



# Queen Mary's Grammar School

## Job Description and Person Specification



<b>Job Title:</b>	<b>Alumni and development officer</b> <b>NJC scale point beginning at JG14 (£22462 at 1 April 2019 FTE)</b> <b>Flexibility offered in terms of working, although 3 days per week is seen a minimum</b>
<b>Purpose of Job:</b> 1. To work with the Headmaster in developing links with the alumni network through the Queen Mary's Club (QMC) for the purpose of school promotion and fundraising. As the role is principally concerned with fund raising, it is expected that the role will be self-funding, as a result of the income brought into the school. This may include funds raised through alumni, grant applications and bequests from former pupils. 2. To oversee the financial and administrative function of the Queen Mary's Association (QMA) as a parental fundraising body within the school.	
<b>JOB DESCRIPTION</b> <b>The duties include:</b> <ul style="list-style-type: none"> <li>• Contributing to the overall ethos of the School;</li> <li>• Creation and maintenance of QMC database using Raiser's Edge or other databases</li> <li>• Liaison with Old Marians, including the production of the annual 'From All Quarters' booklet, the annual Chairman's letter and other social media/website updates</li> <li>• Liaison with the School's CEIAG co-ordinator to organise alumni careers events</li> <li>• Researching the School's Archives for materials to assist in fund raising and events</li> <li>• Fundraising for specific projects; putting in bids for funds and making Gift Aid claims where appropriate; creating new initiatives for fund raising, bequests, campaigns</li> <li>• Attending of all QMC committee meetings and preparation of papers</li> <li>• Liaison with the Old Boys' Scholarship Fund (OBSF) arm of the QMC with reference to fundraising and the support of projects</li> <li>• Organisation of the Old Marians' dinner (including liaison with the guest speaker, caterers and QMA bar committee)</li> <li>• Organisation of the annual Wreath Laying ceremony in London and any other events as required</li> <li>• Maintenance of the photograph and Arnold Fellows collections and other works of art around the school</li> <li>• Receive and record termly donations for the Lift Fund</li> <li>• Submitting Gift Aid claims to HMRC</li> <li>• Reconcile bank statements for Queen Mary's Foundation accounts, recording and activating standing orders for parents as required</li> <li>• Treasurer for the QMA, including production of the annual accounts</li> <li>• Oversight of the Charity Commission status of the QMA and management of the bank account</li> <li>• Attend QMA management committee and trustee meetings</li> <li>• Provision of information for the QMA trustees</li> <li>• Being aware of, and complying with, policies and procedures relating to confidentiality and data protection (GDPR), reporting all concerns to an appropriate person;</li> <li>• Attending and participating in meetings, as required;</li> <li>• Co-ordination of activities, when required, across the Mercian Multi Academy Trust</li> <li>• Carrying out any other duties as may reasonably be requested by the Headmaster, other members of the Senior Leadership Team or the Head of Sixth Form.</li> </ul>	
<b>PERSON SPECIFICATION</b> <b>Preferred skills, personal attributes or experience</b> <ul style="list-style-type: none"> <li>• Good numeracy and literacy; familiarity with ICT</li> <li>• Working knowledge of accounting principles and practices</li> <li>• Organisational skills suitable for the oversight of large events</li> <li>• Ability to relate well to staff, parents and former students of the school</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to react positively and remain calm under pressure</li> <li>• Experience of fund raising</li> </ul>	