



OUNDLE

School

Alumni Relations Manager/Old Oundelian Club Secretary

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 760. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

The Oundle Society is a department of Oundle School which seeks to bring together its supporters, including Old Oundelians (OOs) and parents, for mutual benefit as well as promoting the School's fundraising priorities. It also provides administrative and other services to the Old Oundelian Club (OO Club), which is a separate entity.

The purpose of the role is to largely be responsible for providing an agreed service to the President and members of the OO Club. The post-holder is expected to ensure the effectiveness and efficiency of the Club's operations, to oversee and develop relationships with a broad cross-section of OOs, and to develop new initiatives to engage the OO community in a way that meets OOs' needs and aspirations, and provides optimum value.

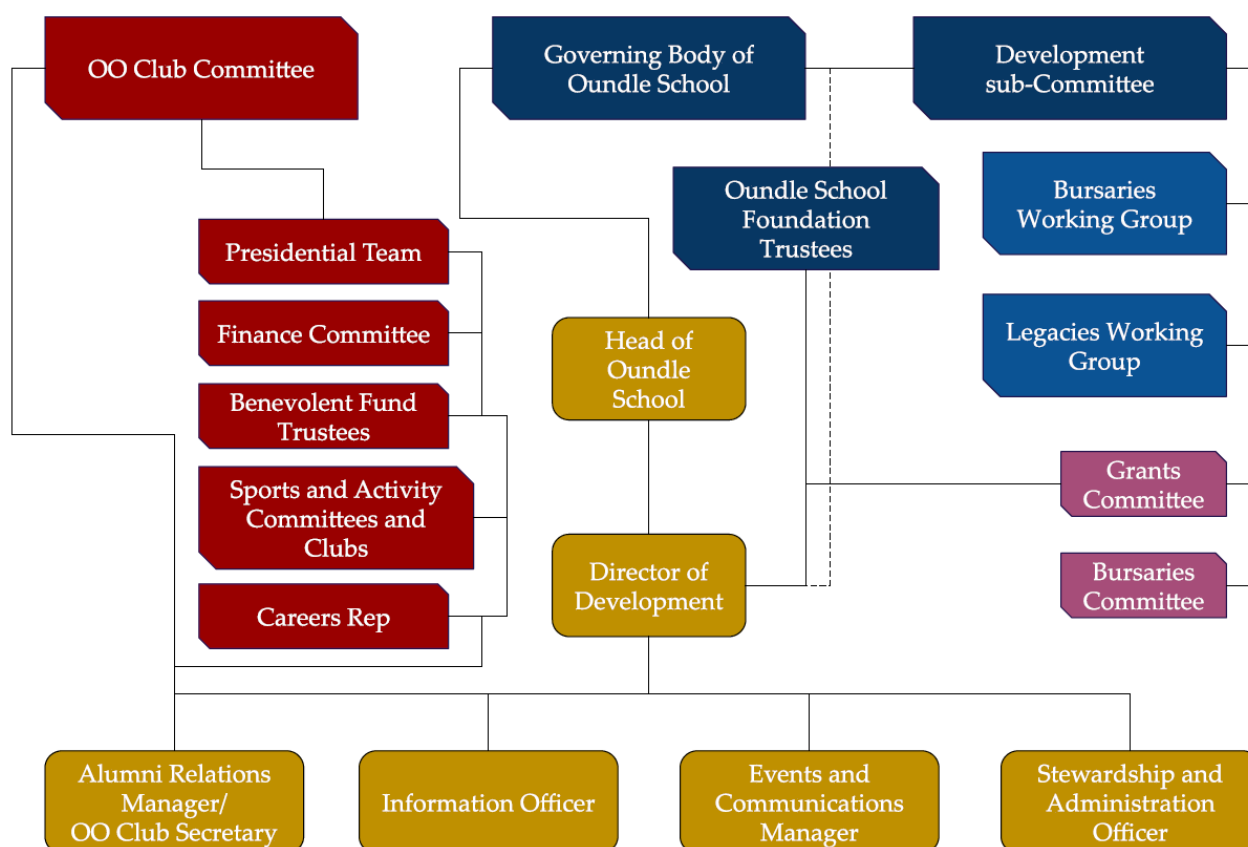
Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.



Role details

Working within the Oundle Society team, the role holder will report to the Director of Development with a dotted-line report to the President of the Old Oundelian Club.

The Oundle Society staff comprises the Director of Development, the Old Oundelian Club Secretary, an Events and Communications Manager, and Information Officer, and a Stewardship and Administration Assist. The Old Oundelian Club Secretary has the ability to use the resources of the wider School and to direct and/or collaborate with other Oundle Society staff at the discretion of the Director of Development and as provided in the Agreement between the Club and the School.



