



The London Oratory School

Development, Alumni and Arts Centre Manager

Job title:	Development, Alumni and Arts Centre Manager
Reporting to:	Headmaster
Line Managing:	Theatre Technician Clerical Officer for FLOS payments
Remuneration:	£31,539 to £38,604 depending on skills, knowledge and experience
Contract:	F/T Permanent
Hours:	37.5 hours per week; Monday to Friday, but flexible working around evening and weekend events
Context:	The London Oratory School has an established community based fundraising/parental contribution operation, rooted in the current and past parental and alumni communities.

It comprises of:

- **Friends of the London Oratory School (FLOS):** our parental contribution scheme
- **The Foundation:** a trust that raises funds for major capital (buildings) works
- **The London Oratorians' Association:** an alumni network that hosts occasional social events
- **The Faber Society:** our legacy giving programme

The School also has a state of the art on-site Arts Centre, at the centre of which is a 300 seat theatre, and accompanying office. The School enjoys a full in-house performing arts calendar, in addition to using the theatre to generate income via external hire from visiting organisations and performers.

Purpose:

1. To drive, manage, and support the School's development by co-ordinating fundraising, support and contributions from parents, alumni and the wider community
2. To maintain and strengthen the culture of philanthropy in the parental, alumni and wider community through established income streams and different ways of giving
3. To communicate key information regarding the School to pupils, parents, staff and the wider community

4. To lead on the promotion of artistic events (Music, Drama, Exhibitions) that take place in that Arts Centre

1. Development: Strengthening ties between parents and School and alumni and School by:

a. Administering and stewarding contributions of alumni and existing and past parents and supporters:

- i. To manage our fundraising databases to enable targeted fundraising operations and campaigns in the parental, alumni and wider School community, and to match offers of support with specified need. Our current package is Raiser's Edge
- ii. To keep abreast of local, national and international funding opportunities to identify unmet needs and source opportunities
- iii. To lead on the identification of, and approaches to, trusts, grants and foundations to support the work of the LOS, building an Action Plan of key applications to timescales
- iv. To develop corporate fundraising programmes, such as employer gift-matching
- v. To write tailored applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations
- vi. To process contributions/donations and ensure donors receive timely, correct and personal acknowledgements of their gifts, liaising with the Director of Finance and Operations in reclaiming Gift Aid.
- vii. To develop and maintain links with existing and potential supporters, ensuring all donors are updated on how their gifts have been used
- viii. To ensure all information is obtained and recorded ethically and accurately in compliance with GDPR

b. Initiating, energising and co-ordinating an annual programme of events/campaigns that strengthen identification with the School's purposes and raise funds

- i. To drive, develop, organise, manage and budget a thriving programme of 'parental-School' and 'alumni-School' fundraising events, including the Gala Dinner, across the academic year. This includes official (on campus) reunions, that reflect the differing interests and groups within the School; and, of course, differing levels of financial tolerance
- ii. To be first point of contact including face-to-face, telephone, written and electronic communication, and to respond to all enquiries about events from parents, donors, well-wishers and other members of our community in a timely, welcoming, friendly and helpful manner at all times
- iii. To work with the member of Senior Staff responsible for Careers to develop a series of Careers Events and Summer Internships that builds on the alumni and parental network and benefits current pupils
- iv. To build and develop our programme that seeks to encourage and support former pupils at university/entering the workplace to explore a career in teaching at the School

c. Co-ordinating and administering entities that support the School's fundraising, contribution and events schedule

- i. To act as the Company Secretary to FLOS, and the London Oratorians' Association and the Faber Society, and to streamline the operation of such bodies, submitting official documentation to the Charity Commission/Companies House, as appropriate. This element of the role includes agenda setting, meeting convening minute writing and routine banking.
- ii. To work closely with The Foundation, attending such meetings as are necessary for the development of the fundraising and cohesion of the parental and alumni body

d. Setting priorities and shaping strategy

- i. To develop, implement and evaluate a fundraising/stewardship strategy that strengthens an already well-established and sustainable income stream for the School, in line with the School Improvement Plan.

This co-ordinates and builds upon the income streams already established, namely:

- the parental contribution scheme, known as FLOS;
- the capital works funding organisation, known as The Foundation;
- the legacy scheme, known as The Faber Society; and,
- the alumni relations organisation, known as The London Oratorians' Association.

- ii. To write an annual Action Plan for fundraising that works towards the School's overall Strategic Plan and School Improvement Plan.

