

Date Issued:

JD Category:

Agreed by:



PLUMPTON COLLEGE

Charitable Foundation & Alumni Relations Officer

Reporting To:	Chair of Charitable Foundation & Head of Marketing & Communications
Working Hours:	Part Time (0.6FTE) – 22.5 hrs per week
Salary:	£25,829 -£29,762 (pro-rata)
Position Code:	PC S4
Annual Leave:	26 electable days (pro-rata), 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

To plan, coordinate, and deliver Plumpton College's Centenary and Alumni engagement initiatives, supporting the Charitable Foundation and Marketing Team to create a lasting legacy beyond the College. This role will lead project delivery, fundraising, and alumni relations, fostering strong networks across the local community and global alumni base. It will also drive effective communication and marketing campaigns to celebrate 100 years of excellence in land and environment education.

Duties and Responsibilities of the Job

Charitable Foundation

a. Provide administrative support to the Chair of the Charitable Foundation, ensuring smooth operation of the Foundation's activities.
b. Plan and coordinate the forward programme of meetings, events, and activities.
c. Coordinate fundraising initiatives, including engaging with donors and managing volunteer involvement to support the College's charitable objectives.
d. Liaise with committee members to prepare agendas, take minutes, and ensure actions are followed up.
e. Organise fundraising events and activities as directed by the Foundation.
f. Support marketing and promotional activities for the Foundation as requested by the Chair or Principal.
g. Participate in the annual appraisal process and undertake staff development relevant to the needs of the College.
h. Adhere to College policies and procedures, including safeguarding, equity & diversity, and health and safety.

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| i. Undertake other duties commensurate with the grade of the post, as reasonably required by the Line Manager or a member of the Senior Management Team. |
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Centenary Project Plan 2026 - 2027

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| a. Maintain and administrate the centenary project plan, keeping activities and objectives up to date. |
| b. Administrate the centenary and alumni project committee, engaging internal and external stakeholders and keep momentum with objectives. |
| c. Act as guardian of the centenary brand. |
| d. Oversee project timelines, budgets, and resources to ensuring project success. |
| d. Ensure Charitable Foundation are central to the fundraising activities and up to date with project plan. |
| e. Maintain up to date information across the website and other channels for the project and alumni. |
| f. Ensure that PR is well planned as part of the project, researching brand and influencers to partner with. |
| h. Monitor and evaluate the impact of alumni and centenary activities and projects, preparing regular reports for senior management. |

Centenary Activities 2026 - 2027

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| a. Plan, coordinate, and deliver a range of key centenary activities and events over 2025 – 2026 as per the project plan. |
| b. Act as the main point of contact for all centenary-related activities and events, ensuring alignment with the college's mission and values. |
| c. Seek and engage with appropriate partners for sponsorship, fundraising and promotion opportunities on behalf of the college and charitable foundation. |
| d. Promote all events through a range of marketing tactics to ensure events are well attended. |
| e. Ensure all events are documented and captured to increase engagement in the project. |
| f. Create opportunities through the centenary plan to generate income from centenary activities and collateral. |

Alumni

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| a. Support the development of and implement an alumni engagement strategy to maintain strong, lasting relationships with former students. |
| b. Ensure historic documents are collated and catalogued in a way that leaves a lasting record and collection for the organisation. |
| c. Create a database using HubSpot of alumni for the organisation, implementing a data gathering and engagement exercise to seek out a wide and diverse range of alumni. |
| d. Engage alumni in project initiatives (e.g. the centenary project) and ideas generation. |
| e. Foster alumni involvement in mentoring programs, career guidance, and fundraising initiatives. |
| f. Collaborate with the marketing team to share alumni success stories through various channels, including newsletters, social media, and the college website. |
| e. Create e-marketing information for both the alumni, charitable foundation and centenary project to keep stakeholders up to date. |

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f. Create a lasting mechanism for two-way communication and engagement with the alumni body that lasts beyond the project.
g. Ensure compliance with data protection and privacy regulations in all alumni communications and database management.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

Criteria for the post
<ul style="list-style-type: none">• Proven administrative experience in an office-based team environment, including managing schedules, diaries, and workloads with accuracy.• Experience of fundraising, ideally in the charity sector.• Experience of fundraising, ideally in the charity sector• Excellent written and verbal communication skills, with a customer-focused approach.• Proficient in MS Office and CRM/donor management systems, with a high degree of accuracy in data management and reporting.• Knowledge of the charity sector, including governance, compliance, and fundraising principles would be beneficial• Experience in fundraising, donor engagement, and volunteer coordination.• Marketing and communications experience for charitable campaigns.• Ability to work independently and as part of a team, with a proactive, positive attitude.• Strong attention to detail and ability to prioritise workload systematically.• Demonstrated understanding of and commitment to equal opportunities.

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CONDITIONS OF EMPLOYMENT

Working Hours

Minimum working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support charity activities, and whole college events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave is booked via our self-serve portal, iTrent.

Continuous Professional Development (CPD)

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.