



STONYHURST

Development Office OS Intern

We are delighted to announce the opportunity to join our Development Team at Stonyhurst. The OS Intern will work alongside the Development Manager and Development Officer, playing a key role in supporting the fundraising and alumni relations within the Development Office.

The Development Office works to grow and nurture relationships with its former pupils, staff, parents and friends. Along with the Governors and Headmasters the Development Office concentrates on a range of strategies to increase philanthropic support which provides short, medium and long term funding for the development of the campus along with the provision of Bursaries, Legacies and many other projects.

The role of Development Team OS Intern is a paid role, only open to an OS who is within a period of four years of leaving the College. The position of the OS Intern will last for not less than six months and will ideally last for a period of twelve months. The internship will provide you with experience in schools development (fundraising), events planning, researching donor prospects, engagement strategy in addition to gaining valuable experience working as part of a Development team focusing on the quiet phase of a bursary campaign and in the early stages of planning a rolling programme of capital campaigns to achieve the Stonyhurst 'masterplan'.

About you:

To be the ideal person for this role you will be an excellent communicator and have the proven ability to develop relationships with a wide range of people.

You will be responsible for helping to develop engagement strategies, which focus on social media and e-comms alongside a programme of targeted events developed by the Development and Foundation Managers to assist with relationship management. Each event will be designed to improve engagement with the OS community providing mentoring and networking opportunities which in turn provide OS with memorable and age appropriate experiences drawing them closer to the College.

Confidentiality is key and you must be comfortable representing the College by attending whole school events and functions as the role will have some elements which are outward facing. You must have outstanding inter-personal skills with the ability to immediately establish a warm rapport, either through verbal or written communications.

This is a busy and varied role and you will be required to work outside of normal office working hours to attend events and meetings.

About us:

Stonyhurst College is the UK's leading co-educational Catholic boarding and day school. We provide an exceptional education in the Jesuit Tradition, preparing students for successful and fulfilling lives. Located in the picturesque Ribble Valley in Lancashire, in a setting steeped in history.

Stonyhurst offers a wonderful environment in which to work. With a salary of £15,000 for a period of twelve months, pro rata as appropriate, plus an attractive benefits package including; meals on duty, pension scheme, cycle to work scheme, free swimming and discounted gym membership, free parking and more.

This is a full time role working 37.5 hours per week, Monday – Friday with occasional weekend and evening attendance at events as required.

The application process:

We are seeking a motivated and responsible OS who has recently graduated or is on a gap year prior to entering employment or attending further education. Training will be provided in administration organisation, fundraising practice and with the Raisers Edge database.

The ideal candidate will have strong communication, organisational and research skills and a proven ability to be persistent and resourceful. Any relevant experience in fundraising is preferred.

Applicants should complete the College application form and include a covering letter of no more than two sides of A4 outlining their experience and suitability for the role.

Closing date for receipt of applications is Monday 24th February 2020 at 10am

For an application form and job description please visit our Vacancies page on

www.stonyhurst.ac.uk/work-at-stonyhurst

Completed applications should be returned to the HR Officer at the college address or via email to recruitment@stonyhurst.ac.uk

Stonyhurst is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to an Enhanced DBS check.