



BISHOP WORDSWORTH'S SCHOOL

Exeter Street, Salisbury, SP1 2ED

Tel: 01722 333851

Headmaster: Dr S D Smallwood, BSc (Hons) PhD NPQH



Development & Alumni Relations Officer

Required from May 2021

20 hrs a week / 39 weeks a year

Flexible Contract and hours open to negotiation

BWS Support Staff pay scale Grade J Points 31 – 34 (£29,525 - £32,176 FTE)

Actual pay (£13,547 - £14,763)

Closing date: 30 April 2021

We are looking to appoint a Development & Alumni Relations Officer to have overall responsibility for setting and delivering the development strategy of BWS, embedding fundraising and philanthropy throughout the School community and beyond and increasing engagement with alumni through a programme of events and communications to ensure a rewarding and enduring involvement with BWS.

The role is incredibly varied and requires a strong understanding of marketing communications and digital channels. The successful candidate will be adept at creating and managing digital content and will be thoroughly web and social media savvy. They will have the ability to analyse and understand data, have organisational and project management skills and the tact and communication skills to build strong relationships with alumni and associated stakeholders.

The successful candidate will be a creative thinker and dynamic team player and will have a successful track record in communications together with a good understanding of alumni relations, marketing and philanthropy. A positive and flexible approach to work, the ability to analyse and understand data, organisational, project management skills and the tact and communication to build strong relationships with alumni and associated stakeholders are all essential. The postholder will support and contribute to strategy around areas of development and deliver against set financial targets to secure year-on-year charitable income growth.

In return we offer a highly competitive rewards and benefits package including:

- Term time working
- A friendly and supportive team
- A comprehensive program of CPD
- Local Government Pension Scheme
- Cycle to work scheme
- Access to onsite sport facilities and gym

For further details and an application form please visit the school website http://www.bws-school.org.uk/The_School/Vacancies/. If you wish to have the opportunity of an informal discussion prior to submitting an application form, please contact Mrs Annie Lloyd-Gilmour (HR Manager) alg@bishopwordsworths.org.uk or Mr Barry Smith (Bursar) bls@bishopwordsworths.org.uk Applications are accepted by post and email.

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to an enhanced Disclosure and Barring Service check as well as other relevant re-employment checks including satisfactory references and medical clearance.