
Fixed Term Appointment- (Possibility of becoming permanent)
Head of Development and Alumnae Relations

Part-Time | 2-Year Contract



ST GEORGE'S
EDINBURGH



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MESSAGE FROM THE HEAD MRS CHANDLER-THOMPSON

Dear applicant,

Thank you for considering joining our welcoming school community at St George's in the beautiful city of Edinburgh. I have the great privilege of leading a dedicated and loyal team of staff who are committed to providing an inspiring environment for our sparky, confident and kind girls to grow up, learn and develop in. We teach and learn within a beautiful campus which inspires us every day. Whether it is the panoramic views of Edinburgh from our Upper School library windows, the secret leafy hideaway of our Fantastical Forest or the creative corners of the dedicated Arts buildings, the school is buzzing with the hum of activity and debate. St George's has been dedicated to educating girls since 1888, and the same guiding principles of boldness and vision sit at the heart of the school, albeit in an entirely different and modern context.

We welcome applications from potential staff who genuinely enjoy working with young people and who are committed to providing a warm and inspiring environment designed especially with girls in mind. Our school community is one where every individual is valued and we welcome a range of perspectives and insights. We always seek to ensure the education that we provide sets our students up well for their futures and is sector-leading. If this sounds like the kind of school environment you would like to work in, please do apply and I hope to meet you in person soon.

Yours faithfully



What makes St George's special?

Our warmth, expertise and personalised approach builds ambitious, fearless young women with personality. We amplify the voice of every girl and equip them to be robust, empathetic change-makers. Over 95% of girls achieve their first-choice destination after leaving school.

Why work for St George's School, Edinburgh?

- We are specialists in all-girls education since the days of our pioneering founders in 1888. We remain equally ambitious for students today by confronting stereotypes and enabling each girl to find and use their voice.
- We have a supportive, aspirational culture where staff inspire girls to achieve their best through positive relationships, high expectations and expert teaching.
- We firmly believe that we are equipping our pupils with confidence, resilience and self-belief which they will carry on through into life at university and beyond.
- We are a close-knit community where strong communication within the school, and the size of each section of the school, mean that girls are truly well known by their teachers, and feel connected with those around them.

We focus on the individual

St George's focus on the individual is paramount: each girl is encouraged in her distinctive talents and interests to achieve her true potential. Our emphasis is upon supporting each individual chosen pathway. Whatever a girl's ambitions and passions are, we help them get there. We are equally skilled at supporting applications to Oxbridge, to apprenticeships and highly competitive Art Foundation courses.

Opportunity and empowerment

St George's genuinely offers an all-round education. The breadth of choice in our academic curriculum, range of clubs and activities on offer, and the emphasis on giving a voice to the students helps to encourage an atmosphere of open dialogue. This means that every girl grows in knowledge of herself, has confidence in her own abilities and is comfortable in her own skin.

An all-through school

St George's is one of Scotland's largest girls' schools and the only all-through girls' school in Edinburgh for girls from 3 to 18 years. Boys are welcome in the nursery and to the end of P3.

Nearly 700 girls from ages 3 through to 18 flourish in their own sections of the school. Nursery accommodates children from the term of their 3rd birthday through to age 5; Junior School takes pupils from age 5 to 10 through P1 to P5. In our unique structure, Lower School follows for girls from ages 10 to 13 (P6, P7, S1); Upper School is the final phase from age 13 to 18.



Houldsworth House, the onsite boarding house, offers up to 50 girls from the UK and abroad, from the age of 10, a residential facility which adds an international dimension to our outward-looking community.

Houses: Pupils are attached to a particular house throughout their time at St George's and family members all belong to the same house.

Excellent levels of academic attainment

We figure consistently highly in the independent schools' league tables for Scottish Advanced Higher results. This success is a product of the all-girls' learning environment, inspiring and dedicated teachers and the personal support that we can offer to the girls.

The curriculum is coherent across the whole school and GCSE, as a two-year programme, provides an excellent foundation for moving on to Scottish Higher and Advanced Higher. We offer exceptional qualification pathways.

Students are highly motivated to achieve the best of their abilities. Most achieve their first choice of post-school destination. The Heads of Sixth Form and Careers are instrumental in ensuring the high quality of student welfare, the Sixth Form enrichment programme, careers guidance, work experience and UCAS applications which lead to meaningful destinations.

To offer further academic support to students, the extensive Support for Learning Department provides additional support and some teachers take on the role of academic mentors.

Co-curriculum

We run a co-curriculum that is character building – it fosters risk taking and thus develops courage and spirit. Our emphasis on learning outside the classroom, to support learning inside the classroom, is very important to us. We genuinely believe in a creative and balanced education hence the value we place upon a rich and diverse co-curricular and enrichment programme which broadens horizons and encourages ambition.

