

Claremont Fan Court School



Job Description

Job Title:	Alumni Coordinator (full time, permanent)
Reports to:	Development Manager
Hours:	37.5 hours per week, 52 weeks pa. Some evening and weekend work will be required for which time off in lieu will be given.
Salary:	£26,000 - £28,000 per annum, depending on qualifications and experience.
Holiday:	25 days plus 8 bank holidays pro rata to be taken out of term time.
Pension:	Group personal pension scheme with 12% employer contribution matched by 3% minimum employee contribution.
Purpose:	To take responsibility for delivering an agreed alumni relations strategy to support the whole school.



The Role

We are looking for a full-time Alumni Coordinator to be the primary link between the school and its former pupils, parents and staff. We have laid the groundwork and now plan to develop the alumni community at Claremont Fan Court School further. The main focus of the role is to lead on and deliver the alumni programme of communications and events to build engagement with alumni.

This role will be 'hands-on', involving a range of digital and non-digital channels and skills including relationship building, database administration, publication editing and event organisation. The department is expanding rapidly and includes the development manager who works closely with the marketing team. Joining this small team will provide a great opportunity to make an immediate impact. You will be working

to develop our alumni engagement programme which will support the school in its fundraising and career networking.

Key Responsibilities

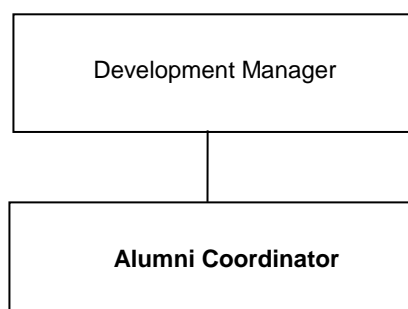
- Provide a link for alumni of all ages to the school and a network to support all former pupils, parents and staff
- Respond promptly to all alumni enquiries (face-to-face, phone, letter, email, online) and to arrange/coordinate school visits for alumni when requested.
- Help to promote the benefits of a growing alumni network to current and prospective parents and pupils at key marketing/recruitment and school events
- Develop and maintain a programme of alumni engagement, with the development manager, headmaster and head of careers, to support the following areas:
 - Identify alumni contacts to support our careers programme and help the head of careers build career and networking opportunities for current and former pupils.
 - Work with the development manager to create opportunities which enable fundraising activities.
 - Manage the dedicated Claremont Fan Court Alumni Community website (www.claremontfancourtAlumni.co.uk) specifically to:
 - Encourage alumni to login and interact online
 - Post news items, newsletters, photos and event invitations
 - Communicate and support reunions events
 - Organise regular email communication
 - Post news items, newsletters, photos and event invitations
- Engage alumni via the school's social media i.e. LinkedIn, Twitter, and with the communications coordinator to engage with alumni about school news and events
- Plan, organise, promote and support the alumni events calendar, both on and offsite
- Organise mailings, where required
- Compile, edit and publish the termly alumni newsletter
- Data entry and database management including compliant capture of leaver information, improve the quality, scope and consistency of current data, searching for lost alumni and identifying improvements to the database in line with GDPR
- Help to facilitate the organisation and maintenance of the archive with the assistance of the development manager



- Attend alumni and heritage events, which may take place in the evening and at weekends, as well as supporting major marketing events along with the wider marketing team if required.
- Other tasks which may be required for the varied nature of this role

Organisation

The Alumni Coordinator works within the bursar's department with other non-teaching staff and advisors. The immediate line diagram of responsibility is:



Contextual Information

Claremont Fan Court School promotes continuous learning, independence of thought, teamwork and a critical approach to studies within a framework expecting excellent academics and high standards of character from its pupils and staff.

Jul19



Claremont Fan Court School



Alumni Coordinator

Position Outline and Person Specification

We are looking for an experienced, motivated and applied individual who is capable of developing our alumni relations and events programme. Our vision is for high quality and enduring relationships between alumni and the school. We seek an individual who shares our high standards and has the following characteristics:

Essential

- Good general education to degree level (any discipline)
- Self-motivated with outstanding interpersonal skills and excellent communication skills, both oral and written, with high regard for grammar and accuracy
- Strong organisational abilities and able to prioritise workload
- Experience of managing events and projects from conception to completion
- Able to build strategic working relationships with all stakeholder groups (external and internal) and key individuals, while representing the school in a friendly and professional manner at all times
- An ability to work under pressure, cooperatively with other team members, in a small office with many projects in progress at the same time
- A strong work ethic and flexible approach to working hours, particularly in regard to attending events
- Excellent IT skills using Microsoft Office products especially Word, Excel Outlook and PowerPoint
- Confident in using social media platforms including LinkedIn, Twitter and Facebook
- Sensitivity and discretion in handling confidential information with a high attention to detail

Desirable

- Experience of alumni relations or a member organisation
- Experience of working within marketing and/or a customer service environment
- Knowledge of CMS systems, including data entry, report writing and use of mail merge
- Experience of event management
- Experience of InDesign for publications (training can be provided)
- An understanding of basic photography, video editing and file types e.g. jpeg, tiff, eps and where/how they are used (training can be provided)
- Education sector experience
- Data protection (GDPR) awareness (training will be provided)

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