



Eastbournian Society



Appeal Administrator/Cross-Charity Liaison Officer

Job Description

1. **Job Title:** Eastbournian Society Appeal Administrator & Cross-Charity Liaison Officer
2. **Overview:** We are seeking a dedicated, versatile and efficient individual to join our team in a dual role that combines responsibilities at Eastbourne College and St Andrew's Prep School, both part of the charity Eastbourne College Incorporated. This part-time position involves working two days a week at Eastbourne College focusing on administration connected to fundraising and the Blue Sky Bursaries Appeal. A third day will be spent working at St Andrew's on the bursaries initiative and alumni related projects, including website management and digital archiving.

3. Duties and Responsibilities:

Eastbourne College (2 days per week)

- a) Fundraising Appeal Administration
 - Manage donor databases and ensure accurate record-keeping
 - Manage gift aid administration
 - Prepare fundraising reports and provide analysis
- b) Financial Reconciliation
 - Track and reconcile donations and other fundraising income

- Ensure financial records are accurate and up-to-date
 - Assist with budget preparation and financial planning for fundraising activities
 - Assist with donor stewardship programme
- c) Cross-Charity Liaison Officer for Blue Sky Bursaries Appeal (BSBA) and associated activities
- Act as a liaison for BSBA activity between Eastbourne College and St Andrew's Prep
 - Develop and maintain strong relationships with stakeholders, including parents, involved in fundraising for bursaries including the Friends of St Andrews (FOSA)
 - Maintain up to date stakeholder records on CRM
 - Facilitate communication with donors and potential major donors
 - Assist with donor stewardship programme

St Andrew's (1 day per week)

- a) Website Development & Digital Archiving Project:
- Work with ToucanTech design team to build web pages on the current Eastboumian Society site dedicated to Old Androvians and Old Aschamians.
 - Work closely with the Old Androvian Administrator and Eastbourne College archivist to enhance alumni relations and activity
 - Work with SDS to ensure archival materials from Ascham and St Andrew's are converted to high quality digital records
 - Review social platforms connected to OAs and plan future activity, ensuring content is engaging, accurate, and up-to-date.

4. Skills:

- Strong organisational skills.
- Ability to work on multiple projects.
- Experience with database management.
- Experience with fundraising and financial administration.
- Proficiency in digital archiving and website management.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Prior experience in an educational or charitable organisation is preferred.

5. Terms and Conditions

Salary: £11.44 per hour .

Hours of Work: Part-time, 3 days/week (22.5 hours) 9:00am - 5:30pm. One hour unpaid lunch break (Total 7.5 hours per day)

Contract: Fixed term 12 months

Location: 2 days at Eastbourne College, 1 day at St Andrew's

Benefits:

- Opportunity to work in a dynamic and supportive environment.
- Flexible part-time schedule.
- Chance to make a significant impact on alumni relations and strategic fundraising targets.

6. How to apply

To apply, please visit <https://www.eastbourne-college.co.uk/contact/eastbourne-college-vacancies/> and click the 'Apply Now' button to complete the mandatory application form. A covering letter addressed to the Development Director detailing your relevant experience and what particularly interests you about this role along with an up-to-date CV may be uploaded with this online application form.

The closing date for applications is **Monday 17 June 2024**.

For further information please contact Human Resources Department on hr@eastbourne-college.co.uk or phone 01323 452288.

7. Safeguarding and Equal Opportunity Statements

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 is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

8. From the Development Director

If you are looking for a part time role where you can use your administrative experience, organisational skills and eye for detail to support an educational charity in the beautiful seaside town of Eastbourne, this could be the role for you.

A crucial player in the delivery of the development office's strategic targets, you will be responsible for ensuring all donations to the Blue Sky Bursaries fundraising appeal are handled in the appropriate fashion. You will use your knowledge and experience in database management to ensure all records are kept up to date and that all donations are appropriately recorded, refining systems and processes where appropriate.

Additionally, good communication skills and an interest in the history of our schools will be crucial as you draw in the St Andrew's alumni, providing them with an online platform and a programme to digitise the prep school's archives. This will ensure those linked with the prep school feel very much a part of the Eastbournian Society.

We are looking for a self-starter with some previous experience in data management and an understanding of CRMs – experience with ToucanTech preferable but not essential. You will be responsible directly to me and will bring a positive attitude, being both motivated and enthusiastic about working with our Eastbournian Society community. In return for hard work, and commitment to delivering results, we offer a friendly well-resourced office within a busy educational charity that is committed to supporting the development of staff in their professional careers at all stages. If you

are interested in an informal chat about the position do not hesitate to contact me on ecbgarrett@eastbourne-college.co.uk.

I look forward to receiving your application.

Emma Garrett, Development Director, Eastbournian Society

9. More About the Charity

Eastbourne College (incorporated) 'ECi' is a charity that incorporates St Andrew's Prep School an independent day and boarding school (full, weekly and flexi) for boys and girls aged 9 months to 13 years and Eastbourne College, a co-educational independent school (13-18 years), located in East Sussex.

As day and boarding schools, we are 'home' to many students and staff within the wider Eastbournian Society community. Our staff value working in a healthy, caring environment and as an employee at ECi you will enjoy working in a supportive team at the heart of this community.

One of our key strategic targets as a charity at ECi is to broaden access by dramatically increasing the number of life-changing, means-tested bursaries we award to children from a wide socio-economic mix, enabling them to study at our schools.

10. More About the Eastbournian Society

The Eastbournian Society, brings together an extended family of former pupils from Eastbourne College (Old Eastbournians, OEs), St Andrew's Prep School (Old Androvians, OAs) and Ascham Prep School (Old Aschamians, OAs) a school affiliated with Eastbourne College which closed in 1977. The ES also incorporates current parents and staff, former members of staff, parents of former pupils, local businesses and other supporters.

We are a growing community that keeps 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.

The Eastbournian Society offers an array of cultural, social, sporting, career and networking opportunities (the latter are for the benefit of sixth formers as well as Eastbournian Society members), communicates through regular newsletters and magazines, and maintains a website with current news and events updates. We also look after those benefactors who so generously support our schools, and seek out fundraising opportunities in order to build an endowment fund to pay for transformational bursaries.

The Eastbournian Society supports the schools in the charity 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 wherever possible, you will work closely with the team to support these relationships.

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.

As a team of 8, we feel extremely fortunate to be part of such an engaged, talented, vibrant and fascinating staff body, living and working in such a stunning part of the country.

11. More About the Schools

Eastbourne College and St Andrew's Prep, provide education to children aged 9 months to 18 years. The schools provide a broad, progressive 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.

Additional information about Eastbourne College can be found here:

www.eastbourne-college.co.uk

Additional information about St Andrew's Prep can be found here:

<https://www.standrewsprep.co.uk/>

Additional information about the Eastbournian Society can be found here:

www.eastbourniansociety.org