

Information for Candidates

Alumni Relations and Events Officer





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Welcome

Dear potential applicant

Thank you for your interest in working at Dulwich College. We are a school committed to providing a wealth of opportunities to pupils and colleagues within a nurturing, equitable and caring ethos.

The College is served by a dedicated and increasingly diverse staff body, comprising some 250 teachers and over 350 operational staff colleagues, who work with a pupil body of around 1,900 across the Senior and Junior Schools and in our co-educational nursery and infant school at DUCKS.

Dulwich College is committed to an ambitious educational vision and social mission. Our educational vision is to provide an inspiring education based on the primacy of the classroom within a holistic education. Our social mission is to provide access to our education for children of all backgrounds through our bursary provision and the partnership and outreach work carried out by pupils and staff. There are currently over 200 pupils at the College benefiting from means-tested bursary support.

Through the work of our Equity, Diversity and Inclusion (EDI) Forums, wider Pupil Voice initiatives and our forward-looking approach to sustainability, our values are those of purpose, kindness and joy with an ethos of equity, diversity and inclusion for all.

Do read the profiles of some of our staff in this candidate pack, where you'll also find details of some of the benefits of working at Dulwich College. We are committed to providing an excellent place to work where staff can develop their expertise and experience.

You can find out more about every aspect of a College education and our commitment to our wider community on our website www.dulwich.org.uk

Fiona Angel
Acting Master



The College

Dulwich College is an academically selective independent boys' school in south east London with a tradition of inspired teaching, genuine scholarship and co-curricular breadth.

Situated in 70 acres, yet only 12 minutes by train from central London, the College enjoys outstanding academic, co-curricular and sporting facilities, including The Laboratory, a RIBA National Award-winning Science and Arts building. There has also been an extensive refurbishment of its iconic Grade II* listed Barry Buildings and surrounding landscaping.

Further information about the College can be found on our website www.dulwich.org.uk



Vision, Values and EDI

Vision

Our vision is to be an outstanding school inculcating in every pupil an aptitude for work and study and a sense of service so they have the potential to make a positive difference in the world.

Values

Our values are purpose, kindness and joy and through these values we seek to encourage curiosity and creativity, compassion and open-mindedness, resilience and integrity, and a collaborative outlook and an appreciation of how we all benefit from living and growing in a diverse and inclusive society.

Equity, Diversity and Inclusion

We proudly celebrate the diversity that exists within our pupil and staff bodies, as well as in our alumni and parent communities, and recognise the important role that our rich array of backgrounds and experiences plays in building a vibrant, forward-looking community. As a result, Dulwich College stands firmly against discrimination and exclusion in all its forms.

We strive to build a supportive community that encourages a sense of social responsibility and which promotes the fundamental British values of democracy, individual liberty, respect and tolerance, and the rule of law. We will continue to work alongside members of our community to progress our inclusion work and embed our core values across all aspects of College life.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

As an employer we are committed to promoting and protecting the physical and mental health of our staff.



Katy Millis
Head of Sustainability

Coming from a background in retail management, I joined Dulwich College 22 years ago as the manager of our school shop, The Commissariat. After a number of years in this role I was promoted to head of procurement. Aspects of this role include buying FF&E for new builds, tendering for uniform and sports kit supply and looking after the Colleges utilities portfolio. My interest in Climate Change along with my role in the acquisition of the Colleges energy, water and consumables naturally lead to my current role managing the College Sustainability Action Plan. On a personal note, the College has been a great place to work with opportunities to assist with events such as Christmas Fairs and charity fundraising. I have also enjoyed making friends with both my immediate peers and within the wider college community.



Alejandro Piorno Lopez
Teaching Assistant

I graduated from Salamanca University with an Early Years and Primary degree. I moved from Zamora in the northwest of Spain to London where I have been working in education for the last 6 years. I am currently in my second year at DUCKS. I am a very active, enthusiastic and creative person and very much enjoy working within my team, paying attention to the children's needs and interests and offering them opportunities to develop their potential. The large Forest School provision is a huge asset to the environment and to the children at DUCKS. I have recently been given the opportunity to complete my Forest School training and have qualified as an additional Forest School Leader at DUCKS. In addition to this I have taken part in Children's Illustration workshops with the artist and writer, Marta Altés, author of many children's books such as 'Avery'. This has been a very enjoyable experience and has inspired me to one day write and illustrate my own children's storybook.



