

WINDLESHAM HOUSE SCHOOL



Job Title: Alumni & Events Manager

Reports to: Head of Marketing & Admissions

Job Purpose: To build and manage the alumni relationship and create additional revenue for the school

Hours: Part-time

Principal Accountabilities:

1. Responsibility for the management, upkeep and development of the alumni database and website including a termly newsletter.
2. Social media: ensuring that social media channels are kept up to date with relevant content and news. Building alumni networks via social media eg. LinkedIn.
3. Managing and updating archives.
4. Developing and delivering an events programme tailored to various age groups and interests, encouraging wider participation of Windlesham alumni.
5. Creating additional revenue through a calendar of external events (eg. weddings) and merchandise.
6. Fundraising for various projects around the school.

Personal Specification:

Essential

- Strong interpersonal skills
- Ability to build productive relationships both externally and internally
- Confident with clear communication skills
- Excellent social media skills (Facebook, Instagram, Twitter and LinkedIn)
- Strong administration skills with a high level of accuracy and attention to detail
- High degree of computer literacy including database management
- A flexible and adaptable approach to work
- The ability to work outside standard hours when required
- Ability to work on own initiative and within a team

Desirable

- A knowledge of and interest in Windlesham House School and alumni

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection & Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Designated Safeguarding Lead or to the Headmaster (if different).