

# Development and Marketing Coordinator

- **Hours of Work: 36 hours per week (8am to 3.45pm Monday to Thursday, 8am to 3.30pm Friday), with some evening working with time off in lieu**
- **Term time plus 3 weeks in school holidays ( week in Easter holidays and 2 weeks in August )**
- **Pay range point 5 to 9 (FTE £27,030 to £28,698) prorated to £25,055 to £26,600 per annum (NJC pay award 2024 pending)**

<b>Job Title:</b>	Development and Marketing Coordinator
<b>Main Purpose:</b>	<p>The Development and Marketing Coordinator will support the following:</p> <ul style="list-style-type: none"> <li>• The Development and Alumni Manager with the planning and delivery of development and alumni events and activity</li> <li>• The Marketing and Communications Manager with the development and production of marketing materials for the School community</li> <li>• The Chief Operating Officer with the running of the Tiffin School Foundation 11+ Familiarisation Exams</li> </ul>
<b>Reports to:</b>	Line managed by Development and Alumni Manager (also reporting to Marketing and Communications Manager and Chief Operating Officer)
<b>Development and Alumni:</b>	<p>Working closely with the Development and Alumni Manager the Development and Marketing Coordinator will support on the delivery of a range of events and activities by:</p> <ul style="list-style-type: none"> <li>• Supporting on administrative duties for and delivery of alumni and development events (e.g. ordering and managing catering/drinks supplies, tracking costs and overseeing payments) including but not limited to: <ul style="list-style-type: none"> <li>○ Parent welcome events</li> <li>○ Alumni carol service</li> <li>○ Alumni summer drinks and dinner</li> <li>○ Alumni networking events</li> <li>○ Year 13 graduation event</li> <li>○ Summer Term Year Group Celebration Assemblies</li> <li>○ Ad hoc school fundraising events</li> </ul> </li> <li>• Attending alumni and development events (as above) and performing required duties (e.g. greeting guests, providing catering/drinks, setting up and setting down facilities).</li> <li>• Liaising with other departments within the school that are responsible for supplying services (e.g. the Premises team/ the Music department) ensuring they are fully briefed.</li> </ul>

	<ul style="list-style-type: none"> <li>Supporting on alumni and development communications and marketing activity (e.g. invitations, queries, website/newsletter content, promotional materials).</li> </ul>
<b>School Communications:</b>	<p>Working closely with the Marketing and Communications Manager the Development and Marketing Coordinator will:</p> <ul style="list-style-type: none"> <li>Support on content creation and implementation of the social media strategy across platforms including Instagram and LinkedIn.</li> <li>Produce the weekly school newsletter in line with the communications plan.</li> <li>Complete ad hoc formatting of various marketing materials.</li> </ul>
<b>11+ Familiarisation:</b>	<p>Working closely with the Chief Operating Officer, the Development and Marketing Coordinator will:</p> <ul style="list-style-type: none"> <li>Support the project management of the 11+ Familiarisation Exams including room booking, liaising with external suppliers, reporting and cost tracking</li> <li>Support all communication and marketing relating to the 11+ Familiarisation Exams.</li> <li>Support on the organisation of the 11+ Familiarisation Exams including co-ordinating the input of school staff, liaising with external suppliers, confirming team members and volunteers, preparing briefing materials, printing materials</li> <li>Support the delivery of the 11+ Familiarisation Exams including attending all exam sessions, liaising with parents and participants, solving problems</li> </ul>
<b>Additional Responsibilities:</b>	<p>Main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher, Development and Alumni Manager, Marketing and Communications Manager and Chief Operating Officer.</p>

### Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

The post holder is required to uphold the school's policy in respect of child protection matters. S/he shall be subject to all relevant statutory and institutional requirements.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. The post holder may be required to perform any other reasonable tasks after consultation.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school's performance management scheme.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

