



DATABASE PROJECT LEAD

Full time

12-month fixed term contract

Required from May 2023

Salary: £35,000 - £40,000 per annum depending on qualifications and experience

This is an exciting opportunity for a fundraising database professional to join our newly created Development and Alumnae Relations department and play an integral part in enhancing our relations with the global alumnae community of over 7,000 and in support of our fundraising ambitions.

The postholder will be responsible for building, growing and structuring the school's alumnae database, including integrating other data sources across the school, along with cleansing, and then unlocking the potential it brings us. Reporting to the Head of Development and Alumnae Relations, you will manage the structure, content and function of the database, and devise new systems and processes to enable the work of the department to be carried out with greater efficiency and effectiveness.

The ideal candidate will have experience of building a database, extracting, interrogating and reporting on data to help inform strategy and drive effective fundraising and alumnae relations, along with knowledge of managing a Raisers Edge, Toucan Tech or similar database in a fundraising environment. Excellent, organisational skills, and proven proficiency in database administration, import/export, configuration, and problem resolution, along with a thorough understanding of GDPR and the latest data protection legislation are essential.

We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Pension scheme with 10% employer contributions
 - Free onsite parking
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School provides a forward-thinking and contemporary education for over 1100 girls aged 4 to 18. Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusion in the workplace.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

If this matches your vision, then this is the perfect opportunity for you.

How to apply

We recognise that celebrating the full diversity of staff and students has a positive impact on all and invite applications from candidates from a broad range of backgrounds.

Please visit our website www.jags.org.uk/day-to-day/vacancies to download a JAGS application form and candidate pack.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact recruitment@jags.org.uk or telephone the Recruitment team on 020 8693 1181.

Closing date : midday on Friday 31 March 2023

Interviews : Wednesday 12 April 2023

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.