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| University College SchoolFrognalHampstead LONDON NW3 6XHTel: 020 7433 2319Fax: 020 7431 2143 | UCS_CMYK |

JOB DESCRIPTION

University College School is one of the top independent schools in the UK. Operating as three linked schools at separate sites in Hampstead, it educates 1100 students from age 3 to 18. UCS was founded to be unique and we remain so today, secure on the two pillars of, one, liberal academic scholarship and, two, being a community of individuals. We are particularly proud of our outstanding reputation for pastoral care which results in a happy and well-balanced environment for pupils and staff alike.

A JOB DETAILS

Job Title: Head of Community Engagement

Location: Frognal, Hampstead

B JOB PURPOSE

The development office is working towards a major campaign in support of the school’s bursary provision, and further improvement and development of the existing and new school sites, centred around the 200th anniversary of the school in 2030. Key to this is the engagement of key constituencies across the foundation of schools. The successful candidate will need to be proactive, imaginative and adaptable.

The Head of Community Engagement (HoCE) works in the Development Office and reports to the Director of Development (DoD) or the Headmaster in their absence. They will work to strengthen the relationships and engagement with alumni (Old Gowers), parents, donors and friends of the School and will be an internal link with academic staff and members of senior management across the UCS Foundation for the Development Office.

This post is essential both internally and externally to ensure the smooth and effective operation of the Development Office. Relationships with Old Gowers, and the Old Gowers Club will be essentially to this. Internally, the HoCE will be responsible for the day-to-day operations of the office. Externally, the HoCE will play a leading role in building and strengthening relationships with the School's key constituencies (primarily alumni, parents and donors). It is essential the HoCE is a team player able to initiate projects and ideas as well as take direction.

We are open to discussions around hours, FTE and location. There is an expectation to be on site for core hours. They will be required to work outside the usual workweek during events, special campaigns, etc. as necessary.

C KEY RESULT AREAS

*Under the Health and Safety Act 1974 we all have a responsibility to ensure a safe working environment for everyone who comes within our working environment.*

*Community Engagement*

1. Develop a deep understanding and appreciation of the ethos, vision and strategy of UCS to then plan, implement and promote appropriate alumni relations programmes for the advancement of the Foundation
2. Cultivate relationships with a wide range of alumni, parents and friends of UCS, locally, regionally, nationally and internationally, maintaining regular communication with via direct contact, email shots, web pages and print publications
3. Deliver and develop UCS’ community engagement strategy; to specifically focus on events, communications and volunteering.
4. Work with the UCS Careers Office and Sixth Form team to further links with Old Gowers and parents for networking, work experience, career advice, etc.
5. Plan and deliver the growth and accessibility of volunteering opportunities in line with UCS Strategy.
6. Provide guidance and structure for alumni and parent volunteers.
7. Plan and deliver the office’s communications strategy; to include objectives and production for newsletters, contribution to wider foundation publications and social media.
8. Set the social media strategy for the Development Office, and manage the Old Gowers social media accounts, making relevant and timely posts and updates.
9. Develop strong working relationships with the executive of the Old Gowers’ Association.
10. Educate current pupils about benefits of membership of the Old Gowers' Association.
11. Assist the Old Gowers’ Association executive committee by organising and attending meetings, preparing agendas and reports for UCS staff or committee members as required.
12. Prepare announcements and correspondence as necessary to be sent by post or email
13. Manage budgeting for community engagement activities.

*Database Management – Raiser’s Edge NXT*

1. Ensure that records on Raiser's Edge for Old Gowers, donors, parents, pupils and friends are maintained accurately and efficiently both electronically and on file and in accordance with GDPR regulations.
2. Devise and implement both short- and long-term strategies to improve both the number of Old Gowers the school has accurate contact details for and the quality of data held in Raiser's Edge for existing records.
3. Work to improve both the quantity and quality of the department’s constituent database; gathering new information, correcting historical inaccuracies, ensure that the department’s constituent database is accurate and complete and that it captures contact, biographical and career information of alumni via, for instance, surveys, projects, correspondence, website and postal returns
4. Ensure all information is obtained ethically in compliance with the current Data Protection Act and from May 2018, GDPR.

*Event Management*

1. Deliver and develop the events strategy for the Development Office, and deliver the programme of events to meet office and school priorities.
2. Work with the relevant UCS staff (maintenance, catering) to organise, co-ordinate and attend all Development and Old Gower events that are of the highest possible standards.
3. Ensure all post-event follow-up after is timely, efficient and professional.

*Other*

1. Manage and supervise office volunteers or temporary staff as appropriate.
2. Actively follow all relevant UCS policies including ‘Equal Opportunities,’ Fire and Health & Safety regulation.
3. Attend support staff and academic staff meetings as and when required.
4. Undergo training as required and in-line with departmental objectives.
5. Regularly devise and assess Development Office processes to ensure the smooth running and effectiveness of the department with particular regard to Raiser's Edge.
6. Carry out any other duties within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the DoD or Headmaster.

**D** PERSON SPECIFICATION

Desirable:

1. Ability to demonstrate experience in a relevant environment (preferably in alumni relations, fundraising, public relations, secondary or higher education, marketing or charity environment).
2. Experience of event organisation and management.
3. Outstanding verbal and written communication skills (magazine, brochure and web based writing experience essential).
4. Ability to demonstrate personal experience of working in a professional environment which demands excellent organisational and administrative systems and skills.
5. Evidence of personal focus on relationship-building and customer service.
6. Experience of managing individual contacts as well as institutional contacts.
7. Experience of using a CRM database (preferably The Raiser's Edge).
8. Self-motivated and goal/target orientated.
9. Ability to work outside normal working hours as required.