

The Royal Alexandra and Albert School



Post Development Co-ordinator (Part Time)

Start Date ASAP

The Role

Reporting to the Director of Marketing and Admissions, this role will be responsible for administration and event organisation to help generate funding for the School and the Foundation. Activity will focus on all stakeholders including past pupils, current pupils, parents, grant-giving organisations and staff.

Salary/Grade

This role is part-time, 3 days a week for 52 weeks a year. 25 days holiday a year (pro rata) plus Bank Holidays.

Note: this job will require some working outside normal working hours. The job holder may take time off in lieu.

Key Responsibilities

1. Handle communications to past pupils and potential donors using various media
2. Organise events for past pupils and potential donors
3. Maintain records on the Development Management system
4. Use lists of grant giving organisations to identify potential funding opportunities. Complete grant applications
5. Liaise with School/Foundation staff to identify potential projects for funding
6. Manage the archive of photos and artefacts from the School's past
7. Assist with Admissions and Marketing work as required, working with the Marketing Manager on joint projects
8. General Development activity as required

Key Contacts

Director of Marketing and Admissions

Other members of the Admissions, Development and Marketing team

Old Scholars

Parents

Potential donors

Governors

Other office staff

Person Specification: Development Co-ordinator

Criteria	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Several years' experience of working in a customer-facing role • Ability to administer campaigns • Experience of writing customer communications • Good working knowledge of Microsoft Office including Word, Excel, Publisher, Outlook 	<ul style="list-style-type: none"> • Experience of working in a school • Experience of completing grant applications • Experience of organising events
Personal attributes	<ul style="list-style-type: none"> • Good team player • Outstanding communication and interpersonal skills • Self-motivated and able to work independently • Ability to work collaboratively with others • Ability to build and sustain positive relationships with key stakeholders • Resilient • A sense of humour 	

The Royal Alexandra and Albert 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 an Enhanced DBS check.