

DULWICH COLLEGE
FOUNDED 1619

Information for Candidates

Alumni Relations & Events Officer





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Welcome

Dear Potential Applicant

Thank you for your interest in working at Dulwich College. We are a school committed to providing a wealth of opportunities to pupils and colleagues within a nurturing, equitable and caring ethos.

The College is served by a dedicated and increasingly diverse staff body, comprising some 250 teachers and over 350 operational staff colleagues, who work with a pupil body of around 1,850 across the Senior and Junior Schools and in our co-educational nursery and infant school at DUCKS.

Dulwich College is committed to an ambitious educational vision and social mission: our educational vision is to provide an inspiring education based on the primacy of the classroom within a holistic education; our social mission is to provide access to our education for children of all backgrounds through our bursary provision and the partnership and outreach work carried out by pupils and staff. There are currently over 200 pupils at the College benefiting from means-tested bursary support and we have an ambition to increase this number in the years ahead.

Through the work of our Equity, Diversity and Inclusion (EDI) Forums, wider Pupil Voice initiatives and our forward-looking approach to sustainability, our ethos is one of equity, diversity and inclusion for our pupils and colleagues.

Do read the profiles of some of our staff in this candidate pack, where you'll also find details of some of the benefits of working at Dulwich College. We are committed to providing an excellent place to work where staff can develop their expertise and experience.

You can find out more about every aspect of a College education and our commitment to our wider community on our website www.dulwich.org.uk

As ever
Dr Joe Spence
The Master



The College

Dulwich College is an academically selective independent boys' school in south east London with a tradition of inspired teaching, genuine scholarship and co-curricular breadth.

Situated in 70 acres, yet only 12 minutes by train from central London, the College enjoys outstanding academic, co-curricular and sporting facilities, including The Laboratory, a RIBA National Award-winning Science and Arts building. There has also been an extensive refurbishment of its iconic Grade II* listed Barry Buildings and surrounding landscaping.

Further information about the College can be found on our website www.dulwich.org.uk



Vision, Values and EDI

Vision

Our vision is to be an outstanding school inculcating in every pupil an aptitude for work and study and a sense of service so they have the potential to make a positive difference in the world.

Values

Our values are:

Equity for all;
Respect for all; and
Service engagement of all.

Through these values we seek to encourage curiosity and creativity, compassion and open-mindedness, resilience and integrity, and a collaborative outlook and an appreciation of how we all benefit from living and growing in a diverse and inclusive society.

Equity, Diversity and Inclusion

We proudly celebrate the diversity that exists within our pupil and staff bodies, as well as in our alumni and parent communities, and recognise the important role that our rich array of backgrounds and experiences plays in building a vibrant, forward-looking community. As a result, Dulwich College stands firmly against discrimination and exclusion in all its forms.

We strive to build a supportive community that encourages a sense of social responsibility and which promotes the fundamental British values of democracy, individual liberty, respect and tolerance, and the rule of law. We will continue to work alongside members of our community to progress our inclusion work and embed our core values across all aspects of College life.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

As an employer we are committed to promoting and protecting the physical and mental health of our staff.



Katy Millis
Head of Sustainability

Coming from a background in retail management, I joined Dulwich College 22 years ago as the manager of our school shop, The Commissariat. After a number of years in this role I was promoted to head of procurement. Aspects of this role include buying FF&E for new builds, tendering for uniform and sports kit supply and looking after the Colleges utilities portfolio. My interest in Climate Change along with my role in the acquisition of the Colleges energy, water and consumables naturally lead to my current role managing the College Sustainability Action Plan. On a personal note, the College has been a great place to work with opportunities to assist with events such as Christmas Fairs and charity fundraising. I have also enjoyed making friends with both my immediate peers and within the wider college community.



Leslie Okyne
Transport Manager

My role in my previous company as a Sales manager in a passenger transport firm meant that I had to manage a few accounts, including Dulwich College's (Foundation Schools' Coaches) account, as we supplied them with daily coaches. When I bumped into the Transport Manager role on the Indeed website, I did not hesitate to apply for the job, and was very chuffed when I was successful. Working in this capacity has taught me a lot in five years, and Dulwich College has allowed me to blossom into a more responsible individual. Working here has enabled me to acquire new leadership skills and has taught me how to adapt quickly to change.