International perspective

We facilitate international education through global partnerships and exchanges. With overseas boarders and ESOL support, we prepare students to thrive in global opportunities.

Campus and facilities

Located on two inter-linking sites, St George's is situated on a spacious parkland campus with plenty of lawned landscaped school grounds and green playing fields in the popular, leafy residential area of Murrayfield. Our Senior School, Junior School and Nursery are on the main campus. Our Lower School is on the Lansdowne Campus which is across the road and adjacent to the main site.



Location

Located in the heart of Edinburgh, we have excellent transport links and access to a cosmopolitan, cultural hub.

Pastoral and community

The welfare, well-being and personal and social education of each student are of central importance. This is a central tenet of the girls' educational experience and is founded on excellent relationships throughout the school.

Our community is one where we want every individual to feel they belong and are celebrated. Open-mindedness and sense of shared aims within the community is reflected in a mutually supportive and welcoming staffroom.

We are a school where students from a rich variety of backgrounds (ethnic, national, geographical, linguistic and socio-economic) mix readily and easily. We consider ourselves to have broad horizons and value internationalism, in light of the global opportunities that we are preparing girls for.



VACANCY DESCRIPTION

Head of Development and Alumnae Relations

Purpose of Job

The Head of Development and Alumnae Relations will, with the Head and Development Committee, develop and implement the school's strategy for the development and fundraising, oversee donor stewarding, events and alumnae relations, with the support of the school's alumnae officer. To start with we envisage the role being a 0.5 equivalent, with flexibility in hours to suit both the postholder and school. It is envisaged that, with achievement of the main role objectives, the size of the role will increase.

Duties and Responsibilities

The following provides a main overview and indication of the varied duties and responsibilities expected that the post holder may be asked to undertake but is not exhaustive and will develop as the school's development strategy evolves.

- Supporting the school's vision, ambitions, and achievements through fundraising and, specifically:
- Contribute to and support the delivery of the school's Development Strategy as defined by the Development Committee
- Support the School's vision and current objectives as outlined in the School's Strategic Plan. <https://www.stge.org.uk/about/future-plans>
- Continue to raise the profile of the Foundation Office and develop a culture of fundraising at the school and within the extended School community.
- Create awareness of the importance of the work carried out by the Foundation Office within the extended School community and ensure that the school community are kept informed of its work.
- Support the organisation of alumnae, fundraising and other development events and attend in order to foster relationships with potential donors.
- Develop contacts and networks in Edinburgh and beyond, who share or support the School's vision and purpose and may be future supporters of the School's work.
- Maintain relationships with other similar post holders in Edinburgh, in order to share good practice.



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Fundraising Programmes and specifically:

- *Working closely with the Development Committee to:*
 - Support the development and delivery of fundraising strategies including strategies for different donor and potential donor types.
 - Support the development and the delivery of donor stewarding and contact strategies, for all donor types.
 - Including (but not limited to) legacy and major gifts, regular giving, trusts, businesses
- Build meaningful on-going relationships with donors who may include new and current donors, friends of the School, former parents, alumnae, trusts, current and former staff, and businesses and industries who share our objectives.
- Devise, implement and co-ordinate gift acknowledgement.
- As agreed with the Head and Development Committee, articulate the needs of the school, both orally and in writing, to potential supporters, including specific details of projects for which the school is seeking funds, representing the school, its ethos and culture appropriately and effectively.
- In conjunction with the school's marketing team, develop and implement an ongoing PR plan for all aspects of the development team's activity including social media, Toucan Tech online platform, and Foundation Office updates.



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- With the Alumnae Officer, undertake market research to further monitor alumnae engagement, explore what different segments of the alumnae want from the school and to identify potential new donors. Use the feedback to steer content for communications and delivering pipeline information for possible fundraising opportunities.
- Oversee and support fundraising and awareness events (including virtual events), Parent Social Committee organised fund-raisers, alumnae reunions, and entertainment of prospective and existing donors.
- Be present at School events such as Speech day, major concerts, alumnae sporting fixtures, community lectures, project launches and productions where donors and potential donors may be present in order to steward, forge and maintain relationships.
- Undertake all St George's fundraising activities in accordance with the regulations and guidance set out by the Fundraising Regulator.
- Undertake relevant research to understand better potential donors' attitudes and needs to influence future campaign planning.

Management of the Foundation Office and, specifically:

- Line management of the Alumnae Officer, working closely with the Marketing team and maintaining excellent working relationships and building team spirit.
- Maintain, improve, and develop administrative systems to ensure accuracy of records including ToucanTech.
- Manage the Development budget and methods for donations and ticket sales in liaison with the Business Director and Finance Officers

Oversight of Alumnae Relations, specifically:

- Take a lead on implementing, developing and subsequently the day to day running of the St George's Foundation website <https://foundation.stge.org.uk/> and CRM system (ToucanTech) Home | St George's Alumnae ensuring that the website has maximum appeal to alumni and up to date content
- Undertake the relevant training/networking to ensure that we are using the software in the most efficient manner, respecting GDPR regulations and benchmarking against other relevant peer groups.

