

Candidate information Pack

may 2025

Early applications are encouraged, and the school reserves the right to close the application process early should a suitable candidate be found.

Communications Officer

A person walking in front of a large brick building

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**PART I: ABOUT THE DEPARTMENT**

Winchester College Society (Win Coll Soc) exists to encourage and help former pupils and staff, Dons, parents and others stay connected with the school and each other; and to further develop in them a culture of philanthropy in order to support the College’s strategic objectives.

We are in touch with a global community of around 9,000 former pupils, aged from 18 to over 100, and around 2,000 former Dons, parents and others, in over 70 countries all over the world.



**PART II: ABOUT THE ROLE**

**Job Summary**

The Communications Officer’s role is to take overall responsibility for all communications between Win Coll Soc and its internal and external audiences, via all media and in person.

They will work with colleagues to develop and carry out a comprehensive multi-channel communications strategy to enable members of the Winchester College community to engage socially, professionally and philanthropically.

They will report to the Director of Win Coll Soc.

Their primary responsibility is to further develop, create and manage a diverse programme of communications for a broad range of constituencies, including, but not confined to:

* Former pupils (known as Old Wykehamists, or OWs), aged from 18 to over 100;
* Current and past parents;
* Current pupils;
* Former staff;
* Donors, including the Wykeham Patrons, who represent our most generous donors;
* Members of the Goddard Legacy Society, who have all indicated that they are leaving a gift to the College in their wills;
* The Friends of Winchester College;
* Members of the American Friends of Winchester College (AFWC); and
* Members of the Hong Kong Friends of Winchester College (HKFWC).

They will also work closely with the school’s central Marketing and Communications team to ensure consistency of messaging and brand alignment, and to maximise opportunities for collaboration and sharing of content.

**Department Structure**

A chart of a company structure

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**Key Responsibilities**

1. **Win Coll Soc office**

The Communications Officer will be the first point of contact by phone, email and for walk-ins.

1. **Website**

The Communications Officer has overall responsibility for the externally facing elements of the Win Coll Soc website, [www.wincollsoc.org](http://www.wincollsoc.org/). This involves:

* Preparing and publishing content across all areas of the site, liaising with departmental colleagues as required
* Aiming to publish at least one new piece of content each week
* Conducting a site-wide refresh at least twice a year
* Managing the Wykeham Links mentoring platform
* Working with the Development Manager to enhance the ‘Support Us’ section
* Supporting the Events Manager in publicising the events programme and publishing news stories and media galleries afterwards
* Providing training and ongoing liaison for the Old Wykehamists (OWs) who manage their own Clubs and Societies pages
* Liaising with the American Friends of Winchester College (AFWC) and the Hong Kong Friends of Winchester College (HKFWC) and associated Guilds to ensure their content is kept fresh and accurate
* Assisting those OWs who need help in setting up their online profiles
* Working with the Operations Manager to provide data analytics to members of the team as required

1. **Newsletter**

He or she will take overall responsibility for the fortnightly electronic newsletter known as the Trust e-Servant:

* Working closely with the Director of Win Coll Soc and other colleagues to agree the content for each issue and secure suitable imagery
* Conforming to a writing style appropriate to both the audience and the medium, compose stories for publication
* Working especially with the Operations Manager to create and manage comprehensive and accurate email lists, paying particular attention to unsubscribes and bouncebacks

1. **Social media**

Managing and further developing the social media presence for Win Coll Soc (currently LinkedIn), by:

* Seeking out suitable content for publication
* Publishing news items on the Win Coll Soc LinkedIn page at least weekly
* Exploring other suitable platforms for consideration

1. **Win Coll Soc app**

The Communications Officer will expand our communications toolkit by:

* Working with the Operations Manager and Director of Win Coll Soc to launch and publicise the new Win Coll Soc app
* Monitoring its usage and bringing forward ideas for further development

1. **The Trusty Servant**

Supporting the Director of Win Coll Soc in producing the bi-annual alumni magazine, the Trusty Servant:

