



# TONBRIDGE SCHOOL

**Parents' Arts Relationship Manager**  
**Full time, all year round post**  
*Part time options will also be considered*



Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally. The school aims to provide a caring and enlightened environment in which the talents of each individual flourish. We encourage boys to be creative, tolerant and to strive for academic, sporting and cultural excellence. Respect for tradition and an openness to innovation are equally valued.



A well-established house system at the heart of the school fosters a strong sense of belonging. Tonbridge seeks to celebrate its distinctive mixture of boarders and day boys; this helps to create a unique broadening and deepening of opportunity. We want boys to enjoy their time here, but also to be made aware of their social and moral responsibilities. Tonbridgians should enter into the adult world with the knowledge and self-belief to fulfil their own potential and to become leaders in their chosen field. Equally, we hope to foster a life-long empathy for the needs and views of others; in the words of the great novelist and Old Tonbridgian E.M. Forster: 'Only Connect'.

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## Job Description

<b>Job Title</b>	<b>Parents' Arts Relationship Manager</b>
<b>Reporting to</b>	<b>Director of the Tonbridge Society</b>
<b>Main Purpose</b>	<b>Responsibility for the day-to-day management of all matters relating to the Parents' Arts Society (PAS) particularly in the areas of event organisation and communications and to be the main point of contact for parents within the Tonbridge Society office.</b>

### Main Duties

- To develop and deliver a programme of activities that are designed to nurture relationships with Tonbridge School's diverse audience of current and former parents in the UK and around the world.
- To contribute to the development of strategy, work to mutually agreed user and engagement targets, monitor and report on progress.

### Parents' Arts Society termly programme

- To liaise with the PAS Chairman and Committee to develop a long-term programme of events and communications.
- To develop and coordinate the Parents' Arts termly programme, liaising and working closely with the Tonbridge Arts for the combined Tonbridge Society Arts programme.
- To handle all event management of PAS events at Tonbridge School, including booking rooms, catering, and all necessary event facilities.
- To prepare and organise PAS committee meetings including all correspondence, agendas, minutes, and reports.
- To be the focal point of general correspondence and queries for the PAS committee and respond to parent requests and questions.
- To produce digital marketing materials for the PAS programme, including website content.
- To work with the PAS Chairman and Committee to identify volunteer members to become future committee members.

### Tonbridge Society parent events and communications

- To develop, manage and deliver a range of events and communications for parents, as organised by the Tonbridge Society, e.g. New Parents welcome pack; Headmaster's thank you drinks.
- To work closely with the Tonbridge Society team to facilitate management of parent records and information on the Tonbridge Society portal (Tonbridge Connect) and database (Toucan Tech).
- To take responsibility for developing and managing initiatives to provide professional networking opportunities and career-based lectures and talks involving parents and where necessary, OTs for the benefit of current boys.
- To attend and be a visible presence where necessary at Tonbridge Society activities.

### Fundraising support

- To assist the fundraising and development team to identify parents who are potential donors to the School and support fundraising initiatives such as Giving Day and auction gala dinner.
- To increase awareness of the School's activities, achievements, aspirations and needs, financial as well as non-financial, amongst parents and other supporters of the school.

## **Team support and development responsibilities**

- To support the Chairman of the PAS as and when required.
- To provide assistance when required to the Development Manager to support various aspects of the wider development programme, particularly events and communications.
- To support the wider Tonbridge Society team in their work to identify potential supporters and donors, through data analysis.
- To undertake any other duties as requested by the Director of the Tonbridge Society.

## **Confidentiality**

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business as sensitive and confidential materials are regularly handled in the Department. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

## **Child Protection**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead, their assistants, or the Headmaster.

## **Person Specification**

### **Skills and Abilities**

- Well-developed written and verbal communication skills, including IT skills in order to ensure effective communication with a wide range of individuals both within the School and with external clients
- Highly organised, adept in prioritising workload.
- The ability to work under pressure using own initiative.
- A 'can do' attitude and positive outlook.
- A willingness to be flexible and adopt a hands-on approach when required.
- Ability to make sound judgements and decisions.
- A determined self-starter with ability to see jobs through to completion.
- Experience of promoting and organising events
- Proven organisational and management skills; some knowledge of accounting procedures and financial management would be helpful.
- Ability to exercise discretion, understanding and confidentiality in the execution of duties.

### **Hours of Work**

This is an all-year, full time position of 36.25 hours per week, nominally Monday to Friday, 9am to 5.15pm with a one hour unpaid lunch break. Flexibility with working times will be required on occasions.

Consideration will be given to work 29 hours per week over four days.

## Remuneration & Benefits

- Annual salary of between £28,000 and £30,000 according to experience and qualifications.
- Annual leave of 20 days plus bank holidays per annum rising to 25 days after five years' service.
- Pension Scheme.
- Lunch provided free of charge during term-time.
- Fees remission (after three years' service).
- Sports Centre membership (staff rates).

***Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.***

## Application Process

Recruitment related policies and an application form can be found at:

<https://www.tonbridge-school.co.uk/about/employment-opportunities>

Completed Application Forms to:  
**HR Department, Tonbridge School, TN9 1JP**

**01732 365555**

[hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org)

**Closing date: Monday 24<sup>th</sup> January 2022 at 10am**

**We reserve the right to interview suitably qualified candidates for this post before the closing date.**