

### Job Description

|                                  |                                                                                                                                                                                           |
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| <b>Job Title:</b>                | Alumni and Development Co-ordinator                                                                                                                                                       |
| <b>Hours of Work:</b>            | 15 hours a week, 34 weeks a year.                                                                                                                                                         |
| <b>Department:</b>               | Development                                                                                                                                                                               |
| <b>Job Grade:</b>                | 6                                                                                                                                                                                         |
| <b>Accountable to:</b>           | Deputy Head, WHS with a line to Stowe Group Deputy Development Director                                                                                                                   |
| <b>Number of direct reports:</b> | None.                                                                                                                                                                                     |
| <b>Budgetary responsibility:</b> | N/A                                                                                                                                                                                       |
| <b>Location:</b>                 | Winchester House School                                                                                                                                                                   |
| <b>Purpose of the role:</b>      | Building good alumni and community engagement (friend-raising) across Winchester House School from which to build future fundraising opportunities within the Winchester House community. |

#### The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

#### Vision & Ethos

We are Change Makers

Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community. Our World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our

best teachers and support staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group.

Pupils and staff have a heightened awareness of their social and environmental responsibility in preserving our unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

#### **Key Tasks:**

##### **1. Managing Alumni correspondence**

The Alumni and Development Co-ordinator will be charged with reaching out to, building and sustaining a programme of contact with our alumni and wider Winchester House community – encouraging and inspiring them to feel engaged and re-connected to the school.

##### **2. Arranging and implementing occasional Alumni events**

The Alumni and Development Co-ordinator will manage a modest budget in arranging and implementing occasional gatherings that allow alumni and the outside school community to gather at the School and rekindle their connection with the School.

##### **3. Researching prospects in Alumni and parent cohorts**

In support of the work of the Head of Prep-School Fundraising, the Alumni and Development Co-ordinator should work to identify Potential Major Donors (PMDs) from within the emerging database of alumni. At a broader level, the Alumni Co-ordinator should support the work of the Head of Prep-School Fundraising in creating engagement, positive alumni relationships and opportunities for Fundraising.

##### **4. Developing and managing community wide fundraising**

As appropriate, working with the Head of Prep-School Fundraising in promoting and communicating community-wide fundraising initiatives.

##### **5. Arranging Annual Parent events**

The Alumni and Development Co-ordinator will also be involved in liaising with The Friends of Winchester House and supporting associated events.

##### **6. Developing and Populating the Alumni Database**

The Database of alumni and prospects is the lifeblood of any Development function. From the earliest stages of the Alumni and Development Co-ordinator's role, they will be responsible for managing and populating this database – using whatever internal records already exist, social media to generate interest and responses, using connections and contacts to find past members of the Winchester House community, desk research and whatever other channels may be appropriate.

##### **7. Producing an Annual Magazine / Bulletin**

As and when budget allows the co-ordinator should look to create an appropriate form of newsletter for those on the alumni database, working with the Head and other members of the Winchester House staff community. This will build over time to keeping them informed of news and progress at the School, enabling them to make contact with each other, and promoting upcoming gatherings and plans.

| <b>Person Specification:</b> The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                       |
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| <b>Attributes</b>                                                                                                                                                                                                           | <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Desirable</b>                                                                                                                                                                                                                                                                                                                      |
| Qualifications                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Education to degree level, with strong ability in written English</li> <li></li> </ul>                                                                                                                                                                                                         |
| Specialist Skills and Experience                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Planning and priority setting: doing what's important to the department's objectives, rather than just urgent; scheduling daily activities and planning for peaks and troughs in workload</li> <li>Being able to manage multiple tasks at any one time</li> <li>PC and database skills: experience in handling data and using databases</li> <li>Proficient communicator, particularly with internal departments and external suppliers</li> </ul> | <ul style="list-style-type: none"> <li>Experience in marketing, Public Relations, Communications or related career.</li> <li>Desktop design skills</li> <li>Experience using website content management systems</li> <li>Fluency in a wide range of social media channels and ability to create engaging content</li> <li></li> </ul> |
| Personal Qualities                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Excellent organisational skills</li> <li>Personally organised</li> <li>Energetic, congenial and enthusiastic personality</li> <li>Excellent people management skills, strong communicator</li> <li>Strong team-worker – ability to thrive in a small, closely-knit, and dedicated team</li> <li>Willing to work flexible hours for events and planning meetings as required</li> </ul>                                                             |                                                                                                                                                                                                                                                                                                                                       |



This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

**Date Agreed: October 2025**

#### Our Values



#### Value scales:

| This value is the least important to the role | This value has some significance to the role | This value is desirable to the role but not essential | This value is important to the role | This value is essential to the role |
|-----------------------------------------------|----------------------------------------------|-------------------------------------------------------|-------------------------------------|-------------------------------------|
| 1                                             | 2                                            | 3                                                     | 4                                   | 5                                   |

In the role of Alumni and Development Co-Ordinator we are looking for Change Makers who are (please highlight as appropriate):

|                           |   |   |   |   |   |
|---------------------------|---|---|---|---|---|
| Professional:             | 1 | 2 | 3 | 4 | 5 |
| Creative Problem Solvers: | 1 | 2 | 3 | 4 | 5 |
| Kind:                     | 1 | 2 | 3 | 4 | 5 |
| Flexible:                 | 1 | 2 | 3 | 4 | 5 |
| Collaborative:            | 1 | 2 | 3 | 4 | 5 |
| Communicator:             | 1 | 2 | 3 | 4 | 5 |