



JOB DESCRIPTION

Engagement & Events Manager – St Paul's School

Department Development and Engagement

Line Manager Head of Engagement and Events

Role:

This role is responsible to the Head of Engagement and Events (HoEE) for delivering the events and engagement activities for the whole of the St Paul's community: pupils, Old Paulines, parents of current and/or former pupils, and staff. The post-holder will deliver on a day-to-day basis a programme of brilliantly executed opportunities, including both virtual and physical event formats, for members of this community to engage in a number of ways whether socially, professionally or philanthropically.

Main duties and responsibilities:

1. Annual Engagement, Stewardship and Core Events Programme

- Delivery and promotion of an events programme for the whole community, including virtual events, alumni and networking events, fundraising events and large-scale school events.
- Work with the HoEE to develop a fresh approach to events for Old Paulines and Parents, building upon the most popular and successful and taking a different and creative approach to future events.
- Delivery of a donor and supporter care event programme (thanking and keeping supporters and potential supporters updated and informed).
- Collate the termly events brochure, coordinating the schedule, collating all submissions, coordinating with designers and ensuring delivery to budget.
- Work with the Fundraising team and HoEE to ensure that opportunities for cultivation and stewardship of donors are maximised through tailored invites, pre or post event drinks or special offers or seating.
- Ensure that all events are carefully managed with detailed event plans, budgets, briefings and marketing plans.

2. Parents Events/Old Pauline Club Volunteer Management

- Support the Parents' Groups and/or Old Pauline Club in the delivery of their events, and work with them to think of new and creative event formats and promotional ideas to ensure high attendance at all volunteer led events.
- Lead on the day-to-day volunteer management alongside the HoEE ensuring that they feel supported and are delivering activity that fits within wider strategic aims.
- Oversee Parents' Groups and/or Old Pauline Club communications and work with them to create event-marketing plans that meet brand guidelines and feed into the wider communications strategy.

3. Network Building

- Support in the delivery of a new and innovative global network for the Pauline community, to include Old Paulines and parents (of current and/or former pupils) who could help staff, young alumni and current pupils.



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- Day-to-day delivery of St Paul's Connect (the School's online networking platform), administer the site, keep up to date with developments and work with the HoEE and Marketing Department to develop innovative and creative content.
- Day-to-day delivery of social media content to help grow young Old Pauline engagement.
- Promote among the St Paul's Community (of past and present pupils and parents) a sense of connection with and belonging to the school community through communications and events, some in conjunction with the Parents' Group and the Old Pauline Club.
- Assist in the capture of information about the parental body (of past and present pupils) and Old Paulines as a resource to support the wider aims of the department from both a professional development and philanthropic perspective.

4. Careers, Professional Networking and Young Alumni Programme

- Develop a high-quality Career Development Programme for both pupils and alumni including:
 - Networking: Professional events, business lectures, and other networking events to give pupils, alumni, and parents the chance to hear leaders in their fields and make useful professional contacts.
 - Career discovery, advice and training: helping to bring careers to life – through events, interviews and one-to-one meetings – for current pupils and young alumni, thus enabling them to make informed choices at an early stage in their lives.
 - University choices: engaging current pupils with recent leavers who are studying at particular universities – and with other Old Paulines and parents who currently work at certain universities in an academic or administrative capacity – so that these pupils can gain real, first-hand insights into their specific university choices.
- Develop a lively and interesting Young Alumni Programme in conjunction with the OPC to engage more fully with Old Paulines who have left the School in the past ten years. The purpose would be to enable young alumni to connect (and reconnect) with each other and with St Paul's – especially with their teachers and Tutors – thus fostering a sense of lifelong community.

5. Systems, Training and Development

- Develop literature and systems for St Paul's Staff to ensure seamless management of onsite events at St Paul's including virtual events, room set ups, capacities, layouts etc.
- Provide advice, guidance, training and support to staff running events/virtual events via email, phone, virtually and in person.
- Manage rooms on the School's internal facilities booking system to ensure effective coordination between events.

6. Commercial Hire Activity

- Work with the HoEE to respond to and manage leads/requests for hires.
- Maintain accurate contact details for external suppliers and lists of potential suppliers.
- Develop commercial hire marketing materials and keep an up to date list of all venue space available.

7. Financial Management, Reporting and Administration

- Manage the day-to-day event finances, booking processes and database updates for your portfolio of events.
- Use the team's Project Management processes to plan, run and report on events including Project Briefs, Working Documents, Project Reports, debriefs and evaluations.



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- Work closely with the Operations Manager to implement the thanking and banking process around any fundraising event.
- Support the HoEE with event administration.

8. Work with external partners/agencies where required.

9. Keep up to date with matters of compliance and sector best practice.

10. Carry out any task as reasonably directed by HoEE or Director of Development and Engagement.

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Person specification:

- Educated to degree level.
- Hardworking, driven and flexible and good at dealing with a multi-faceted workload.
- An enthusiastic and positive attitude.
- Excellent communication skills, both written and oral.
- Persuasive and able to influence a social situation using instinct, judgement and tact.
- Highly accomplished in the area of inter-personal skills with a proven track record of building trusted relationships with a wide variety of individuals including sophisticated and diverse alumni, parents, benefactors and potential benefactors of all ages and nationalities.
- The candidate must be flexible and prepared to both travel locally and nationally as necessary and work out of hours as required.

Essential skills and experience:

- A track record of delivering highly sophisticated events and communications programmes.
- At least 3 years' experience working in development/alumni relations or equivalent profession.
- Experience of managing budgets.
- Experience of donor care management.
- Experience of volunteer management; committees, project teams or similar.
- Knowledge of working with a sophisticated CRM database – preferably Raiser's Edge.
- Strong IT skills: highly proficient with Microsoft Office.
- Understanding of how social media tools can enhance the efficacy of the St Paul's community strategy.

Desirable skills and experience:

- Experience of managing virtual events.
- Experience of using Zoom software.
- Not-for-profit/Schools background.
- Experience of using social media as an engagement tool.

Hours of work:

9.00am – 5.00pm, Monday – Friday with one hour for lunch. The post holder will be expected to work out of hours for events, which will be remunerated by Time off In Lieu (TOIL).



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Holidays:

25 days per annum plus 8 Bank Holidays. Annual leave should usually be taken during School holidays (term dates can be found [here](#)).

NB: The School normally closes for a period over Christmas, the dates of which are agreed by the Executive Team every year. This closure period may result in additional non-working days, however this is non-contractual and does not affect annual leave entitlement.

Salary:

£28,000 - £32,000 per annum, dependent on skills and experience.

Benefits:

- After one years' service, part remission of fees at St Paul's School / St Paul's Juniors for children of employees (subject to competitive entry procedures). Please note that remission of school fees is not a contractual entitlement. The Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Free daily hot lunches provided, including vegetarian options. Coffee, tea and supplies for hot drinks supplied throughout the day.
- Free parking on site.
- St Paul's employee bicycle scheme, whereby a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the School to the value of £500.
- Use of sports facilities, including swimming pool and gym, and use of staff changing rooms.
- Stakeholder Pension Scheme.
- Death in Service benefit.
- Employee Assistance Programme; an independent, free and confidential advice service that can offer both practical advice and emotional support.
- Policy for funding external professional development, and reimbursement of relevant professional membership fees.
- After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment.