



## Recruitment Information

### Head of the Dunstonian Office

Employment Status	Part Time (0.6 FTE), Permanent
Required From	ASAP
Job Location	Whole College
Application Closing Date	Thursday 27 June 2019 (1600)
Interview Date	Tuesday 2 July 2019



# WELCOME TO ST DUNSTAN'S COLLEGE

Welcome to St Dunstan's!

We are very proud of this community and believe we offer something genuinely different and exciting for the families and staff who join us. Our Lewisham setting allows us the privilege of working in a diverse and vibrant school that, combined with our co-educational ethos and smaller size, engenders a culture that genuinely cherishes individuality and celebrates open-minded thinking.

Underpinned by a liberal, Christian heritage, we deliberately embellish the values embodied by St Dunstan, using the life of that great polymath to guide our own educational narrative. We are a dynamic institution, encouraging creativity and innovation in all we do. We want all our pupils to embrace the richness of the broad and cutting-edge education we offer here and our staff to be excited by what we are able to provide for the children under our care.

As a Nursery to Year 13 College, we pride ourselves on genuinely knowing our children and families, and we hope that everybody who joins us will feel an important part of this exciting community.

Mr N Hewlett  
Headmaster

# ST DUNSTAN'S COLLEGE

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 130 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 over 940 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 'Friends of St Dunstan's' 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 several million pounds and a significant programme of capital works planned for the next few years. The relatively recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, provides an exciting opportunity for further development on both sites.

The size of the College is small compared to many of its competitors, offering all pupils cohesive community that celebrates individual talents, strengths and approaches to learning and development within a friendly, inclusive and nurturing environment. The diversity of the College is furthered by the inclusion of international students from a whole range of different countries around the world. The College has a particularly special link with Hangzhou, China.

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. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged



# THE DEPARTMENT

St Dunstan's College has been undertaking an ambitious programme of expansion and development since 2009 when we purchased a 25 acre greenfield site, the Jubilee Ground, close to the College, to enhance our sport and leisure provision. Following this we have seen the launch of a new Multi-Use Games Area (MUGA), a rolling programme of classroom refurbishments and the opening of The Pavilion, a centre for adolescent physical and mental wellbeing. Perhaps most exciting is the news received in March 2019 that we have planning consent from Lewisham Council to enact our property masterplan: the fundamental modernisation of our historic site to build a new Junior School, STEM building and Lecture Theatre, as well as extensive landscaping, all of which we hope to deliver by 2021.

The Dunstonian Office will be a new addition for the College and will serve as the third arm of the already established Marketing, Admissions and Dunstonian (MAD) office, run by the MAD Director. This Dunstonian Department also incorporates the work of the College archivist who will report to the incumbent of this role. The Dunstonian Office will run the alumni association of the school, The Dunstonian Association, assisted partly by our alumni software, Toucan Tech, to be launched during Summer 2019 and will therefore have a critical role in external relations with the St Dunstan's community through an increasing programme of communications and events. The Head of the Dunstonian Office will have a key role in encouraging philanthropic giving in all its forms and at the same time ensuring that those with connections with the College remain in touch and enthused by the College and its vision: we have ambitious aims for our capacity to generate income from fundraising and the successful applicant will be a crucial part of realising that ambition.

## THE ROLE

We are looking to appoint an energetic, charismatic and enthusiastic Head of the Dunstonian Office who will be able both to initiate ambitious fundraising campaigns as well as develop alumni relations further through innovative and forward thinking ideas.



# JOB DESCRIPTION

## **The Head of the Dunstonian Office's duties include:**

### Fundraising:

- To work closely with the Director of Marketing, Admissions and Development (MAD) to develop the school's fundraising strategy by producing a detailed annual Fundraising Plan with specific targets
- To develop a culture of giving throughout the College through developing understanding of the College's history, ethos and vision, working closely with the College Leadership Team and College archivist
- To design and execute fundraising campaigns both online and through our alumni network
- To identify major donors through The Dunstonian Association and build strong relationships with them through active networking
- To promote effective and regular giving programmes and promote the importance of legacy giving through presentations to parents as well as alumni
- To promote small crowdfunding opportunities for younger alumni, at the start of their career
- To produce a series of key annual events for alumni in order to solicit giving
- To apply for grants if appropriate

