



THE ORATORY



BRIEF FOR THE POST OF ALUMNI CO-ORDINATOR



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THE SCHOOL

The Oratory is an HMC independent school for students aged 11 to 18, providing an all-round education of quality and purpose within a nurturing, joyful environment.

We offer small class sizes and outstanding facilities on a wonderful South Oxfordshire country estate and yet we are within easy travelling distance of London, major motorways, railways and airports.

The Oratory School has high academic standards; however, we believe that an education is about more than statistics. We have a clear vision to ensure that each student flourishes and fulfils their maximum potential both in and far beyond the classroom. To this end, a wide variety of co-curricular activities enrich the students' learning and all students get the opportunity to develop their specific talents to the full.

The Oratory is not a large school, and this enables each and every student to be known, valued and stretched as an individual within our nurturing community.

Founded in 1859 by Saint John Henry Newman - we are a Catholic school which welcomes students of all faiths or none. Visitors often comment on the inclusive community atmosphere of our school, which we believe nurtures confidence, self-expression and a desire to learn and grow.





A MESSAGE FROM THE HEAD, DR JULIAN MURPHY

Thank you for your interest in this key post at The Oratory School.

I am acutely conscious that it takes a considerable commitment to apply for a new role. In return you can expect us to expend a similar amount of time and energy in considering your application.

We are very proud of our school's history. The Oratory School was founded by Saint John Henry Newman – one of the greatest figures of the 19th Century – in Edgbaston, Birmingham in 1859 as a response to numerous requests to start a school for the education of the sons of Catholic gentlemen. Having spent time at Caversham, on the outskirts of Reading, the school moved to its present site, Woodcote House, in 1942.

I urge you to spend some time looking at our website, which I hope will give you a flavour of our school. The school is in very good heart, and we are improving our provision all the time. We currently have approximately 380 students at the school with a projected 400 for September 2024. Class sizes are small and facilities impressive: we have recently unveiled an ambitious plan for the next stage of the school's development. As an avowedly all-round school our aim is that everything we do – be it teaching, sport, music, drama, art, boarding or pastoral care – is done to the very highest standard. As a result of our success in this endeavour our reputation is enviable. However, we are anything but complacent about maintaining and building our reputation and numbers on roll, hence the importance of attracting and retaining high quality staff, both in the classroom and beyond it.

Our staff are a wonderful, supportive, professional, and good-humoured team, and the atmosphere of the school is often described as warm and positive, as well as purposeful. The Oratory has a fine reputation and tradition as an independent school in the local area, nationally, and abroad. Over the years, many members of staff have progressed from The Oratory to senior roles at other prestigious schools: the school's relative smallness means that staff can achieve significant levels of responsibility relatively quickly and feel that they are making a genuine difference to the school's development.

I am looking forward to working closely with the successful applicant for this post to further build our visibility, reputation, and numbers on roll. I hope that you are similarly excited by the prospect of a role at the heart of our wonderful community.

With best wishes

Dr Julian Murphy, DPhil (Oxon)
Head





THE ROLE

An exciting opportunity has arisen at The Oratory for an Alumni Co-ordinator. We are seeking to appoint a committed, innovative and dynamic member of staff. The role of the Alumni Co-ordinator will foster and strengthen relationships between the school and its alumni community, ensuring continued engagement and support.

The role is key in building a vibrant alumni network that enhances the school's reputation, promote community participation, and support fundraising and volunteering efforts.

KEY TASKS & RESPONSIBILITIES

Alumni Relations

- **Event Support:** Support alumni events, manage databases, and conduct post-event evaluations.
- **Publication Management:** Oversee the production of the annual alumni magazine, including sourcing and writing content. Ensure timely delivery within budget constraints.
- **Alumni Communications:** Manage regular communication with alumni, including quarterly e-bulletins and other email campaigns.
- **Relationship Building:** Develop and maintain strategic relationships with alumni and key stakeholders to support fundraising and volunteering efforts. Facilitate networking opportunities through introductions.
- **Social Media & Web Presence:** Manage Alumni social media platforms (Facebook, LinkedIn, Twitter) and collaborate with the marketing team and archivist to manage the school's community website.
- **Alumni Profiles:** Build and maintain a collection of alumni profiles for use in school marketing materials.
- **Content Contribution:** Contribute to various school communications, including the school magazine, weekly parent newsletters, website, and social media channels.
- **Community Engagement:** Empower alumni to serve as advocates and ambassadors for the school.
- **Merchandise Management:** Manage Old Oratorian merchandise, including sourcing new products, advertising, and order fulfilment.
- **Alumni Transition:** Manage the transition process for U6th students into the alumni community, including preparing welcome packs and information for the Oratory Community website.
- **Program Innovation:** Take ownership of new initiatives, ensuring the alumni engagement program remains relevant and impactful. Continuously evaluate and develop fresh ideas to maximise engagement.
- **Data Analysis & Improvement:** Evaluate the impact and return on investment (ROI) of the alumni relations program through data analysis and feedback, taking steps to improve and evolve the program.
- **Committee Liaison:** Serve as the main point of contact with the Oratory School Society Committee (FOS).
- **Donation Management:** Oversee donation processing, including recording contributions, sending thank you letters and receipts, and managing Gift Aid claims.



