

JOB DESCRIPTION

Head of Community & Alumni Relations	
Reporting to	Headmaster
Hours per week / weeks per year	37 hours per week with a requirement to work occasional weekends and evenings. Full-time term time, plus 8 weeks (giving a total of 40 working weeks)
Employment status	Permanent
Purpose and objectives of role	<p>To:</p> <ul style="list-style-type: none"> • Nurture, build and develop relationships with the RHS community and stakeholders including; alumni, pupils, parents, former staff and other friends of the School. • Lead the contribution of Community & Alumni Relations to the marketing of the School. • To develop, launch and deliver Centennial Bursary Fund for 2022 and beyond.
Key areas of responsibility, tasks and duties	<p><u>Alumni Relations</u></p> <ul style="list-style-type: none"> • Create, review and lead Alumni Relations at RHS • Line manage the Community & Alumni Relations Executive. • Oversee and ensure the delivery of all alumni related engagement and events, offering guidance and support to the Community & Alumni Relations Executive where necessary. • Establish and maintain effective relationships, researching and re-connecting with alumni for whom there is no contact. • Research, connect and develop relationships with alumni who can provide opportunities through talks, lectures, networking, placements or internships for pupils and young alumni. • Maintain and develop an effective working relationship with the RHSA General Committee. • Host Industry Insight events and Lectures for all RHS stakeholders. • Management of content for website, e-gidge newsletter and all alumni social media channels; LinkedIn, Facebook. Twitter and Instagram • Creation of content and production of an annual Gidge magazine. • Maintain contact with recent leavers, collating case studies and data to establish graduate level employment, salary levels, career progression and social mobility. <p><u>Events</u></p> <ul style="list-style-type: none"> • Oversee or assist with the organisation of large key School events such as Community Fete, Speech Day/Leavers' Ball, other Marketing or Fundraising Events.

RHS Futures

In liaison with the Head of Careers, Head of Compass and Heads of Year as appropriate;

- Ensure that pupils and alumni are provided with opportunities to connect with each other, to be inspired and ambitious about their futures.
- Identify and engage with alumni to deliver workshops and masterclasses to deliver RHS Futures.
- Maintain, manage and promote a network of university and subject ambassadors.
- Engagement with pupils through Assemblies and Workshops to assist with LinkedIn & CVs.
- Organisation and promotion of mentoring, professional networking and career opportunities post-school.
- Identify and invite alumni from different industries to interact with pupils bringing 'industry into the classroom'
- Create and implement an RHS Business Directory.

Community and Parents Relations

- Attend RHSPA Committee meetings and ensure effective management of the relationship between the RHSPA Committee, the Community & Alumni Relations and volunteers.
- Work with the RHSPA to develop and integrate their programme of social and fundraising events within the School's academic calendar.
- Liaise with RHSPA and SHS to redevelop House Rep Programme.
- Oversee effective management of the School's Annual Fund application and allocation process by the Community & Alumni Relations Executive and be a member of the Panel.

Stewardship

- The management of all incoming donations.
- Maintaining contact and nurturing relationships with current donors.
- Ensuring donors are recognised, including an annual reception as required.
- Identifying potential high net worth donors within the alumni network.

Heritage

- Engage pupils and alumni with heritage-related projects including induction for new pupil and staff starters.
- Create and manage displays of School heritage assets.

Other

- Through the line-management of the Community and Alumni Relations Executive, manage and develop the InTouch Database in all matters relating to Community, Alumni

	<p>Relations and Stewardship, ensuring GDPR compliance.</p> <ul style="list-style-type: none"> • Lead on other School-wide projects that focus on community, alumni and parents as required.
<p>The delivery of the fundraising aspect of the Bursary Campaign is made on a fixed term and performance related basis running from September 2022 to December 2023</p>	<p><u>Bursary Campaign</u></p> <ul style="list-style-type: none"> • The establishment and implementation of a strategy and plan to launch the Centennial Fund. • The delivery of a major launch event in 2022 and supporting events in the silent phase • Delivery of a successful campaign that includes regular giving, major gifts and legacies to support the Centennial Fund