Jo Foster
Upper School Registrar

I was thrilled to join Dulwich as Upper School Registrar having enjoyed a long and positive connection through my children who were all pupils here. I work alongside a talented, diverse, and dedicated teaching and operational team for whom it is clear that the wellbeing and success of the College's students, as well as its staff, is paramount. The enthusiasm is infectious with opportunities for staff involvement across the College and career progression. My work is varied with each day bringing something new; I could be touring an international student and their family, talking to Year 10 students about joining the College and the bursaries and scholarships available, running entrance examinations, and mentoring one of our EPQ students. Dulwich is a special place to work, and I feel fortunate to be part of a dynamic, busy, and welcoming community where everyone is valued and respected.



Alice Gardiner
Financial Controller

I was attracted to the role of Financial Controller as I considered it to be a great opportunity to transition into a finance-focused position within a supportive, socially conscious, academically minded, and future-focused organisation. I have thoroughly enjoyed settling in – one of the first things that struck me was how friendly and welcoming everyone is. I spent 18 years working for a global professional services firm Ernst & Young (EY). My career at EY covered a diverse range of roles from client delivery for financial services firms to strategic initiatives and latterly as Operations Director for the UK Financial Services Strategy & Transactions team. In addition to my role at the College, I am also the Honorary Treasurer and a Trustee for Home-Start Southwark and a current Dulwich College parent.



The role

OVERVIEW

The Alumni Relations and Events Officer is part of the Alumni and Development Office at Dulwich College, which consists of:

- Director of Development
- Head of Engagement
- Development Officer (Operations)
- Alumni Relations and Events Officer
- Old Alleynian Association Secretary
- Head of Philanthropy
- Philanthropy Manager
- Donor Engagement Officer
- Development Officer (Database)

The department is responsible for reaching ambitious fundraising objectives and delivering a wide-ranging engagement programme for the alumni and parent community. The College has an alumni body of around 15,000 around the world, and runs an extensive series of events and communications to engage them with school life.

The Alumni Relations and Events Officer reports to the Head of Engagement. Additional key relationships are:

- Secretary of the Old Alleynian Association
- Old Alleynian Association Committee
- College Events team (Facilities and Catering)
- Communications team

85+


clubs and societies
representing enthusiasm,
innovation and diversity

150+

visiting speakers at the
College every year

200

pupils at Dulwich have free
or subsidised places



“Pupils of all ages develop excellent knowledge, understanding and skills benefitting from well-structured, engaging lessons”

ISI Report, Nov 2021

“We encourage the boys to question everything, to be as empathetic as possible and strive for excellence in everything they do.”

Sameer Tanna,
Head of Middle School

Job description

Job title

Alumni Relations and Events Officer

Reporting to

Head of Engagement

Period of employment

Permanent

Hours of work

37.5 hours per week

Salary

£30,000 to £33,000 per annum (subject to experience and qualifications)

We are looking for an outstanding Alumni Relations and Events Officer to act as a first point of contact at the College for OA enquiries and deliver the wide-ranging alumni engagement programme of events and communications. The post holder will need excellent organisation, communication and interpersonal skills, together with a genuine enthusiasm for working with many different audiences within a demanding but extremely rewarding work environment.

Key responsibilities

This individual will play a key role in delivering the College's community engagement programme, focused particularly (but not exclusively) on alumni relations.

Alumni Relations and Events

Responsibilities include:

1. Act as the first point of contact for all alumni enquiries by telephone, email, post, in person, or via social media, responding in a timely, professional and welcoming manner.
2. Collaborate with the Head of Engagement to plan and deliver a varied programme of in-person and digital events, including but not limited to:



- Year group reunions
 - Formal dinners and events
 - Professional networking events
 - Cultural events
 - Overseas and regional gatherings
3. Lead on the operational delivery of events from inception to delivery and follow up, including:
 - Booking venues and suppliers, liaising with internal departments and external partners
 - Managing guest communications, invitations, and registrations
 - Preparing printed materials, seating plans, briefings, and event collateral
 - Coordinating volunteers and supervising pupil ambassadors
 - Ensuring smooth on-the-day delivery and providing high standards of guest care
 - Ensuring activities are delivered on time and within budget
 - Delivering post-event follow-up and evaluation
 4. Provide logistical support to alumni and OA network leaders organising College-related events or activities
 5. Maintain and develop strong working relationships with the Secretary and Committee of the Old Alleynian Association, and with volunteers and alumni representatives around the world

Communications

1. Manage relevant social media platforms and draft and upload content to the College website.
2. Work with the Head of Engagement and the OA Association Secretary on the production and distribution of the annual OA Magazine.
3. Assist in the creation and delivery of other alumni and development communications, including the OA e-Bulletin, invitations, and announcements.
4. Coordinate the delivery of postal and electronic mailings related to events and community engagement.



