



St Andrew's Prep  
EASTBOURNE



Eastbournian Society

### Events & Fundraising Administrator

The Eastbournian Society, ES, brings together an extended family of Old Eastbournians (OEs), Old Androvians and Old Aschamians (OAs), current and former staff, current parents and parents of former pupils, local businesses and other supporters.

Our raison d'être is to keep people connected - building relationships that last a lifetime in a mutually supportive and symbiotic way. We honour the traditions of our schools while embracing them as modern forward-thinking centres of excellence.

We offer an array of cultural, social, sporting, career and networking opportunities, communicate through regular newsletters and magazines, and maintain a website with current news and events updates. We also look after those benefactors who so generously support our schools.

As a community we're growing and as a team we feel extremely fortunate to be part of such an engaged, talented, vibrant and fascinating cohort, living and working in such a stunning part of the country. We are seeking an Events & Fundraising Administrator to join our thriving team.

### The Schools

Eastbourne College and St Andrew's Prep, the schools within the Charity - Eastbourne College (Incorporated) ('EC/') - provide education to children aged 9 months to 18 years. Both schools share the primary aim to educate children in a safe environment to lead happy, fulfilled lives. The schools provide a broad, modern and connected education that takes place in the classroom, the house, the games field, the assembly hall and the wider community.

We operate on the basis of shared values: pursuit of excellence, participation, integrity, kindness, courtesy, and looking after others. We aim for all pupils to enjoy learning, we encourage their creativity and inspire them to be ambitious and successful, including in public exams. We provide an aspirational and healthy environment for pupils to experience personal success as well as celebrate the achievements of their friends.

The Eastbournian Society supports St Andrew's and Eastbourne College through the nurturing and development of relationships within a wide community whose common interest is in the success of the schools. Many of our benefactors, as well as prospective parents are drawn from this community, and so we provide a valuable source of funds for the charity as well as working closely with the Marketing and Admissions departments to attract pupils to the schools.

The Old Androvian Society is an integral part of St Andrew's Prep and maintains links with Old Androvians locally and further afield. An annual newsletter is complemented by regular electronic updates and an annual lunch encourages 60+ OAs back to the school to see the developments and keep them informed of, and ensure they feel involved with, future plans.

The Friends of St Andrew's Committee (FOSA) provides an important role within the prep school, providing a warm welcome to parents who are new to the school, organising and running events throughout the year as well as raising funds for local charities and to assist with school projects.

The Devonshire Society was created in 2002 and is Eastbourne College's legacy club. The Society has brought in over £4m since inception with bequests made to the College helping to fund bursaries, awards and scholarships, as well as providing funds for capital projects. 2022 will be a major anniversary and the celebration of 20 years of giving.

The College is fortunate to be supported by the Arnold Embellishers, a society with 140+ members drawn from OEs, parents, staff and friends of the College whose subscriptions help to improve the life of the school in imaginative ways through a variety of 'embellishments', which the governors, headmaster and COO might not feel essential or affordable.

As an employee at Eastbourne College (Incorporated) ('ECI') you will enjoy working in a vibrant community within a strong team. As a day and boarding school, we are 'home' to many students and staff and, as such, and with our wider ES community, there are always activities taking place during the evenings and weekends.

It is a busy, fast-paced community on the beautiful south coast; our staff value working in a healthy, caring environment and enjoy being part of the friendly connected Eastbournian Society, with the exceptional benefits that this opportunity brings.

Additional information about Eastbourne College can be found here:  
[www.eastbourne-college.co.uk](http://www.eastbourne-college.co.uk)

Additional information about the Eastbournian Society can be found here:  
[www.eastbourniansociety.org](http://www.eastbourniansociety.org)

## Job Description

Job Title: Events & Fundraising Administrator

Responsible to: Development Director, Foundation and Development Office.

Job Summary: The Events & Fundraising Administrator will provide the Development Director with administrative support. They will provide the support necessary to successfully deliver a diverse range of social, sporting, networking and fundraising events. The Events & Fundraising Administrator will work closely with the Eastbournian Society team to develop relationships which span a lifetime.

