



GIGGLESWICK SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE:	Alumni Officer (Maternity Cover)
LOCATION:	Development Office
RESPONSIBLE TO:	Director of Development
KEY RELATIONSHIPS:	Development Manager Giggleswick School Archivist Giggleswick School Marketing Department Old Giggleswickian Club President and Committee Faculty staff
CONTRACT:	Maternity Cover - Full time, for a fixed term of 9 months (with the possibility of extending to 12 months).
HOURS OF WORK:	35 hours per week Monday – Friday. Flexibility required for occasional weekend or evening work.
SALARY:	Non-Teaching Staff Pay Scale Grade A.1 Points 5 £17,657 per annum.
ANNUAL LEAVE:	25 days holiday plus public bank holidays per annum

For an informal chat about the role, please contact hr@giggleswick.org.uk

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the school's Child Protection Policy at all times.

JOB PURPOSE

The role of the Alumni Officer is to assist in the development of active and productive relationships between alumni, supporters and friends of the School. Alumni Relations is about connecting the School past with the School present and the Alumni Officer is an important representative of Giggleswick, producing a dynamic programme of communications and supporting those events which increase engagement and build relations between key stakeholders.

This is a 9 month fixed term contract reporting to the Director of Development. The postholder will have a key working relationship with the Development Manager who will support with mentoring, continuous learning and professional development. The Alumni Officer is responsible for supporting the communications schedule, enhancing web and social media presence, supporting the delivery of our calendar of events and maintaining the flow of information to alumni through the Old Giggleswickian Club.

MAIN DUTIES AND RESPONSIBILITIES

- Act as a first point of contact for Old Giggleswickians (OGs), referring enquiries, responding to communications, maintaining accurate records of all contact and communications.
- Support projects both led by School and the Old Giggleswickian Club aimed at growing local, national and international alumni groups and networks, developing interest-specific groups to better target and engage Giggleswickians of all ages.
- Support the Old Giggleswickian Club and assist the Club President and Committee in the management of club events and projects.
- Manage an inspiring communications campaign welcoming final year students and leavers to the OG community.



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- Develop campaigns through social media channels to encourage 'lost alumni' to engage with the School.
- Actively encourage alumni to visit and participate in School activities and volunteer their services (talks, mentoring and work experience for current pupils).
- Manage and administer OG Merchandise.
- Prepare news stories, articles, information and announcements for web, social media, email communications, newsletters and publications.
- Assist in the production of the alumni magazine (Gigg:News), regular email news bulletins (Gigg:eNews) and event invitations.
- Develop and maintain an active and vibrant OG Alumni group on all relevant social media platforms including Facebook, LinkedIn, Instagram and Twitter.
- Assist in the development and running of Development events and attendance at events as required by the Director of Development
- Maintenance of the database (e-Tapestry) of alumni, donors, supporters and friends of the School.
- Maintain an up-to-date photographic library of alumni and alumni-related events and activities for promotional and media use.
- Assist with reporting on alumni recruitment, engagement, event and fundraising activity.

GENERAL RESPONSIBILITIES

- To participate in regular team meetings and personally contribute to the development and promotion of the school;
- You will be expected to be fully conversant with and implement the School's range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of all pupils and staff;
- To participate in the School's appraisal scheme and undergo further professional development in line with the needs of the School;
- Any other duties commensurate with grade and status as may reasonably be requested.



Person specification		
	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none">• A minimum grade A/A8 (7-9) in English and Maths at GCSE	<ul style="list-style-type: none">• A social media/marketing or creative writing qualification• Transferable Enhanced DBS certificate
Values/Personal Qualities	<ul style="list-style-type: none">• Excellent communication skills, diplomacy and tact• Strict attention to detail• Excellent organisational and time management skills• Drive, commitment and enthusiasm• A collaborative and natural network-builder and team player• Ability to maintain confidentiality and privacy of Estate matters	
Experience & Knowledge	<ul style="list-style-type: none">• A solid understanding social media platforms• Proven ability to craft clear, engaging messages for social media and print publications• An understanding of philanthropy and alumni relations	<ul style="list-style-type: none">• Experienced with social media distribution tools and management software• Previous experience of annual fundraising campaigns• Previous experience of working on student publications
Skills	<ul style="list-style-type: none">• Microsoft Office Suite• Microsoft Teams	<ul style="list-style-type: none">• Blackbaud E-Tapestry

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