

## Job Description

1. **Job Title:** Eastbournian Society and Development Office Administrator
2. **Responsible to:** Development Director
3. **Overview:** We are seeking a highly organised and proactive individual to provide administrative and PA support to the Development Director and her team. The successful applicant will need to be a creative, imaginative thinker bringing new ideas and an imaginative approach. They will also need to efficiently manage appeal administration and alumni relations across Eastbourne College and St Andrew's Prep. This full-time role will require excellent administrative and communication skills to support key events, donor engagement, financial tracking, and digital archiving to strengthen the cross-charity Eastbournian Society community and enhance fundraising efforts.
4. **Duties and Responsibilities:**
  - a) **Administrative and PA Support (Eastbourne College)**
    - Provide PA support to the Development Director, including diary management, travel arrangements, and liaison with key stakeholders (Governors, Eastbourne College Parent Connect; ECPC, Housemasters and Housemistresses; HSMs).
    - Assist in the efficient administration of the Eastbournian Society and Development Office.
    - Use the school's database (ToucanTech) proficiently for administrative tasks, donor records, and stakeholder management ensuring accurate record-keeping and CRM updates.
    - Handle gift aid administration, fundraising reports, and donor stewardship programs.
    - Maintain and update social media platforms (e.g., Instagram, LinkedIn) to enhance engagement with the Eastbournian Society community.
    - Organise the design, printing, and distribution of the annual ES Christmas card.
    - Manage ES merchandise sales, including stock levels, online shop updates, and researching new product lines.
    - Monitor and record financial transactions, process invoices, track budgets, and ensure accurate donor financial records.
    - Assist with restructuring and maintaining electronic and paper filing systems, including migrating files to Teams.
    - Support the planning and execution of events such as Founders and Benefactors Day, Foundation Golf Challenge, and other fundraising initiatives.
    - Act as secretary for Development Office meetings, including minute-taking and presentation preparation.
    - Act as a liaison between ES, ECPC, and College and Prep School staff, ensuring compliance with safeguarding policies and event logistics.

- Serve as the primary liaison for the Blue Sky Bursaries Appeal (BSBA) between Eastbourne College and St Andrew's Prep.
- Build relationships with donors, parents, and fundraising committees, including the Friends of St Andrew's (FOSA).
- Collaborate with ToucanTech design team to develop alumni web pages for Old Androvians and Old Aschamians.
- Work closely with archivists to digitise and manage historical records from Ascham and St Andrew's Prep.
- Review and enhance social media presence for alumni groups, ensuring content remains engaging and relevant.

**b) 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.

**5. Skills Required:**

- Strong IT proficiency, including Microsoft Office (Outlook, Word, Excel, PowerPoint) and willingness to become a ToucanTech super-user.
- Excellent organisational skills with the ability to manage multiple projects simultaneously.
- Strong interpersonal and communication skills to engage with a diverse range of stakeholders.
- Experience with fundraising, financial administration, and donor management.
- Attention to detail and systematic approach to work, including note-taking and meeting preparation.
- Ability to work independently and collaboratively within a team environment.
- Enthusiasm for supporting fundraising campaigns and alumni relations.
- Prior experience in an educational or charitable organisation is desirable.
- Prior experience in fundraising preferable

## 6. Terms and Conditions:

**Salary:** £22,200

**Hours of Work:** Full-time, all year round, with some evening and weekend event support (time off in lieu provided).

**Holiday:** 5 weeks plus bank holidays. Christmas shut-down week included.

**Pension Scheme:** Employer contribution of 5% to Stakeholder Pension Scheme.

**Life Assurance:** 3 times annual gross salary.

### **Additional Benefits:**

- Free lunch in College Dining Room.
- Annual pay review in September.
- Access to College sports facilities.
- Free tickets to College productions.
- Discounts at local businesses
- Employee Assistance Programme.

## 7. Application Process:

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. An up-to-date CV and covering letter may be uploaded with this online application form.

The closing date for applications **Friday 18 April 2025**.

For further information please contact Human Resources Department by email: [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452300.

## 8. 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) 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.*