider remit of the Development Office. The ARO will liaise with relevant members of staff, as required for the development and maintenance of smooth and effective relationships between the alumni and PPC, and for the greater benefit of Prior Park Schools.

The role is based predominantly at Prior Park College but travel to other locations may be required as part of wider Prior Park Schools work.

The main areas of responsibility are:

- Liaising with the Director of Development and database manager to develop strong alumni relations and communication strategy.
- Working closely with the PPA President and the PPA Committee, keeping them informed of activity and issues and assisting in the implementation of the strategic plan for the alumni society.
- Communicating with the alumni community, acting as its primary point of contact.
- Providing content for, and preparation and production of the Gossip Bowl, the annual alumni magazine designed for the alumni and the wider Prior Park community.
- Creating and delivering a vibrant and innovative engagement programme, including events and reunions.
- Encouraging professional networking opportunities for current students to assist with careers advice, using alumni and parents and other stakeholders.
- Develop meaningful, mutually beneficial relationships with alumni volunteers, rising stars and advocates.
- Build effective relationships with influential alumni and supporters in the hope of inspiring them to engage with PPS and provide a mutually beneficial pipeline of volunteers, advocates, and donors.
- Help with the co-ordination of the various student engagement strategies of the team with the aim of raising awareness among students and staff of the benefits of alumni engagement and the opportunities on offer to current students.
- Acting as the Clerk to the PPA committee; deciding and creating agenda with the President, liaison with the attendees, giving PPA activity update, attending meetings, taking, and circulating minutes.
- Attending meetings relating to alumni and other events or communications, as necessary.
- Managing and developing the alumni pages of the PPC website.
- Responsibility for the alumni online community; engaging in and developing alumni links through social media and networking sites such as Facebook, Twitter and LinkedIn and other sites as relevant.
- Contribute to the negotiations of a portfolio of benefits (e.g. access to PPC facilities) that the College can offer alumni that demonstrates their value as part of the Prior Park community and incentivises them to keep connected.
- Utilising and maintaining the alumni database to manage the alumni relations programme.
- Work closely with the Marketing team.
- Be the central point for collecting, collating, categorising, storing, and displaying, both physically and electronically, memorabilia gifted to the College by alumni, staff, and parents.
- Working with the current upper sixth, making them aware of the PPA.

## Line Management

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The ARO has no direct line management responsibilities.

*The tasks listed above are not exhaustive and other additional, reasonable duties falling within the capabilities of the post holder may be required, depending on the needs of the PPA and the PPS in accordance with the MOU.*

*JD reviewed August 2021*

## Professional Specification and Personal Attributes

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The ideal candidate will display the following attributes:

- Excellent and professional administration skills, with clear working knowledge of Microsoft Office
- A high level of understanding the need for confidentiality
- Adaptable, focused, proactive, and self-motivated
- Due to the importance of the annual publication of 'The Gossip Bowl' any editorial experience would be a significant advantage but at the very least the candidate must be able to proof-read
- Educated to a minimum of GCSE level or equivalent in English and Mathematics
- An understanding and willingness to learn about relevant business functions
- Willingness to develop knowledge and experience through training, qualification and continuing professional development
- Ability to organise and prioritise tasks and manage delegated projects
- Flexibility and a willingness to undertake varied responsibilities working alone or as a member of a collaborative team
- Good interpersonal skills and the ability to communicate effectively with a variety of people
- Ability to manage workload and at times conflicting priorities as well as tracking progress on a wide range of tasks
- An organised and thorough approach to work including good time management and attention to detail and completion of tasks
- Willingness to help out other departments when workload permits
- A good sense of humour

## Child Protection

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Prior Park Educational Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## Data Protection

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In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.