



Job Description and Person Specification

Role

Development & Alumni Relations Officer

Shared Services Team

Grade: Scale 4

Reporting to: Development Manager

The Saint John Southworth Catholic Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Description

Corporate Responsibilities

- To contribute to a working environment underpinned by the principles of Catholic Social Teaching
- To ensure probity, propriety and adherence to the Nolan Principles both in personal conduct and throughout the Trust
- To comply with policies and procedures relating to safeguarding and report any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher
- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection and Financial Regulations in line with our Scheme of Delegation
- To be accountable to and carry out any reasonable request from the Headteacher(s) / Line Manager

This is a school-based role that will involve contact with children.

Key Duties and Responsibilities

- To establish and nurture relationships with alumni and parents as directed by the Development Manager
- To conduct research and data analysis to identify promising fundraising prospects and support donor cultivation efforts
- To assist in managing gift acknowledgments, ensuring timely and appropriate recognition of donors
- To collaborate with the Development Director to write compelling grant proposals to secure funding from grant-making foundations
- To coordinate communications campaigns targeted at the alumni community across the Trust's secondary schools
- To provide engaging content for alumni publications, newsletters and digital communications
- To organise and support reunions, networking events and other alumni activities to foster community engagement
- To maintain ongoing dialogue with alumni organisations operated by the alumni communities themselves
- To encourage and facilitate donations from alumni and parents to support the Trust and its schools
- To support alumni-specific fundraising campaigns and contribute to broader fundraising initiatives
- To assist with the core functions of the Development Team, including event planning and delivery
- To maintain accurate and up-to-date alumni records on the customer relationship management (CRM) system, ensuring data integrity and confidentiality

Professional Development

- To be committed to own professional development
- To establish and participate in training opportunities, meetings and networks to support and maintain excellent skills, techniques and knowledge
- To seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

Fluency Duty

In line with Part 7 of the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the advanced fluency level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in the Trust

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check with Children's Barred List.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provides that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: June 2025

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.

This job description will be reviewed with the post holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

Name: _____

Signature: _____

Date: _____

Person Specification

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> Minimum of five GCSEs (A-C/4+) including English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2 Level 3 qualified or equivalent experience in fundraising, marketing or a related field Evidence of relevant CPD activities 	<ul style="list-style-type: none"> Fundraising qualification (e.g. Certified Fund Raising Executive, Chartered Institute of Fundraising) 	<ul style="list-style-type: none"> Application
Experience	<ul style="list-style-type: none"> Proven experience in fundraising, event coordination or alumni relations Experience in research or data analysis related to fundraising or marketing 	<ul style="list-style-type: none"> Awareness of Multi-Academy Trusts / working across sites Awareness of Catholic Academy Trusts Experience with CRM databases and donor management systems 	<ul style="list-style-type: none"> Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Can work constructively as a part of a team to deliver excellent service Excellent communication and interpersonal skills to work collaboratively with the full range of the organisation's stakeholders Ability to work with agility and add capacity in the Trust Effective ICT skills and knowledge of Microsoft Office 	<ul style="list-style-type: none"> Knowledge of grant writing and fundraising regulations Understanding of Catholic education and ethos Graphic design and/or social media skills 	<ul style="list-style-type: none"> Application Interview References

	<ul style="list-style-type: none"> • Ability to interpret qualitative and quantitative data • Excellent customer service skills and the ability to understand the needs of the business • Excellent organisational and time management skills and the ability to prioritise work for oneself and others to meet deadlines • Ability to disseminate knowledge and good practice to other members of staff 		
Character and Values	<ul style="list-style-type: none"> • High commitment to safeguarding and promoting the welfare of children • Excellent record of attendance and punctuality • Have self-motivation and personal drive to complete tasks to the required timescales and quality standards • Commitment to continuous self-development • Understand the importance of work/ life balance 	<ul style="list-style-type: none"> • Interest in the Trust's wider role in its communities 	<ul style="list-style-type: none"> • Application • Interview • References
Personal Circumstances	<ul style="list-style-type: none"> • Legally entitled to work in the UK • Ability to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010 		<ul style="list-style-type: none"> • References • Interview

- Flexibility to support out of hours activity on occasion