Jo Foster
Upper School Registrar

I was thrilled to join Dulwich as Upper School Registrar having enjoyed a long and positive connection through my children who were all pupils here. I work alongside a talented, diverse, and dedicated teaching and operational team for whom it is clear that the wellbeing and success of the College's students, as well as its staff, is paramount. The enthusiasm is infectious with opportunities for staff involvement across the College and career progression. My work is varied with each day bringing something new; I could be touring an international student and their family, talking to Year 10 students about joining the College and the bursaries and scholarships available, running entrance examinations, and mentoring one of our EPQ students. Dulwich is a special place to work, and I feel fortunate to be part of a dynamic, busy, and welcoming community where everyone is valued and respected.



Alice Gardiner
Financial Controller

I was attracted to the role of Financial Controller as I considered it to be a great opportunity to transition into a finance-focused position within a supportive, socially conscious, academically minded, and future-focused organisation. I have thoroughly enjoyed settling in – one of the first things that struck me was how friendly and welcoming everyone is. I spent 18 years working for a global professional services firm Ernst & Young (EY). My career at EY covered a diverse range of roles from client delivery for financial services firms to strategic initiatives and latterly as Operations Director for the UK Financial Services Strategy & Transactions team. In addition to my role at the College, I am also the Honorary Treasurer and a Trustee for Home-Start Southwark and a current Dulwich College parent.

“Pupils are exceptionally adept at developing learning styles that suit them individually”

ISI Report, Nov 2021



The role

Alumni Relations & Events Officer

The Alumni Relations & Events Officer is part of the Development and Alumni department at Dulwich College, which consists of:

- Director of Development
- Head of Engagement
- Database and Operations Manager
- Philanthropy Manager
- Donor Engagement Officer
- Development Officer
- Alumni Relations & Events Officer

The department is responsible for reaching an ambitious annual fundraising target, providing administrative support to the Old Alleynian Association, coordinating events and communications for Old Alleynians (OAs) and the Dulwich community.

The Alumni Relations & Events Officer reports to the Head of Engagement.

Additional key relationships:

- The Master
- Secretary of the Old Alleynian Association
- Old Alleynian Association Committee
- College Events Team (Facilities and Catering)

60+
clubs and societies
representing enthusiasm,
innovation and diversity

150
visiting speakers at the
College every year

200
pupils at Dulwich have free
or subsidised places

“Pupils of all ages develop excellent knowledge, understanding and skills benefiting from well-structured, engaging lessons”

ISI Report, Nov 2021

“We encourage the boys to question everything, to be as empathetic as possible and strive for excellence in everything they do.”

Sameer Tanna,
Head of Middle School



Job description

Job title

Alumni Relations & Events Officer

Reporting to

Head of Engagement

Period of employment

Permanent

Hours of work

Full time

37.5 hours per week, Monday to Friday, with a one hour unpaid lunch break per day.

Normal working hours are 8.30am to 5.00pm.

Evening and weekend work may occasionally be required, flexibility is therefore essential.

Salary

£30,000 to £33,000 per annum, depending on experience

Annual Leave

20 days per annum. In addition, you are entitled to all public holidays together with three additional paid days holiday, which will normally be added to the Christmas holiday. Entitlement increase to 25 days after completion of 5 years' service.

Tasks and duties

Alumni Relations

- Act as a first point of contact for all OA enquiries received by telephone, post, email, in person or through online social media
- Respond to enquiries in a welcoming, timely and effective manner, either personally or by directing the matter to the appropriate individual
- Develop and maintain strong working relationships with members of the alumni committee (the Old Alleynian Association) and volunteers throughout the UK and across the world, and support their work on behalf of the OA network



Events

- Deliver Development and OA events to an extremely high standard, working with colleagues both in the Development office and wider College, as well as volunteers and external suppliers
- Work with Development office colleagues to generate invitation lists for individual events
- Produce relevant marketing materials for events and promote activities through OA and College print and electronic media
- Register alumni for events and record any specific requests
- Ensure that events are delivered to a high standard and within budget limits
- Liaise with and co-ordinate the efforts of OA club/society secretaries and regional/overseas OA network leaders, providing them with administrative support for their events and activities
- Attend OA and other Development office events as required
- Co-ordinate volunteers and supervise pupil ambassadors at events
- Co-ordinate a timely and effective follow-up with guests after each event
- Co-ordinate timely and effective internal event evaluations