* Gathering, correcting and editing news stories and images in the sections that promote Win Coll Soc
* Conforming to a writing style appropriate to both the audience and the medium
* Suggesting topics and writers for articles
* Liaising with the Co-Editor, who is a member of the teaching staff, to coordinate other content
* Contributing to the proof-reading process
* Working with the Operations Manager to create, manage and maintain a comprehensive and accurate distribution list, paying particular attention to postal returns

1. **The Wykeham Journal**

Work with the Deputy Director of Development, other senior colleagues and an external creative marketing agency to produce the annual Wykeham Journal by:

* Playing a major role in the annual editorial planning meeting
* Bringing forward ideas for each year’s theme and individual stories
* Liaising with content contributors and the creative agency to develop, gather and edit suitable content
* Contributing to the proof-reading process
* Working with the Operations Manager to put together comprehensive and accurate donor and volunteer lists and financial information for publication
* Working with the Operations Manager to create, manage and maintain a comprehensive and accurate distribution list, paying particular attention to postal returns

1. **Publications microsites**

The Communications Officer will continue to drive more engagement online by:

* Working with Oyster Design to develop the proposed microsites for the Wykeham Journal and The Trusty Servant
* Considering further content for addition to the sites between hard copy publication dates
* Monitoring microsite usage and bringing forward ideas for further development

1. **Brochures and other materials**

Work with colleagues across the team to design, develop and create any other fundraising, event and communications materials as required. This might include items such as posters and event booklets, using Canva or other graphic design tools.

1. **Other**

* Support all Directors and other team members as required
* Build and maintain excellent relationships with teaching and non-teaching colleagues across all departments
* Adhere to all data protection legislation, safeguarding guidelines and health & safety requirements at all times
* Keep up-to-date with matters of compliance and sector best practice, and attend relevant training and development courses as appropriate
* Commit to the development, professionalism and success of Winchester College Society and the wider school community
* Carry out any other duties commensurate with the post as directed



**PART III: PERSON SPECIFICATION**

**Skills and Attributes**

The ideal candidate will have the following skills and attributes:

* Experience of creating content for publication through all media, including websites, social media and in hard copy
* Excellent communication skills, both written and oral
* High degree of creativity and innovation
* Experienced and confident user of social media
* Demonstrable understanding of how words and imagery work together
* A good working knowledge of Canva or other graphic design software
* Strong understanding of the importance of brand alignment and consistency of style and approach
* A good understanding of GDPR, PECR and other relevant legislation
* Excellent IT skills including proficiency in Microsoft Office 365
* Confident in dealing with people of all ages and from all backgrounds, in person, over the phone and by email
* Experience of using a charity CRM or similar software, or a willingness and ability to learn quickly
* Highly organised, collaborative and team-focused
* High level of accuracy and attention to detail at all times
* Ability to multi-task and prioritise effectively while working with conflicting demands and deadlines
* Able to work individually with minimal supervision, and also enjoy being part of a busy team
* Willing and able to learn new processes quickly
* A positive ‘can do’ attitude
* A welcoming, positive and friendly manner
* An instinctive ‘customer service’ approach and a natural desire to go the extra mile
* Self-motivated, persistent and good-humoured
* Ability to build relationships with people at all levels, both internally and externally
* Confidence in networking and the ability to represent the school
* Strong sense of integrity, diplomacy, discretion, and confidentiality
* An appreciation of tradition and history as well as innovation
* Empathy with the principles, ethos, aims and aspirations of independent schools

**PART IV: BENEFITS, TERMS AND CONDITIONS, AND APPLICATION**

**Start date**

The College is looking to make an appointment to start in as soon as possible.

**Hours of Work**

This is a full time position, 37.5 hours a week.

**Salary**

Competitive, dependent on experience. The postholder’s pay will be paid monthly in arrears to their nominated bank or building society account.

Salary levels are reviewed on 1 September annually and this appointment will be next reviewed in September 2026.

**Induction and Continuous Training and Development**

The school is fully committed to the induction, training and development of all our staff, with staff supported to grow and reach their full potential.

