



Dunstonian Office Events Coordinator Support Staff



Employment Status:	Term time/Part time only (+ 4 weeks)
Required from:	ASAP
Job Location:	Catford, Main College Site
Application Closing Date:	Wednesday 10 November 2021
Interview Date:	Tuesday 16 November 2021



THE DEPARTMENT

The Support Staff team covers the following business and operational functions of the College:

- Administration
- Admissions
- Commercial Enterprise
- Data and MIS
- Dunstonian Office (Development & Alumni Relations)
- Finance
- Health & Safety
- Human Resources
- IT Services
- Marketing & Communications
- Property & Facilities
- SEND, Pastoral and Medical Support
- Teaching, Learning and Futures Support

THE ROLE

This is a new role in the Dunstonian Office which has been created to organise and deliver events and publications tailored for the College's donor and alumni community. The aim of the role is to build excellent relations with donors and alumni, exceeding their expectations, and encouraging their engagement in a way that complements the College's long-term development strategy. The Dunstonian Office has devised a new donor and alumni relations programme which the post-holder will develop and expand, in close collaboration with the College's overall marketing and communications activity.

It is an exciting time to join St Dunstan's newly created Dunstonian Office as we work to consolidate our alumni and fundraising programmes within a new development strategy.

We are looking for a professional, motivated and energetic self-starter to help us develop the College's alumni relations further.

JOB DESCRIPTION

Responsible to: Director of Marketing, Admissions and Development

Key relationships

Internal: Dunstonian Officer
Finance team

External: Chair of the Dunstonian Association
Individual donors and alumni

MAIN DUTIES AND RESPONSIBILITIES

COMMUNICATIONS AND EVENTS

- Together with the Director of MAD and the Dunstonian Officer, devise and manage a varied programme of donor and alumni events, carefully coordinating activities across the St Dunstan's community of supporters.
- Liaise closely with the Donor and Alumni Engagement Officer to ensure the events programme is designed to attract and convert the pipeline of prospects and increase overall individual engagement.
- Support the Dunstonian Office by creating guest lists, sending invitations, managing RSVPs and events logistics onsite, offsite and virtually.
- Provide support for other College events and activities that hold potential to grow donor and/or alumni engagement.
- Represent St Dunstan's in a professional and confident manner, ensuring all events are delivered to a high standard and within budget.

MERCHANDISE

- Help launch a new range of branded products to be available for purchase from the alumni platform.
- Manage the stock and fulfilment of all items.

ADMINISTRATION

- Provide administrative support to the Dunstonian Office as required, assisting with general office management and acting as a first point of contact within the school and externally when the Dunstonian Officer is not in.
- Maintain and update the alumni database on the alumni platform, SDConnect, alongside the Dunstonian Officer, as well as publish events and news regularly.
- Support the Dunstonian Office with engaging and creative social media posts and keep the webpages up to date at all times.
- Maintain and update the alumni database as and when required and provide reports for fundraising purposes when required.
- Support with the editing of the biannual alumni magazine, The Notes, by suggesting news articles, compiling obituaries and obtaining consent from the alumni community regarding publishing stories and anecdotes.
- Liaise with the volunteer Archivist to promote the school's archives.
- Provide general administrative support and ensure the smooth day-to-day running of the Dunstonian Office.

SAFEGUARDING DUTIES AND RESPONSIBILITIES

This role meets the legal definition of regulated activity with children:

- Paid work at a school;
- Carried out frequently (once a week or more often, or on 4 or more days in a 30-day period), intensively or overnight;
- In connection with the purposes of the school;
- Giving the opportunity for contact with children

We cannot recruit people who are barred from working with children, prohibited from Teaching, Management or Disqualified from Childcare.

This role comes with a duty for the successful applicant to promote and safeguard the welfare of children and young persons for who they are responsible and with whom they come into contact.

This role is a business function support role involving regular contact with children, but not typically accompanied by responsibility for them.

HOURS OF WORK

We are looking for approximately 18-20 hours per week. Flexible working arrangements and exact working hours will be agreed to suit the right candidate. This is a term time position, with an additional 4 weeks worked during the holidays.

Please note that a degree of flexibility from the successful candidate will be required with this post to help support occasional out of hours events such as open days and/or alumni events. Any additional hours worked can be taken flexibly as time off in lieu.

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Experience		
Experience of devising and managing large and small scale events	X	
Experience of a professional alumni and fundraising environment, ideally in the education sector		X
Experience of handling personal approaches and confidential information	X	
Customer service experience, including successful relationship	X	

building through networking		
Skills and Knowledge		
Excellent literacy/numeracy skills	X	
Strong organisational skills, taking personal responsibility for delivering results effectively and swiftly	X	
Skilled and confident communicator, both written and verbal, with a meticulous attention to detail	X	
Ability to adapt your communication style for different groups	X	
Confident and well presented with a professional telephone manner	X	
Excellent interpersonal skills and a flexible team player, comfortable working both independently and with colleagues	X	
Excellent relationship management skills with the ability to inspire trust and build good relations both internally and externally	X	
Excellent time management skills and the ability to manage a demanding workload and meet deadlines	X	
Robust IT skills (Microsoft 365) and confident using databases (or willingness to learn how to use an alumni platform)	X	
Personal Qualities		
Professional, welcoming and friendly, with a natural desire to go the extra mile to help and exceed expectations	X	
Ability to tune in alumni of all ages and all backgrounds and to have the necessary patience		X
Respects others' expertise, time, perspectives and contribution	X	
Open to change, new ideas and suggestions; learning from mistakes and looking for opportunities for improvement and self development	X	
Works with others outside their own department in a collaborative, understanding and engaging way	X	
Ability to work under pressure	X	
Hard working, professional work ethic, with a desire to deliver high standards	X	

THE PACKAGE

Salary: Full time equivalent £28,000-£32,000
Actual part time salary: £11,500-£12,800

Location: St Dunstan's College, Stanstead Road, London SE6 4TY

Pension: Contributory Pension Scheme ISPS (DC)*

Benefits: 5.6 weeks annual leave (including bank holidays)
Tuition fee remission (which is means tested and capped) and no registration fees*
Private Health Care Insurance (50% paid by employer) with reduced health club membership
Health care cash plan
Free lunch and beverages, during term time
Staff Accommodation (subject to availability; competitive market rate)
Free off-road parking
Salary Sacrifice Schemes
Season Ticket Loan
Free winter and summer social events
Annual flu immunisation

*Conditions apply