Communications

- Work with the Old Alleynian Association Secretary to assist in the production and distribution of the annual Old Alleynian Association Magazine
- Assist with the creation and distribution of other Development office communications and publications, including the OA e-Bulletin and other announcements/correspondence as required
- Draft and upload content for the OA & Development section of the College website
- Prepare and upload content for the Development office's social media pages
- Co-ordinate the delivery of postal and electronic mailings

Database

- Work with the Database and Operations Manager to ensure that database records are accurately and efficiently maintained with information received in response to general enquiries, update forms, events, research and other correspondence
- Create and run queries and produce exports and reports for the purposes of assisting with communications, publications and events



Other

- Treat all information received in an appropriate manner and at all times demonstrate discretion and comply with the provisions of the Data Protection Act 1998 and the College's own privacy policies
- Prepare materials, reports and presentations as required
- Perform other duties as may reasonably be required

Person Specification

1. Essential Attributes

- Experience of organising events
- Discretion and experience of working with confidential data
- An interest in education and alumni relations work
- Excellent written and oral communication skills
- Strong interpersonal skills and an ability to develop close working relationships with colleagues, volunteers and external suppliers
- Excellent organisation skills and an ability to prioritise
- Attention to detail
- Proven IT skills, including: Microsoft Word, Excel and Outlook; databases (preferably The Raiser's Edge)
- Flexibility and a willingness to work out of regular office hours and to travel

2. Desirable Attributes

- Experience of using The Raiser's Edge
- An interest in fundraising within education
- Educated to degree level (or equivalent)

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

All staff must take care of their own health and safety and that of others, observe applicable safety rules, follow instructions for the safe use of equipment and co-operate with managers on health and safety matters (including the investigation of any incident).



Benefits

Financial

- Contributory Pension Scheme
- Fee remission for children at DUCKS, Dulwich College, JAGS and Alleyn's schools
- Paid sabbatical/ special projects leave
- Free travel on the Foundation Coach Service for staff
- Up to 10% discount at the Commissariat
- Discounted rates for private functions
- Subsidised accommodation, subject to terms and conditions

Health & Wellbeing

- Bupa Healthcare Cash-plan including Employee Assistance Programme
- Staff personal accident scheme, incorporating dental
- Enhanced holiday entitlement
- Free membership to Dulwich College Sports Club for staff and their children
- Enhanced sick pay
- Menopause support
- Free lunch, tea & coffee all year round

- Cycle to Work Scheme under salary sacrifice
- Contribution towards glasses, if needed for work purposes
- Discounted rates for use of the Outdoor Centre
- 50% off green fees at Dulwich Golf Club on weekdays

Family Friendly

- Enhanced maternity pay
- Enhanced adoption pay
- Enhanced paternity and shared paternity pay
- Enhanced bereavement leave
- Time off for IVF and Assisted Conception
- Flexible working arrangements including part-time and term-time working
- Priority over the children of non-staff for DUCKS

Social

- Staff events throughout the year, including the End of Year Party, New Starters and Leavers Governors Reception
- A variety of College wide performances and events
- Free Entry to Dulwich Picture Gallery (certain exhibitions are not included)

“If your child is gifted in one area, they will soar here. If they are a good all-rounder they will be encouraged to be a great all-rounder.”

Parent,
The Good Schools Guide

Application Procedure

To apply for this role please visit our [vacancies page](#)