We deliver a range of training, run by both our own staff and external providers, varying from highly practical First Aid courses to seminars and learning lunches on many aspects of teaching and learning.

There is an annual cycle of appraisal offering the opportunity to reflect on professional practice and development opportunities.

The school also offers a wide range of apprenticeships supporting staff development and progression.

**Pension and Life Cover**

On employment, employees will be auto-enrolled into the College’s pension scheme according to legislative thresholds. Those who are not eligible for auto-enrolment may still elect to join the College’s pension scheme.

Initially, when joining the College’s pension scheme, employees will become a member of the College’s Group Personal Pension Plan (GPP). For this Plan, known as Tier 1, the employee contributes 4% and the employer 3%.

After 9 month’s membership of the Tier 1 plan, employees may opt to join Tier 2, which is also a GPP, where the employee contributes 5% and the employer 9%.

Employees in Tier 1 automatically qualify for a Life Cover of 2 times salary. On entry to Tier 2, Life Cover changes to 4 times salary.

**Annual Leave**

The College leave year runs from 1 September to 31 August. This position will be entitled to the statutory holiday requirements. These are presently 5.6 weeks. Any Public Bank Holiday occurring during term time is deemed to be a normal working day. Holiday will be deemed to be taken during the Christmas, Easter and Summer Winchester College holiday periods.

The postholder’s holiday pay will be paid to them as they work on a monthly basis and any outstanding amounts paid in the September payroll.

**Wider Benefits**

* Free staff lunches during term time
* Free gym membership and use of some sports centre facilities and discounted hire charges for others
* Cycle to work scheme
* Access to a rich programme of cultural, musical, theatrical and sporting talks and events
* Employee Referral Scheme, with a reward of up to £250 for staff (subject to scheme conditions)
* Free Library membership with access to a range of online journals and magazines
* Reduced green fee rates for local golf course

**Probation, Notice Periods**

The first four months of employment will be a probationary period. Regular reviews with line managers take place over the probationary period with the opportunity to discuss progress, identify any areas for action and ensure that there is appropriate guidance and support in place to enable successful completion of the probationary period.

The College may extend the probationary period if it is deemed to be required. During the probationary period the notice required by either party to terminate employment will be four weeks. Once employment is confirmed, the notice period will increase to one full term.

**Disclosure Check**

As Winchester College is an educational establishment, a condition of employment will be that the successful candidate must consent to the school obtaining an Enhanced Level Disclosure Check through the Disclosure and Barring Service (DBS). This will reveal all spent and unspent convictions, warnings, cautions and bind-overs. A policy on the recruitment of ex-offenders is available on the school’s website.

Safeguarding is one of the primary responsibilities of this role. The jobholder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, and will need to adhere to and ensure compliance with the school’s [Child Protection and Safeguarding Policy](https://www.winchestercollege.org/assets/files/uploads/child-protection-and-safeguarding-policy-september-2024.pdf) at all times. The postholder should be conversant with the responsibilities and procedures detailed in this policy and with [the Department for Education’s Keeping Children Safe in Education](https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf). If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school’s Designated Safeguarding Lead, or in their absence, the Deputy Designated Safeguarding Leads.

**References and Other Pre-employment Checks**

The appointment will be dependent upon the receipt of a successful medical check and satisfactory references. The College will usually seek references from shortlisted candidates before interview and may approach previous employers for information to verify particular experience or qualifications. At least one referee must be the current or most recent employer. Where applicants are not currently working with children but have done so in the past, one referee must be the person by whom they were most recently employed when working with children.

**HOW TO APPLY**

Only applications completed on the school website will be accepted. Please attach a full CV and cover letter with your application.

**Closing date for applications:** **Midnight Monday 2nd June 2025.**

Please note that applications will be dealt with as they arrive. Winchester College reserves the right to appoint before the deadline passes.

Interviews are expected to be held at the beginning of June.