Data and Administration

1. Maintain accurate records on the College database, ensuring data is kept up to date in line with the College's privacy policies and relevant data protection legislation.
2. Produce mailing lists, reports and exports to support events and communications activity.
3. Ensure discretion and professionalism in the handling of personal data and all correspondence.

The success of the alumni engagement programme depends on the flexibility and work ethos of its staff. The role requires some work in the evenings and at weekends (for which time in lieu will be given) and could require occasional travel in the UK. They should also be prepared to engage in other activities and work on projects of importance to the development programme and to the College as required.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

All staff must take care of their own health and safety and that of others, observe applicable safety rules, follow instructions for the safe use of equipment and co-operate with managers on health and safety matters (including the investigation of any incident).

References: The appointment is subject to receipt of references satisfactory to the College.

Police Clearance: The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Disclosure and Barring Service.



Person Specification			
	Essential	Desirable	Assessment
Experience of organising events and delivering events	Y		Application Form & Interviews
Excellent interpersonal skills with the ability to form positive relationships with alumni, students, staff, volunteers and other stakeholders	Y		Application Form & Interview
Strong organisational skills and be able to work calmly under pressure, manage multiple projects, and prioritise work to meet deadlines	Y		Application Form & Interview
Keen attention to detail	Y		Application Form & Interview
Strong written and verbal communication skills, and strong digital skills	Y		Application Form & Interview
Discretion and experience of working with confidential data	Y		Application Form & Interview
Excellent IT skills including use of MS Office (including Word, Excel and Outlook)	Y		Application Form & Interview
Comfortable working on own initiative and as part of a small team	Y		Application Form & Interview
An interest in education and alumni relations work	Y		Application Form & Interview
Desirable Attributes			
Experience of using Raiser's Edge NXT database		Y	Application Form & Interview
Experience working in the wider education sector or in an independent school		Y	Application Form & Interview

Employee Benefits Supporting Our Operations Team

* Terms & Conditions apply
*The benefits offered aren't contractual and may occasionally be updated



Help to make your money go further

Generous pension contributions

The College matches contributions up to 10% of salary

Lunches

Join colleagues for a free lunch at the school cafeteria, or pick up and take-away if you're busy

Eat out at a discount

Sign up to a TasteCard to receive significant discounts at many high street and local restaurants, as well as coffee and pizza delivery discounts

Retail discounts

Retail discounts are available through SimplyHealth (automatic membership) and you can sign up to Costco and TasteCard membership for discounts at Costco and other high street retailers and major supermarkets

Fee remission

Receive significant discount on fees at Dulwich College, Alleyns, JAGs and DUCKS (normal admissions process applies)

A hand with your wellbeing

SimplyHealth Cash Back Scheme

A scheme that gives cash back to cover some health expenses, including dental, physio, eye exams and prescriptions

Telephone GP Support

24/7 access to online GP consultations, providing advice, diagnosis, referrals and ongoing support

EAP (Employee Assistance Programme)

A 24/7 counselling and advice helpline offering guidance on emotional, financial and relationship matters

Membership of our sports club

Free family membership at Dulwich College Sports club

Eye tests

Free tests for regular computer users and a contribution to glasses needed as a result of VDU use

Flu vaccinations

Free seasonal flu vaccinations, delivered on site

Support for your life outside Dulwich College

Increasing annual leave

All-year-round roles have 5 working weeks of holiday, rising to 6 weeks after 5 years' service

Enhanced family leave

To support your family when you welcome a new addition

A new baby perk

A cash contribution from SimplyHealth when you welcome a new baby to your family

Time off for IVF and assisted conception

Up to 5 days off to attend key appointments

Help should the unimaginable happen

Life insurance

Everybody in one of our pension schemes has life insurance automatically, should the worst happen

Accident insurance

A policy that pays benefits following an accident resulting in permanent disability or dental damage

Help with your commute

Bike to work

A tax efficient way to buy a new bike for your commute

Onsite parking

If you need to drive to work, you'll find free parking onsite

A boost to your social life

Social activities

Social activities run throughout the year ranging from Burns nights to book clubs, from a summer party to staff quizzes

Free entry to Dulwich Picture Gallery

Show your staff pass for free entry to the Picture Gallery

Discount at Dulwich Golf Club

Show your staff pass to receive the discounted 'Member's guest' rate

Discounts for private functions

Significant discounts for events are available (dependent on availability)

“Academic,
yes, but not
elitist. A
superb school
for busy boys
with inquiring
minds.”