Closing date

9.00am, Monday 29 April 2024

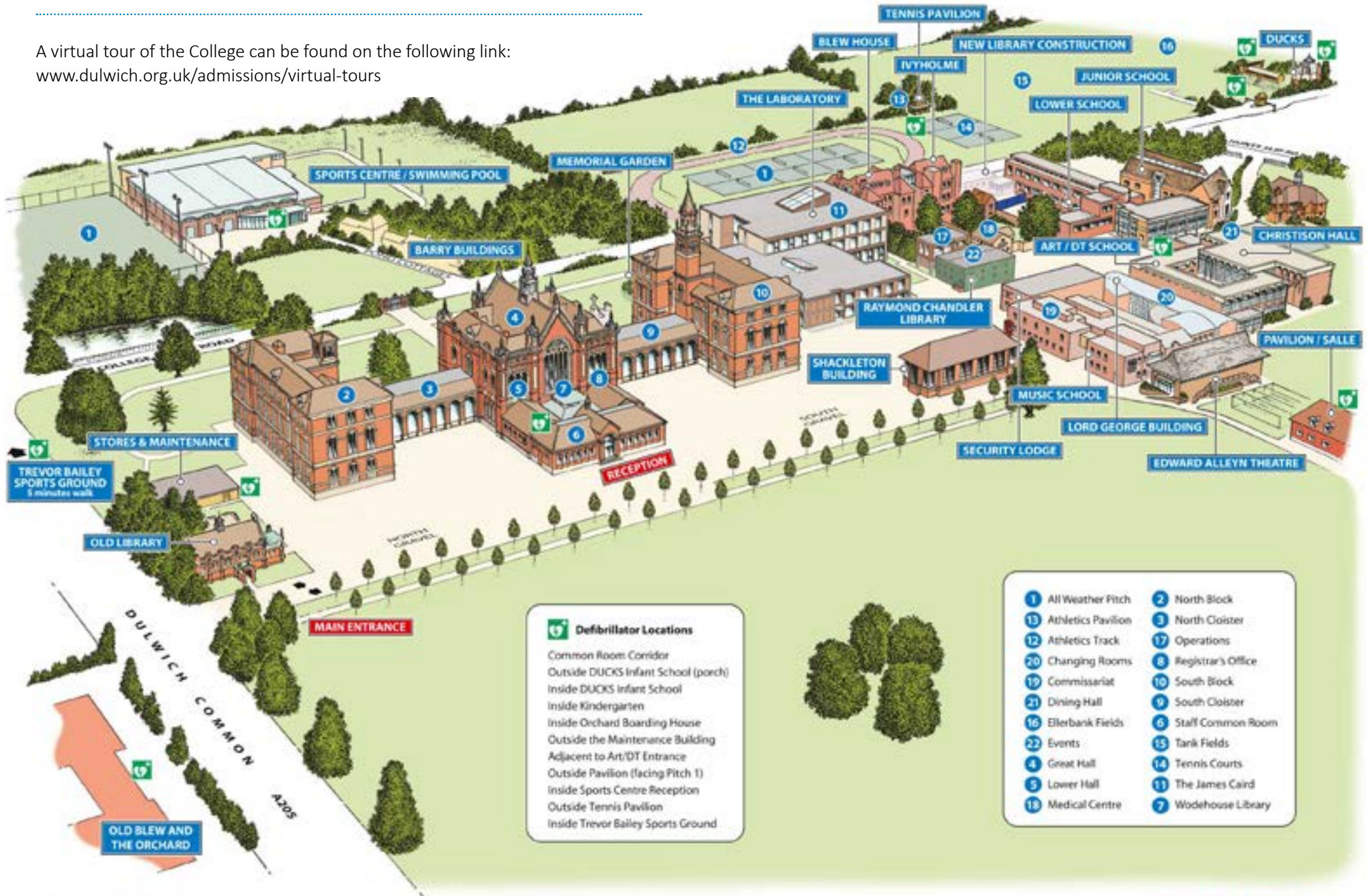
Interview date

Week starting Monday 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

Campus map

A virtual tour of the College can be found on the following link:
www.dulwich.org.uk/admissions/virtual-tours



Defibrillator Locations

Common Room: Corridor
 Outside DUCKS Infant School (porch)
 Inside DUCKS Infant School
 Inside Kindergarten
 Inside Orchard Boarding House
 Outside the Maintenance Building
 Adjacent to Art/DT Entrance
 Outside Pavilion (facing Pitch 1)
 Inside Sports Centre Reception
 Outside Tennis Pavilion
 Inside Trevor Bailey Sports Ground

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|-----------------------|----------------------|
| 1 All Weather Fitch | 2 North Block |
| 13 Athletics Pavilion | 3 North Cloister |
| 12 Athletics Track | 17 Operations |
| 20 Changing Rooms | 8 Registrar's Office |
| 19 Commissariat | 10 South Block |
| 21 Dining Hall | 9 South Cloister |
| 16 Ellerbank Fields | 6 Staff Common Room |
| 22 Events | 15 Tank Fields |
| 4 Great Hall | 14 Tennis Courts |
| 5 Lower Hall | 11 The James Caird |
| 18 Medical Centre | 7 Wodehouse Library |



DULWICH COLLEGE
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Independent School of the Year 2022
for Contribution to Social Mobility