The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

- To be the primary point of contact between OOs, the Oundle Society, and the School;
- To serve the President and Committee of the OO Club as Club Secretary;
- To increase the engagement of OOs both with the Club and the School
- To develop new initiatives to engage younger OOs, particularly those in underrepresented groups.
- To ensure that the Club fully embraces all digital marketing channels enabling the Club to have a clear identity.
- To build a careers network for OOs in conjunction with other staff within the Oundle Society and the wider School.

- To be mindful and supportive of the Oundle Society's fundraising role.
- To plan and to implement initiatives that serve the OO community, such as networking opportunities and reunions;
- To deliver existing and new events focussed on OOs, ensuring maximum awareness and attendance, and attending events where appropriate – this may sometimes involve attending functions in the evening and/or at weekends, including occasional overnight stays away;
- To establish and build social and 'friend-raising' relationships with a wide range of OOs locally, nationally, and internationally, communicating proactively and in collaboration with the Director of Development and the Events and Communications Manager, and the wider team;
- To act as the primary point of contact with OO Club activities (i.e. Sports) Secretaries and Regional Correspondents (as agreed with the Editor of *The Old Oundelian* magazine);
- To accumulate and to provide to the Editor of *The Old Oundelian* basic file copy for possible use in the magazine on an ongoing basis;
- To compile information and relevant news to be shared through other appropriate channels;
- To utilise social media platforms responsibly in collaboration with the Events and Communications Manager;
- To educate leavers about the benefits of being an OO and to engage them in activities;
- To develop a relationship with, and profile within, the Common Room;
- To organise Committee meetings and dinners, and to liaise with sub-Committee Chairs;
- To take minutes at Committee and sub Committee meetings
- To keep the accounts of the Club and of the Benevolent Fund, and to manage stocks and sales of merchandise.
- To make payment duly of authorised invoices including payments on account.
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
Educated to at least A-level standard (or equivalent)	•		Application form Interview
Educated to degree level (or equivalent)		•	
A high standard of written and spoken English	•		
GCSE grades A-C in Maths and English.	•		
Skills and Experience	Essential	Desirable	Method of assessment
Experience of promoting activities and dealing with multiple stakeholders even-handedly.	•		Application Form Interview Assessment Exercise References
An understanding of Alumni Relations and of the nature, needs and aspirations of an Alumni body.	•		
Knowledge of databases and their use to support engagement with a diverse community.	•		
An ability to plan and deliver initiatives and events	•		
Good communication skills at all levels	•		
A first-hand knowledge of the OO community, likely to have been gained by being an OO.		•	
An understanding of fundraising and experience of supporting fundraising and ancillary activities.		•	
Personal qualities	Essential	Desirable	Method of assessment
An ability to work autonomously and use initiative			
A Team player	•		Application Form Interview Assessment Exercise References
Able to work well under pressure	•		
A consistent and reliable approach	•		
Energetic and enthusiastic about the School and its constituencies	•		
Professional appearance	•		
Flexible/adaptable approach to work	•		
Able to initiate and develop positive working relationships with a range of people.	•		
A good sense of humour.		•	

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

How to Apply: Candidates should download the application form at www.oundleschool.org.uk/vacancies and submit via email (preferred) or post to:

E-mail: recruitment@oundleschool.org.uk

Post: Recruitment Team, The Bursary, Church Street, Oundle School, Oundle, PE8 4EE

Closing date for applications is **19 May 2021 (8.30am)**.

Interviews will be held on **27 May 2021**.

Candidates should familiarise themselves with the School's recruitment and associated policies on the School's Employment Opportunities website.

Information for applicants

Start date	As soon as possible
Hours of work	<p>The core hours for this role are 08:30 to 17:00, Monday to Friday.</p> <p>It is a requirement of this role to attend Committee meetings and/or events at least three times a year on a Saturday.</p> <p>Additionally, attendance is required for some appropriate functions in an evening and/or at weekends, that can include occasional overnight stays away. Compensatory time off in lieu for out of hours work will be agreed and arranged accordingly.</p> <p>All meal breaks are non-working hours and unpaid.</p>
Working weeks	This role is full time, 52 weeks (to include entitlement to holiday pay).
Contract term	Permanent, subject to a six-month probationary period.
Remuneration	<p>£30,500 per annum.</p> <p>You will be paid each month through the year.</p>
Annual leave	<p>21 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff.</p> <p>Any official School closure period (currently during part of the Christmas holiday) is classed as non-working days and this is in addition to the holiday entitlement. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).</p>
Other	<p>We also offer:</p> <ul style="list-style-type: none"> • Excellent working conditions • Group Personal Pension Plan • Life Assurance scheme • BUPA Wellbeing Expenses Plan • Access to some discounted tickets to the Stahl Theatre and Music Productions • Access to the swimming pool, health centre and sports facilities • Cycle to Work scheme • Free light lunch available for staff during School term times • Free car parking (subject to availability) <p><i>Some of the above are non-contractual</i></p>