### Primary responsibilities

- 1) To work closely with the Foundation and Development Office and other departments to contribute to the efficient planning and running of events, and in doing so to maximise engagement with members, participation in activities, marketing of the schools, and promotion of fundraising opportunities.
- 2) To support work with the Old Androvia Society, working closely with parents and staff through the Friends of St Andrew's Committee to develop a programme of cross-charity events.
- 3) To undertake training, and support the implementation of new CRM and community platform which will replace the Eastbournian Society website. Work to build a mutually beneficial active online community incorporating the new platform using the existing network of members to help populate the new site.
- 4) As part of the Eastbournian Society team, nurture and develop relationships with existing and other potential supporters of the Charity, maintaining records of legacies pledged.
- 5) Help with the design and print of new literature and digital content.
- 6) Assist with the planning of annual meetings and lunches.
- 7) Assisting with the advising of potential donors of the most tax-efficient means of giving and providing relevant forms (eg Gift Aid).
- 8) Administrative support to the Development Director.

In fulfilling these responsibilities, the administrator needs to:

- Efficiently and effectively help review, plan and implement a programme of events
- Liaise with the Database and Communications Manager in order to ensure a consistent approach in strengthening members' affinity with the school, increasing participation and building the network
- Help promote and improve the profile of both schools within the existing alumni societies and wider community and to encourage those who are so minded to recommend the school
- Help recruit new benefactors who wish to leave a legacy to the Charity and provide appropriate literature to recruit and inform the society.

### Confidentiality and Data Protection

- A strict code of confidentiality must be adhered to at all times.

- The successful applicant will be required to have an up-to-date knowledge of the Data Protection Act and ensure that data protection laws are adhered to.

### Safeguarding duties

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- In this particular post, there is unlikely to be a large amount of contact with pupils but there are connected responsibilities, including site security, sensitive handling of data, and professionalism. However, the responsibility remains to be aware of safeguarding procedures and occasional need to operate safely with pupils and in adherence to the policy and code of conduct.
- 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 they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

### Person Specification

- The successful candidate will be a driven 'people person', who will show initiative and possess strong interpersonal skills, key to building and nurturing relationships across the Charity with all stakeholders and within the wider community
- They will need to work as part of a team and to have a flexible, sociable, can-do attitude
- They will need to demonstrate initiative and be a self-starter who can manage their own workload and help through administrative initiatives, streamline the workload of other members of the team.

### Educational Qualifications

Qualified to A-level standard.  
GCSE grades A-C in English and Maths.

### Skills and abilities

- Excellent administrative and communication skills.
- Excellent time management.
- Attention to detail.
- The successful candidate will need a proven background in office administration preferably with experience as an executive PA.
- Excellent IT skills; experience of using desktop publishing and image editing software (ie Adobe In Design, Photoshop) for invitation and programme design.
- Willingness to learn and adapt to changing technologies.
- The successful applicant will be required to have an up-to-date knowledge of the Data Protection Act and ensure that data protection laws are adhered to at all times.

### Desirable

- Experience of alumni relations/fundraising/administration in the education sector.
- Charity fundraising experience.

- Awareness of fundraising in a digital world would be beneficial to reach new audiences and broaden engagement whilst nurturing (and without alienating) those who appreciate more traditional means of communication.

### Terms and Conditions:

**Contract:** Initially a **six-month fixed-term contract** to allow for a strategic review

**Salary:** £20,000 per annum pro rata

**Hours of Work:** Hours are likely to be 30 hours per week, normally Monday to Friday 9.00am to 3.30pm, all year round. You will be required to work some weekends and evenings to support events and functions. Time off in lieu will be awarded for additional hours worked. The Charity is open to flexible working.

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The Charity will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

**Holiday:** You shall be entitled to five weeks' annual leave plus Bank Holidays to be taken during College holidays by agreement with your line manager. Please note that Bank Holidays which occur during term time may be working days, for which time off in lieu will be given.

### Other benefits include:

- Life Assurance
- Employee Assistance Program
- Lunch during normal working hours plus tea, coffee, fruit and biscuits
- Free use of Charity facilities including pool and gym
- Free tickets to College productions
- Easy public transport connections and free parking
- Stunning location

### Safeguarding and Equal Opportunity Statement

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.

### Application process:

To apply, please follow the link below to complete the mandatory application form:

[www.cognitofirms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm](http://www.cognitofirms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm)

Alternatively, visit [www.eastbourne-college.co.uk/contact/employment-opportunities/](http://www.eastbourne-college.co.uk/contact/employment-opportunities/) and click the '**Apply Now**' button.

An up-to-date CV and covering letter evidencing your suitability for the post against the job description and person specification described above may be uploaded with this online application form.

For further information, please contact Marian Piper, Recruitment & HR Projects Manager, by email: [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01 323 452239.

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