2. Arts Centre Manager

- i. To promote and manage the work of the Arts Centre through the co-ordination, advertisement and execution of Art, Music and Drama events in the Arts Centre, including the design, publicity and programmes for productions. This includes the management of the staging of school productions, including budget setting, procurement of licences and royalties.
- ii. Collaborating with the Director and Musical Director on all aspects of productions
- iii. Assistance with rehearsal scheduling, set design, acquiring sets, costume and make-up
- iv. To be the first point of contact regarding events and to co-ordinate and schedule Arts related events and gallery space originating in the School, plus those by visiting organisations and performers
- v. To manage the theatre calendar, and schedule space accordingly
- vi. To record income and expenditure, manage invoicing, petty cash, box office financial controls and recharges

- vii. To be present to ensure the smooth running of arts events, including external events, such as Choral Society, on a flexible basis. This includes set-up, management and front of house activities
- viii. To work closely with Heads of Department, e.g. Art, Music and English, for specific events and/or performances
- ix. To manage and liaise with the Theatre Technician and visiting organisations and performers regarding the requirements and the movement of necessary technical items
- x. To prepare the Terms and Conditions of Hire and legal documentation for all organisations and individuals hiring the Theatre
- xi. To liaise with the Headmaster and Director of Finance and Operations in the structuring of suitable hire fees
- xii. To manage the budget of the Arts Centre, including the payment of invoices, handling banking, budget and accounts
- xiii. To be responsible for the management of Health and Safety in the Arts Centre and ensure that users are fully aware of relevant policies and procedures; and, to ensure that external hires comply with these house procedures
- xiv. To organise the front of house arrangements, e.g. box office, refreshments, and programmes in liaison with the member of Senior Staff responsible for the prefects
- xv. To ensure through the Theatre Technician that lighting, sound and scenic equipment remains in a safe working order and organise service and repair when required
- xvi. To assist with the development and updating of general school publications, e.g. the Co-curricular Activities programme, the Exhibition and Awards events and the Arts Diary
- xvii. To design and create artwork for a variety of school publications, advertising/programmes/brochures
- xviii. To manage the activities of the Choral Society and to manage their budget/bank account; to manage the collection of subs to the Choral Society through a team of volunteers
- xix. To act as a qualified First Aid member of staff: training will be given to the suitable candidate

3. School Communications

a. The School website

- i. To co-ordinate, maintain and develop the School website and the London Oratorians' association website
- ii. To ensure that the website content is fully compliant with the legal obligations as set out by the DfE, Ofsted and other statutory regulatory bodies to which the School may be subject
- iii. To ensure communications from the website are timely and up to date
- iv. To gather, edit the content and issue electronically the weekly online Newsletter

b. Social media

- i. To use social media extensively to keep our followers informed of our fundraising activities and work to increase our coverage of The London Oratory School

- ii. To develop a proactive online presence for the School, updating the Development Office's presence on social media channels, including Facebook, Instagram, LinkedIn, WhatsApp and Twitter
- iii. To commission or assist with photographs around the School site and at key functions, for uploading on to the School website
- v. To work in developing a range of modern, integrated and cost-effective publications and leaflets in support of the The London Oratory School's fundraising and marketing

N.B. All staff at the School are obliged to discharge their responsibilities towards Keeping Children Safe in Education. The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy 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 School s/he must report any concerns to the School's Designated Safeguarding Lead.

This Job Description is not intended to be exhaustive or definitive and can be shaped to suit the needs of both organisation and the successful candidate, subject to negotiation.

Person Specification

Development, Alumni and Arts Centre Manager

	Essential	Desirable
Qualifications/Professional Bodies	Educated to graduate level or equivalent	Possessor of/working towards/prepared to work towards Institute of Fundraising qualification Membership of Institute of Fundraising
Experience	At least 18 months' experience in either a development/fundraising capacity (e.g. as development officer), or in Arts administration or management Experience of a 'people-based' sector	Working in an educational institution, e.g. school or university Proven track record of delivering fundraising targets and KPIs Knowledge of database systems commonly used in fundraising management, e.g. Raiser's Edge, Donor Management Other transferable professional experience, e.g. in marketing, journalism, PR, education or the charitable sector
Skills/Knowledge	Excellent standard of written and spoken English; ensure a high level of attention to detail and accuracy in all work undertaken Numerate and confident in handling financial data Strong technical skills; fully conversant with social media Confident user of IT Excellent knowledge of Microsoft packages, including Excel	A first-hand understanding of The London Oratory School, what makes it, and its community 'tick', either as an alumnus or present/former parent; a contacts book that includes Old Oratorians Awareness and understanding of safeguarding and welfare of children (for which full training will be given)

	Full driving licence, and willingness and ability to drive a van	
Personal Attributes	<p>A good organiser and energiser</p> <p>A strong networker, able to establish quick rapport and follow through</p> <p>Affable and agreeable personality with a good sense of humour</p> <p>Flexibility and a 'can-do' approach; a willingness to work outside normal office hours, especially in the co-ordination and management of events</p> <p>Ability to work independently and imaginatively, but also as part of a team</p> <p>Ability to take the initiative</p> <p>Ability to communicate effectively with a wide variety of people, relating well to them</p> <p>Work calmly under pressure and manage a diverse workload within tight deadlines</p> <p>High levels of personal integrity and maturity</p> <p>Diplomacy, tact and a good sense of humour</p> <p>The ability to maintain in strictest confidence, any information received concerning school matters</p> <p>Common sense</p> <p>Drive, enthusiasm and energy, with a passionate commitment to the mission of the School, such that you can actively support and extend the fundraising and Arts-based dimensions of the School</p> <p>Interest in, and enthusiasm for the Arts and for Events – an extrovert!</p> <p>Ability/willingness to drive a minibus for off-site Arts events (subject to training, if necessary)</p>	

	A willingness to be involved in the wider life of the School	
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