

Foundation, Alumni & Website Officer (Victoria College)

Department: CYPES

Division: Victoria College

Reports to: VCJ & VCP Deputy Headteachers

JE Reference: CYP1047

Grade: CS8

JE Date: 13/12/2021

Job purpose

The role of Foundation, Alumni and Website Officer is to develop and maintain the relationship of the school with its close partners and the wider community:

- To promote the influence of the Victoria College Foundation and develop its aim to provide financial support to students attending VCJ and VCP
- To facilitate the school relationship with Old Victorians Association and to promote its work both in and out of the College
- To develop and maintain the school website which serves VCP, VCJ, the Foundation and the OVA.

Job specific outcomes

Manage and administer website continual evolution, updating and ongoing accuracy, in liaison with the Marketing and Events Officer, VCJ Deputy Headteacher and VCP Deputy Headteacher.

Support the work of the Foundation in the utilisation of bursary funds

Help develop a new Foundation scholarship programme

Effectively communicate both bursaries and scholarships availability to maximise admissions potential, working with the Marketing and Events Officer and Head's PA

Supporting fundraising initiatives such as the Founders' Walk and other events linked to fund generation for the Foundation

To maintain Foundation Partner relations and support the development of new relationships, advising the Headteachers at VCP / VCJ on potential new opportunities

Maintain regular dialogue with, and influence over the Foundation and Foundation Partners to maximise their contribution to the school's vision and fundraising targets.

Support the Foundation Directors in the planning and management of the Foundation's budget to maximise the effectiveness of all communications.

To develop and update OV magazine, in liaison with the College Archivist, to help to keep old boys in touch and updated on College matters

Review, clean, segment and maintain robust and compliant databases that include Alumni contacts and Foundation data, to enable targeted, proactive communications.

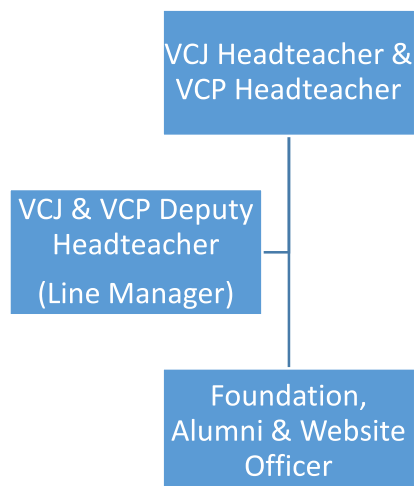
To promote fundraising opportunities with the OV network, to generate increased Foundation funds

To develop opportunities for OVs to support current students through visits, lectures, work experience and so on

Statutory responsibilities

Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Willingness to participate in ongoing professional development activities as requested.	A degree from an accredited college or university in a field related to marketing and communications; an advanced degree is preferred.
Knowledge	Knowledge of database management	Knowledge of Donor strategy and fundraising in schools
Technical / Work-based Skills	<p>Outstanding speaking, writing, and editing skills.</p> <p>IT literate with competence in using the Microsoft Office suite of software.</p> <p>Demonstrable ability to multi-task and organise own workload to meet deadlines, juggling priorities which may have differing and conflicting demands.</p>	<p>Demonstrated success in supervising and managing staff.</p> <p>Fluency in using social media and digital communications platforms effectively.</p>
General Skills/Attributes	<p>Ability to deal with all stakeholders in a sympathetic, sensitive manner whilst maintaining discretion, sensitivity, and confidentiality.</p> <p>Able to work effectively without supervision, using own initiative to prioritise workload.</p> <p>Willingness to engage in reviews, suggesting improvements to administrative processes and supporting changes.</p>	<p>Demonstrated success in managing multiple projects with shifting priorities and competing deadlines.</p> <p>Ability to develop, monitor and adhere to budgets and production schedules.</p>
Experience	Demonstrated success in creating positive relationships with external stakeholders and cultivating potential philanthropic support.	
Criteria relating to Safeguarding	Enhanced DBS certificate.	Understanding and knowledge of Safeguarding of young people.

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.