



ALUMNI AND DEVELOPMENT OFFICE ADMINISTRATOR

Fixed Term Contract (to start immediately to December 2024) – Part-time 3 days per week

Reports to: Development Director

The Alumni and Development Office is responsible for establishing and maintaining relationships with alumni (Old Alfredians) and raising voluntary income for the King Alfred School (KAS).

The purpose of this new role is to support the Alumni and Development Office in delivery of their key objectives in the coming 8 months, in particular relating to the fundraising capital campaign. This is a great opportunity for someone who is keen to learn and advance within fundraising and alumni relations work, with the chance to progress within the school team as it expands. The role will report to the Development Director and work alongside the Alumni Relations and Development Officer.

This role is a part-time fixed term contract for 3 days week to start immediately until December 2024.

Key Responsibilities:

- Help to maintain the Development and Old Alfredian pages on the KAS website, keeping updated at all times
- Update the new KAS Connected platform, ensuring content is kept up to date, relevant and engaging for Old Alfredians. This will include engaging with parents to encourage their engagement and mentoring with the platform. A key part of the role is to grow the number of OAs on the platform
- Work with colleagues in the office to deliver the social media plan for the Old Alfredian social media platforms, including Instagram, Twitter, Facebook and LinkedIn, with a key objective to grow the number of followers and engagement metrics on the platforms
- Support colleagues in the office to plan, organise and deliver all fundraising and Old Alfredian events
- Lead on the project to 'find' our 'lost' Old Alfredians through research and connections with classmates, finding up to date contact details and updating database accordingly
- Help to maintain all constituents' details on the Raiser's Edge database and any other systems with which the school works, including researching contact details for Old Alfredians for whom we have no details.

- Support the Development Office communications plan by regularly preparing emails to Old Alfredians and monitoring the open rates and engagement metrics, in line with the King Alfred School communications strategy.
- The post holder will be expected to undertake such tasks as are commensurate with the position and on the direction of the Development Director.

Personal Specification:

In order to fill this role effectively, the ideal candidate will have the following skills and experiences:

Attributes	
<i>Education</i>	<ul style="list-style-type: none"> • Minimum A Levels or equivalent • Good written English is essential
<i>Experience</i>	<ul style="list-style-type: none"> • Experience of working with databases an advantage, in particular Blackbaud's Raiser's Edge NXT • Previous experience working in an alumni relations role, or similar customer interaction role is desirable • Experience and knowledge of social media platforms and ability to edit websites an advantage
<i>Skills and abilities</i>	<ul style="list-style-type: none"> • Excellent interpersonal skills, in particular the ability to speak to stakeholders at all levels, from Council (KAS Governing Body) to KAS students • Strong and innovative knowledge of all social media platforms • Excellent attention to detail • Strong computer skills including excellent MS Office suite, including Excel and PowerPoint
<i>Personal attributes</i>	<ul style="list-style-type: none"> • Proactive and enthusiastic attitude • Ability to work as part of a team and independently • An interest in Development and Alumni Relations work would be at asset, in particular, a knowledge and affinity with The King Alfred School and its ethos.
<i>Commitment to</i>	<ul style="list-style-type: none"> • The KAS ethos, and child-centred enlightened education • Working in a 'can-do' culture with a commitment to continuous improvement

We value the diversity of our staff and students, and everyone at The King Alfred School is equally valued and respected. We aim to be an inclusive employer that reflects the communities we serve. We are committed to providing a fair, equitable and mutually supportive learning and working environment.

To read more about King Alfred's diversity and inclusion statement, please see our DEI statement and KAS Against Racism policy.

All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children and young people.

Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and conviction can be found on the Disclosure and Barring Service website or at Unlock.