



ALUMNI RELATIONS & EVENTS OFFICER

£30 - 33k per annum, depending on skills, qualifications and experience

Dulwich College seeks to instil a culture of equity, respect and support for others, and offers inspired teaching, scholarship and learning in and beyond the classroom. A world-leading boys school with 1,630 pupils aged 7-18 years and a co-educational kindergarten and infants school of 230 (DUCKS), the College employs over 600 staff and enjoys a beautiful and historic site covering 70 acres in South London.

We are seeking a hard-working, dynamic and flexible individual to join our busy and fast-paced Development Department. The role, as part of a team is to foster engagement, develop strong and lasting relationships and act as a primary link with our wider school community of former pupils and staff.

Reporting to the Head of Engagement, you will be a highly personable and organised team player who possesses outstanding communication and relationship-building skills (including across social media), the ability to help plan and deliver an innovative events and communications programme and the capacity to manage personal information about alumni with care and discretion. Whilst direct experience of a similar role will be helpful, we are equally keen to hear from applicants who have the right skill-set and are looking for a new challenge.

This is a full time post with some evening and weekend work, flexibility is therefore required. Further information can be found in the candidate pack by following the link: <https://mynewterm.com/jobs/100861/EDV-2024-DC-09113>

Closing date: Monday 29 April 2024

Interview date: Week Commencing 6 May 2024

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064