If you have any questions about this vacancy or the recruitment process, please email [recruitment@wincoll.ac.uk.](mailto:recruitment@wincoll.ac.uk.%20%20%20)

APPLY HERE

**Data Protection**

Winchester College collects and processes relevant personal data as part of its everyday operations and is obliged to process it in accordance with the General Data Protection Regulation and Data Act 2018. The school is the Data Controller of this data under the Act and is registered with the Information Commissioner's Office. Its registration number is Z5751669.

If you have any queries or comments about this policy or how personal data is processed by the school, please contact the Bursar and his team by emailing: [dataprotection@wincoll.ac.uk](mailto:dataprotection@wincoll.ac.uk) or by writing to: Data Protection, The Bursary, Winchester College, College Street, Winchester, SO23 9NA.



**PART V: ABOUT WINCHESTER COLLEGE**

Winchester College was a pioneering institution when it was founded in 1382 and continues to be a global leader in education today. Renowned for its intellectual excellence and impressive academic record, Winchester is sought after for its combination of superb teaching, outstanding pastoral care, and an exceptional breadth of sports and other activities.

Winchester currently has 735 pupils from Junior Part (Year 9) to Sixth Book (Years 12 and 13). The majority of these pupils are boarders, with around day pupils (boys and girls) in each year in Sixth Book. The first girl boarders will join in 2026.

At all levels Winchester encourages pupils to look beyond the curriculum. We are famous for Div, our unique programme of cultural studies which promotes independence and flexibility of mind and offers an excellent preparation for university study. In these lessons, pupils engage in wide-ranging inquiry across disciplinary lines, from English Literature to Ancient History to the History of Science.

Pupils in the Sixth Form study linear A-level courses and will ordinarily study three A-level subjects and Div, with the option of Extended Project Qualification (EPQ). Linear A-levels are complemented by the flexibility of both Div and the EPQ where pupils are able to explore their cross-curricular research interests more deeply.

Music has been central to life at Winchester ever since its foundation, and the school is unique in having maintained its Choral Foundation to the present day. The Music Department is now one of the leading departments in the country and offers outstanding opportunities to all.

Sport is a major part of Winchester life, supported by the recent opening of a state-of-the-art Sports Centre. There are many fixtures against other schools and excellent facilities allow all pupils to enjoy and participate in a variety of sports and enable the most talented and driven pupils to train and compete at the highest level.

Much energy is also invested in the Combined Cadet Force, the Duke of Edinburgh Award Scheme, Community Service, and in links with local primary and secondary maintained schools. This commitment provides pupils with many opportunities to work for the benefit of others, inside and outside the classroom, developing the knowledge and skills, and the rights and responsibilities, which will enable them to grow into valuable and productive members of society.

Pupils eat all meals in their boarding houses, talking with their Housemaster/mistress, and interacting with friends, visitors and teachers. We believe that conversational ability, developed both inside and outside the community, equips pupils to talk to anyone, about anything, in practically any situation. This unparalleled combination attracts pupils from across the world, making Winchester a truly international and diverse community which celebrates every pupil’s individuality, passions and potential.

Winchester College is committed to maintaining the Founder’s original intention of offering an outstanding education to any pupil who would benefit from it, regardless of their financial circumstances, and many of the pupils in the College are being helped financially through the school with substantial bursaries.

Winchester College is committed to providing a respectful and inclusive workplace and a fair and supportive environment for all. We attract staff with a diverse range of backgrounds, experiences and perspectives, and we work hard to recruit from the widest possible pool of talent, believing that this is for the benefit of our pupils and every member of our community.

**Sustainability**:You can learn more about our goal of creating a more sustainable school [here](https://www.winchestercollege.org/stories/a-more-sustainable-school).



***“Winchester is a place where you can make things happen”***

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Two women in sports uniforms

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Twitter: [@WinColl](https://twitter.com/WinColl) Winchester College

Instagram: [@winchestercollege](https://www.instagram.com/winchestercollege/?hl=en) College Street

Winchester

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[www.winchestercollege.org](http://www.winchestercollege.org)