Use ToucanTech to:

- Control data – ensure we can segment data as required and data of staff and student leavers is effectively collected, in line with GDPR requirements
- Track all activity - financial and socially.
- Grow the St George's alumnae/community including subgroups (e.g., by location/university)
- Communicate with the community in tailored formats.
- Manage events, including ticketing and seating plans
- Promote and supporting mentoring and career/lecture events
- Run fundraising campaigns
- Run performance and exception reports to support actions and decision making.

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- With the Alumnae Officer, maintain excellent links with the alumnae who have served in the Old Girls' Association and support a new way of working with the Old Girls, now that the association has been brought in-house
- Ensure that Alumnae (and key donors) are welcomed to and stewarded at school events.
- Maintain and improve Alumnae engagement, at all ages, including current students to maintain lifelong links with the School.
- Oversee the work of the Alumnae Officer to ensure that former students receive regular information about the School, promote opportunities for alumnae to contribute to the life of the School, recording these as appropriate.
- Support and promote the work on the Archive, conducted by the volunteer archivist, including the digitalisation project (St George's School | Digital Archives)

General Whole School duties (as required)

- These include but are not limited to being directed to:
- Become familiar with and practice school policies, in particular those relating to Health and Safety, and Child Protection;
- Be collectively responsible for a safe, healthy environment;
- Maintain high personal standards of punctuality and appearance;
- Help to create and promote an image of the school which is in accordance with its ethos and aims;
- Attend meetings with colleagues, as required;
- Participate in all aspects of staff development as required;
- To seek the Head's authorisation for any anticipated absence from School; to give as much notice as possible of unavoidable absence through sickness.

Addendum

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. Further details of duties, responsibilities and procedures can be obtained from the Staff Handbook.
2. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed as appropriate and it may be subject to modification or amendment at any time after consultation with the holder of the post.

VACANCY DESCRIPTION

Head of Development and Alumnae Relations

- **Person Specification**

Area	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent qualification • Evidence of continued career development 		<ul style="list-style-type: none"> • Certificates and application
Experience	<ul style="list-style-type: none"> • Senior marketing and/or fundraising role • Website management • Campaign and Project Management • Delivering high-quality events including virtual events • Budget management and financial planning • Successfully leading a team 	<ul style="list-style-type: none"> • Membership of the IDPE and its professional practices • Independent education sector • Experience of successful fundraising asks • ToucanTech software • Alumnae Management/ Communication 	<ul style="list-style-type: none"> • Application form and references
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent interpersonal skill • Outstanding and persuasive writing skills • Creative thinker • Strong project management and organizational skills • Positive and self-motivated • Practical knowledge of GDPR • Understanding of policies and procedures • Commitment to the independent sector in education 	<ul style="list-style-type: none"> • Knowledge of charity law aligned to tax-effective giving, legacies • Knowledge of fundraising best practices • Proofreading experience • Financial Management and Budgetary skills 	<ul style="list-style-type: none"> • Application form, references and interview/tasks

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- Person Specification

Area	Essential	Desirable	Method of assessment
Personal Competencies and qualities	<ul style="list-style-type: none"> Confident communicator Resilient, personable, tactful, hardworking Enthusiastic, flexible, creative, self-motivated Natural authority, leadership by example, personal integrity Drive to see initiatives through, an eye for detail Open mind and sense of humour Willingness to maintain a busy schedule 		<ul style="list-style-type: none"> Application form, references and interview/tasks
The School	<ul style="list-style-type: none"> Strong intellectual support for girls—only independent education Desire to understand the ethos and vision of the school 		

Benefits package

- Reduced school fees and wraparound care at St George's School
- Pension contribution
- Staff lunches during term time
- Access to school buses on school bus routes (small charge payable)
- Professional learning and development opportunities
- Employee Assistance Programme
- Generous annual leave entitlement
- Cycle to work scheme
- Opportunity to benefit from the use of school facilities; libraries; sports facilities etc
- Death in service benefit
- Opportunities for teaching staff to apply annually to undertake a collaborative professional development exchange / visit with partner school (s)
- Opportunity to join our community and contribute to social, music, drama and other events and activities

Salary Details

- Full-Time Equivalent Salary Range = £60,000-£70,000 per annum.
- Based on 2.5 days per week, actual salary range = £30,000-£35,000 per annum .

Hours of Work

- 2.5 days per week . Hours flexible to suit postholder and School.
- Fixed-Term for 2 years. Possibility of permanence.

Key dates

- Closing Date - 15th August 2024
- Interviews w/c 19th August or w/c 25th August 2024.