### External relations & The Dunstonian Association:

- To actively use and monitor the alumni software Toucan Tech on a regular basis, drawing reports and actively interacting with it through social media
- To engage with the alumni community by keeping them informed of the College's progress and activities through a regular online newsletter, as well as social media activity
- To offer the alumni community ways of getting involved in the College by working closely with the Head of Careers and the Head of Sixth Form
- To be an active committee member of The Dunstonian Association by being inter alia its Secretary; meeting regularly with the Chair of The Dunstonian Association
- To be proactive and make pitches with major Alumni corporate donors
- To apply for grants if appropriate
- To write a yearly Donors' Report

#### Management:

- To line-manage the work of the College archivist and motivate him/her so that fundraising campaigns are enhanced by the use of the school's rich archives
- To manage the expenditure budget of the Dunstonian Office
- To produce regular financial and analytical reports on fundraising and crowdfunding campaigns
- To work closely with the Director of MAD and Director of Finance and keep abreast of legal developments in terms of charitable giving, trusts, tax breaks and legacy giving
- To keep the fundraising website pages up to date and engaging
- To produce an annual fundraising report (a Donors' Report) celebrating small and large donations thereby giving a platform for donors to be acknowledged
- To ensure that appropriate systems are in place for gift donations, gift acknowledgement and monitoring of gifts at all levels

We are looking for an inspiring, proactive individual who is both a "people person" as well as an excellent planner.

#### Key attributes:

- Ability to interact with ease with all stakeholders from HNW individuals and VIPs, to politicians, alumni, CEOs, donors, parents etc
- Strategic planner as well as pragmatic in approach
- Ability to inspire both colleagues and external stakeholders in equal measure
- Exceptional social, communication and presentation skills

## PROFESSIONAL ATTRIBUTES

The following professional attributes are expected from all staff:

Courtesy, consistency, discretion, energy and stamina, resilience, enthusiasm, flexibility, initiative, sound judgement, patience, integrity and honesty, self-awareness.

## PERSON SPECIFICATIONS

The following Experience and Skills are Essential/Desirable:

Interpersonal skills	Essential	Desirable
The social skills, emotional intelligence and strength of personality to network with HNW individuals, CEOs, politicians and forge long lasting professional relationships	X	
Credibility to interact and influence at all levels	X	
Drive, energy and stamina	X	
Flexibility	X	
An ability to enthuse and inspire colleagues	X	
Approachable and open to change	X	
Self-starter who is highly organised, proactive and a team player	X	
Job-Related Skills/Aptitudes		
Experience of fundraising campaigns from inception to delivery or being an active member of a Chamber of Commerce or similar	X	
Transferrable skills from a previous career in the corporate world		X
Adept at social media and digital communication	X	
An aptitude and an enjoyment for data analysis		X
A creative eye for innovative fundraising campaigns	X	
Evidence of how to manage a alumni software		X
A very high standard of verbal and written communication as well as attention to detail	X	
Ability to assimilate complex material and to understand new information quickly		X
Ability to draft accurate correspondence and proof read	X	
Ability to manage and prioritise workload in order to meet ambitious deadlines	X	
Ability to exercise judgment, identify and manage risk and to make clear, informed, appropriate and timely decisions within a fast-paced environment		X
Excellent IT skills including Word, Excel, Power point and alumni software such as Toucan Tech	X	

# THE PACKAGE

**Salary:** £30,000 pro rata (0.6FTE Actual Pay: £18,000)

**Pension:** Contributory Pension Scheme ISPS (DC)

**Benefits:** Means-tested tuition fee remission and no registration fees\*  
Private Health Care Insurance (50% paid by employer)  
Free lunch and beverages during term time  
Staff Accommodation (subject to availability)  
Free off road parking  
Reduced health club membership  
Salary Sacrifice Schemes  
Season Ticket Loan  
Free winter and summer social events  
Annual flu immunisation  
Use of College leisure facilities including gym, tennis courts and pool\*\*

*\* Permanent staff members only*

*\*\* Conditions apply*