- **Finance Collaboration:** Work closely with the Finance department to ensure proper allocation of funds, perform regular reconciliations, and ensure Gift Aid claims are processed accurately.
- **Regulatory Compliance:** Ensure adherence to the Fundraising Regulator's Code of Fundraising Practice and other relevant guidelines.

Oratory Community platform and Database

- **Platform Management:** Management of the Oratory Community platform to ensure a seamless and engaging user experience. Regularly produce content, manage event listings for online bookings, upload relevant resources, promote merchandise, and maximize the use of clubs.
- **Alumni Data Management:** Accurately log all alumni interactions and update the database with relevant information, such as career updates and achievements.
- **Membership Growth:** Develop and implement strategies to increase membership and engagement on the Oratory Community platform.
- **Contact Information Updates:** Maintain up-to-date contact details for alumni, making changes as needed. Ensure U6th student email addresses and university destinations are accurately recorded.
- **User Group Management:** Ensure User Group codes remain accurate, adjusting when needed.
- **Reporting & KPIs:** Monitor platform performance, generating reports to track progress against key performance indicators (KPIs).
- **Platform Improvements:** Stay informed about platform and database updates, implementing new features as they become available.
- **Data Maintenance:** Periodically conduct data cleaning to ensure the database remains accurate and reliable.
- **Data Compliance:** Ensure all data is collected, stored, and used in accordance with data protection regulations (GDPR) and Fundraising Regulations, upholding ethical standards.

Alumni Volunteering

- **Facilitate Volunteering Opportunities:** Coordinate and support a range of alumni volunteering activities, including 1:1 mentoring (alumni-pupil and alumni-alumni), guest talks, Sixth Form enrichment programs, and the annual careers fair, with a focus on enhancing alumni engagement.
- **Work Experience Coordination:** Organise work experience placements for Fifth and Sixth Form students, facilitated by alumni.
- **Collaboration:** Work with colleagues to identify and promote new opportunities for alumni to get involved as volunteers.
- **Volunteer Stewardship:** Ensure all alumni volunteers receive appropriate support and recognition.
- **Digital Marketing:** Create and share engaging content to promote alumni volunteers through digital marketing channels.



SALARY

Pro Rata salary: £15, 795.00 (FTE £35,100).

Hours: Part time role 3 days a week, term time.

BENEFITS

- Sports Centre membership with free access to the gym; squash courts, lane swimming and golf course.
- A meal while on duty during term time.
- Contributory pension scheme.
- Free parking.

SAFEGUARDING

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety.
- promoting and safeguarding the welfare of children and young persons for whom you are responsible.





THE PERSON

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none">• GCSE English and Maths at grade C or above or equivalent.• Experience of building and maintaining relationships.• Experience of working in a role that requires flexibility and self-management.• Experience of working in an event management, communication or project management role.• Experience and knowledge of digital and non-digital channels.• A commitment to undertake CPD as appropriate.	<ul style="list-style-type: none">• Proven track record of being in an Alumni related role within the Education Sector.• Experience and knowledge of Alumni relationship best practice and methodology
Skills	<ul style="list-style-type: none">• Strong negotiation skills.• Demonstrably good IT skills including Word and Excel• Excellent administrative and organisational skills• Demonstrably effective written and oral communication skills to a high standard• Ability to build effective and collaborative relationships with others• Good attention to detail	
Aptitude	<ul style="list-style-type: none">• Maintains confidentiality and discretion• Ability to demonstrate professional conduct, credibility and integrity to gain the confidence of managers, staff, and stakeholders• The ability to work on own initiative and prioritise workload effectively, as well as being a committed team player• Be able to demonstrate a commitment to promoting the ethos of the Trust• Ability to work flexibly and accept challenges with a positive proactive attitude• Ability to remain calm under pressure• Resilient	



HOW TO APPLY

Applicants should complete the school's application form and send together with a covering letter in PDF format to recruitment@oratory.co.uk

The closing date for applications is 8 October 2024 with Interviews taking place soon thereafter.

Early applications are encouraged. We reserve the right to close this advertisement early if we receive a high volume of suitable applications or if we find a suitable candidate from early applications.

Please send postal applications together with a covering letter to:

Director of People
The Oratory School
Woodcote
Oxfordshire
RG8 0PJ

For any queries, please email recruitment@oratory.co.uk

The Oratory Schools Association Registered Charity No 309112 is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo checks with past employers, online and the Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exception Order 1975, 213, 2020.





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