



Alumnae Relations Manager- maternity cover

Salary range £30,000-£37,000

The school

St Paul's Girls' School is one of the country's leading independent, secondary day schools for girls aged 11-18 and has excellent facilities. Aspirations and achievements in many areas go well beyond what one would normally expect from a school, making St Paul's a very exciting and stimulating place in which to work. Full details of the school are available on our website at www.spgs.org.

The post

The school seeks to appoint maternity cover for the Alumnae Relations Manager. The alumnae relations function at St Paul's is well established. The successful applicant will join a dynamic development office which encompasses an active fundraising programme. The school has a stimulating and growing programme of events and communications for alumnae and has a dedicated social networking site, OP Connect, for them. The alumnae network includes high profile women who pursue innovative careers many of whom have become leaders in their respective fields. We want to maintain our links with alumnae and enable them to re-connect with one another and to benefit from all that the alumnae network and the school have to offer. We also seek to benefit pupils at the school today from the skills and talents of this vibrant community.

The post offers an excellent basis on which to build management responsibility for someone who can bring some experience and who is keen to build their expertise to go on to run a development department elsewhere in due course. The school is proactive in developing and training staff members.

The Alumnae Relations Manager will report to the Foundation Director, Rosemary Torrington. The successful applicant will become one of a team of three people including the Raiser's Edge Database and Fundraising Co-ordinator. The school is firmly focussed on raising funds for bursaries to enable talented girls from all backgrounds to benefit from an education at St Paul's. In the year ended August 2020, the development office raised £1.3 million largely for bursaries. The RE Database and Fundraising Co-ordinator supports the Foundation Director and Alumnae Relations Manager. The team of three work closely together in an office at the heart of the school's campus. There is also the opportunity to work with the Higher Education team, connecting with recent leavers and those about to start at university. This brings a real connection with the student body and those involved in teaching and learning at the school. You will join the wider school community in which teaching and non-teaching staff work effectively alongside one another.



Candidate profile

Education, skills and experience required:

- Education to degree level or equivalent
- Minimum of two years' experience in a management role within an alumnae relations team, events management or marketing position
- An understanding and interest in alumnae relations within an education environment
- Experience of event management
- Excellent communication skills whether in writing, telephone or in person
- An outgoing personality with good interpersonal skills and confidence in social situations
- Effective and proactive organisational ability
- Excellent IT skills including updating websites, e-mail campaign software and online marketing
- Excellent attention to detail
- Experience in managing volunteers
- Knowledge of GDPR, PECR and other data security provisions

Key Responsibilities

1. Manage all aspects of the alumnae relations activity, making regular reports as required
2. Initiate, organise and attend a range of events (including weekend and evening reunions, lectures and networking opportunities) either online (in accordance with Covid guidance) or at the school and other locations in the UK and abroad
3. Produce and distribute a series of communications and publications to engage OPs of all ages, including a monthly e-bulletin, a bi-annual magazine and social media networks such as LinkedIn, Facebook, Twitter and the dedicated alumnae website, OPConnect
4. Grow a network of OPs who are willing to act as mentors or advisors to other OPs and current pupils seeking help with their careers or university choices
5. Support a network of OP volunteers who help implement development/alumnae strategy in their areas, especially overseas
6. Ensure a professional and efficient response to visits, e-mails, telephone calls, and mail from OPs, offering a personalised response to each contact
7. Liaise with departments within school to co-ordinate events (including online), for example, the music, higher education, or catering departments
8. To liaise with the alumni office at our brother school, St Paul's Boys', to facilitate several joint alumni events each year
9. To work in close co-operation with the Foundation Director and Development Associate, for example in identifying alumnae who can help with fundraising initiatives and events, including alumnae bursary syndicates and legacy programme
10. To develop further our programme of alumnae activity in line with the overall aims of the school

**Line management and Terms of employment:**

- Reporting in the first instance to the Foundation Director and working closely with the Development office team
- This is a full-time post and normal hours of work are 40 per week, Monday to Friday. However, the postholder will need to work additional hours as necessary, including attending evening and weekend events, and these will not be remunerated
- The school has a contributory stakeholder pension scheme
- Free lunches, tea and coffee
- 25 days holiday

Application and interview procedures

Please complete the online application which can be found at <https://www.eteach.com/careers/spgs/> before the closing date of 18 January 2021, noon. We plan to hold first interviews on week commencing 25 January and there will be a further interview date for those candidates successful in the first round. We will acknowledge all applications and if you do not receive an acknowledgement it is advised that you e-mail or telephone to confirm that your application has been received. Candidates who have not heard further from us within two weeks of the acknowledgement should assume that the post has been filled. Applications may also be posted to the address below if you do not have access to e-mail.

Disclosure and Barring Service (DBS) and overseas police checks

St Paul's is a "registered body" under the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) before we can confirm an offer of employment. Unless you are a member of the DBS Update Service you will need to apply for a new disclosure, even if you already hold one. Former members of staff who are not on the Update Service who re-join us also require fresh disclosures unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of 6 months or more during the past 5 years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

Safeguarding guidelines

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and always ensure compliance with our child protection policy statement. If, while carrying out the duties of the post, the post-holder



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becomes aware of any actual or potential risks to the safety or welfare of children at St Paul's, s/he must report any concerns to our designated safeguarding lead or to the High Mistress.

Closing date: Monday 18 January 2021, noon
Interview dates: Week commencing 25 January 2021

Contact details:

Human Resources Department
St Paul's Girls' School
Brook Green
London W6 7BS

Tel: 020 7605 4872

www.spgs.org/vacancies