

Job Description

Job Title:	Old Stoic Careers Coordinator
Hours of Work:	15hrs a week, days flexible
Department:	Development/Old Stoic Office
Job Grade (if applicable):	6
Accountable to:	Anna Semler
Number of direct reports:	0
Budgetary responsibility:	Old Stoic Society
Location:	Stowe School
Purpose of the role:	<p>Key Responsibilities and Accountabilities:</p> <ul style="list-style-type: none"> • To plan the OS Summer Work Placement Programme annually • To grow a network of host companies who support the OS Summer Work Placement Programme • To promote the OS Summer Work Placement Programme to Stoics and Old Stoics • To coordinate the delivery of the OS Summer Work Placement Programme, including applications, interviews, candidate selection, placement and feedback collection • To facilitate, grow and promote online mentoring services offered by the Old Stoic Society • To work with the Stowe Futures team to support careers development objectives within the School
The Stowe Group	
<p>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.</p>	
Vision & Ethos	
<p>We are Change Makers</p> <p>Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest</p>	

of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

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 wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

Key Tasks:

Planning the Programme

- Work with the Old Stoic Society Committee to grow the programme in line with the Society's objectives.
- Develop a timeline and project plan for the OS Summer Work Placement Programme, including key milestones through the year
- Review and refine the programme structure based on feedback and outcomes from previous years.
- Coordinate with internal stakeholders to align the programme with the School's careers objectives.
- Prepare placement listings, application forms, and promotional materials as required

Building Relationships

- Identify and approach potential host companies through the Old Stoic Database and Stowe Parent contacts and wider Stowe network.
- Maintain and update a database of host companies, including contact details and placement history.
- Build strong relationships with company representatives to encourage ongoing participation.
- Organise briefing sessions or materials for hosts outlining expectations and safeguarding protocols.
- Collect feedback and marketing materials from hosts following placements
- Produce promotional content for the Stowe website & social media channels in collaboration with host companies

Marketing Placements to Stoics and Old Stoics

- Define and engagement strategy to promote the OS Summer Work Placement Programme to the Stowe Community
- Create engaging promotional content for newsletters, social media and the Stowe website.
- Collaborate with the Old Stoic Team to ensure consistent messaging and visibility across all OSS communications and events.
- Respond to enquiries and provide guidance to interested applicants.

Coordinate the delivery of the OS Summer Work Placement Programme

- Manage the application process, including tracking submissions and eligibility.
- Liaise with host companies to arrange interviews and placements.

<ul style="list-style-type: none"> • Support candidates through the selection process, offering advice and feedback. • Ensure safeguarding and risk management procedures are followed. • Collect feedback from hosts and participants and produce an annual impact report. <p>Facilitate, grow and promote online mentoring services offered by the Old Stoic Society</p> <ul style="list-style-type: none"> • Maintain and update the mentoring platform on Stowe Connect. • Promote this service to pupils and recent leavers and encourage those who can give advice to become mentors. • Promote mentoring opportunities by drafting content and written articles for the Stowe website and social media channels. • Monitor engagement and gather feedback to improve the service. <p>Work with the Stowe Futures team to support careers development objectives within the School</p> <ul style="list-style-type: none"> • Attend termly meetings with the futures team to align on goals and activities. • Share feedback and insights recent leavers to inform careers education. • Support careers events, talks, and workshops by sourcing Old Stoic or Stowe Parent speakers. • Collaborate on initiatives that enhance pupil employability.

Person Specification: 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		
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to A-level standard or higher, with strong ability in written English. 	<ul style="list-style-type: none"> • Previous work as a Careers advisor within a school, university or similar
Specialist Skills and Experience	<ul style="list-style-type: none"> • Proven experience in programme coordination, event planning, or careers/employability services. • Strong organisational skills with the ability to manage multiple tasks and work to a deadline. • Excellent written and verbal communication skills, including professional email and phone etiquette. • Confident in liaising with a wide range of stakeholders, including Old Stoics, pupils and host companies. • Experience using CRM systems, basic design tools, spreadsheets, and basic data management tools. 	<ul style="list-style-type: none"> • Familiarity with educational environments. • Understanding of safeguarding and data protection principles, especially in relation to young people. • Experience in marketing or communications • Knowledge of career pathways and work experience schemes. • Knowledge of a wide range of industries and sectors. • Experience of using a database.

	<ul style="list-style-type: none"> • Ability to work independently and take initiative, while also being a collaborative team player. 	
Personal Qualities	<ul style="list-style-type: none"> • Confident and engaging: Able to build rapport quickly and represent Stowe with warmth, efficiency and professionalism. • Lively and proactive: Brings energy to the role and actively seeks opportunities to improve and expand the programme. • Empathetic and approachable: Sensitive to the needs of pupils and recent leavers, especially those who may need extra support. 	<ul style="list-style-type: none"> • Comfortable with changing priorities and able to respond calmly under pressure.
<p>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</p>		
<p>Date Agreed: December 2025</p>		

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 Old Stoic Careers Coordinator 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