Good Schools Guide



Application Procedure

To apply for this role please visit our [vacancies page](#)

Closing date

Midnight on Monday 25 August 2025

Interview date

1 September 2025

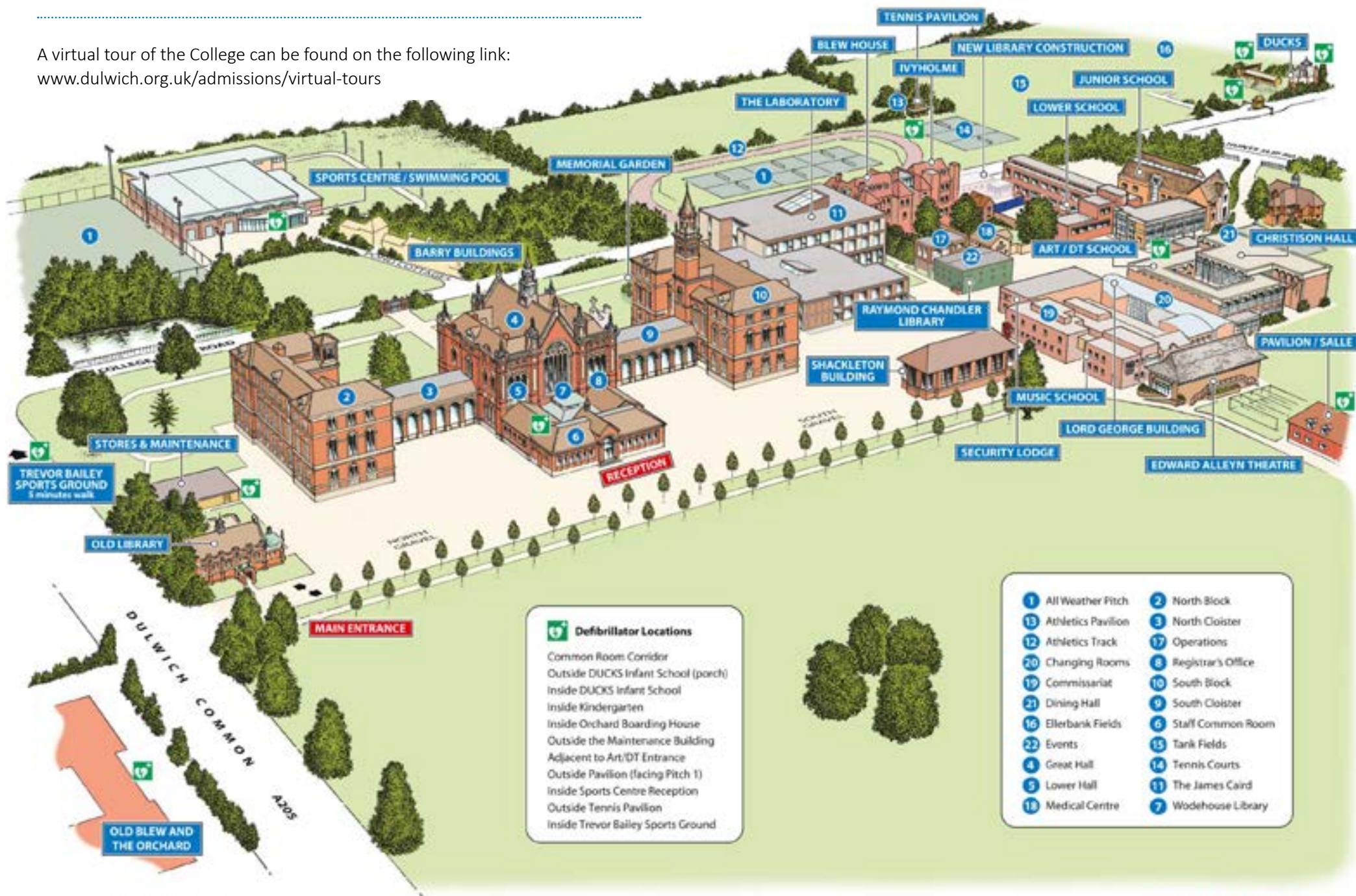
Start date

September 2025

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064

Campus map

A virtual tour of the College can be found on the following link:
www.dulwich.org.uk/admissions/virtual-tours





DULWICH COLLEGE
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Web: www.dulwich.org.uk

Independent School of the Year 2022
for Contribution to Social Mobility

