



# POCKLINGTON SCHOOL

Ages 0 to 18



Applicant Pack

Community Engagement and Events  
Manager

June 2026





## School Information

**Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick or the parish as well as the foundation of a school “for bringing up the youth in virtue and learning”**

The Foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is, in the school, a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 2 boarding houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together, with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a sixth form centre, a superb library, an Art and Design Centre, a swimming pool and other sports facilities.

We have recently expanded our provision to include a brand new state of the art nursery accommodating babies up to 4 years.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines. The East Riding of Yorkshire is a wonderful place to work and live, with one of the local villages, Bishop Wilton having recently featured at number 5 on the Sunday Times' best secret villages to live in list.

Staff are supported by approachable and knowledgeable colleagues. You will be encouraged to undertake development opportunities and will find a friendly and welcoming working environment. We offer a community and family feel, not just a workplace.

# Strategic Education Vision 2020-2026



*The Pocklington Values of Courage, Truth and Trust, along with the nine Virtues which underpin them, are embedded in every aspect of Pocklington School life to sustain, inspire and galvanise the whole School community*

## ETHOS AND VALUES

### A Pocklington Education is:

Academically challenging, supportive and individually personalised

Holistic, broad and full of opportunity

Family and community focussed

Grounded in our Values and Virtues

One that embeds personal and social responsibility

Designed to ensure pupils are adaptable and future-world ready

Inclusive and caring with a Christian ethos that welcomes all faiths and none

## AIMS

### We aim to:

Uphold our Pocklington Values and Virtues in all that we do

Broaden our pupils' horizons and raise their ambitions

Work closely with families in educating their children

Nurture innovation and adaptability and be proud of our tradition

Be a great place to live and work

Ensure our Foundation's long-term future

## STRATEGIC OBJECTIVES

### Our strategic objectives are to:

Foster and deliver teaching and learning of the highest quality

Retain and develop our first-class teaching and support staff

Further improve our outstanding

- sport, music, drama and wider co-curricular program
- boarding, pastoral care and provision for wellbeing

Optimise our pupil recruitment

Cultivate a culture of giving back and increase accessibility to the school

Be sustainable and efficient

Inspire, support and celebrate equity, diversity and inclusion

Extend and deepen our links with our local, national and international community

Continue to grow a technologically capable community



*Aspiration Resilience Integrity Enquiry Creativity Reflection Collaboration Compassion Commitment*

# Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Human Resources Team.

## Foundation Benefits:

**Generous Pension Scheme** – We offer competitive employer contribution rates for all staff

**Death in Service Benefit** – 3 times salary or last 12 months salary for casual workers

**Discounted School Tuition Fees for permanent staff** - with the option to spread payments over 12 months

**Discounted Gym Membership** - Francis Scaife Leisure Centre (Pocklington)

**Employee Assistance Programme** – offering a health, wellbeing and counselling service for staff and their families

**Smart Health** – Unlimited access to 24/7 online GP as well as a range of other health & wellbeing experts. Available to you and your immediate family.

**On-site Gym and Swimming Pool**

**Free Lunch** in term time

**Free Staff Room Refreshments** – in term time

**Enhanced Maternity and Adoption Pay** - see the policies on the Extranet under Bursarial, HR & Payroll, Policies

**Enhanced Sick Pay Arrangements** – detailed within the Absences from Work Policy, also to be found on the Extranet

**Annualised Pay where possible** – allowing for easy home budgeting

**Winter car lights & tyre testing** – organised by the Transport Team each January

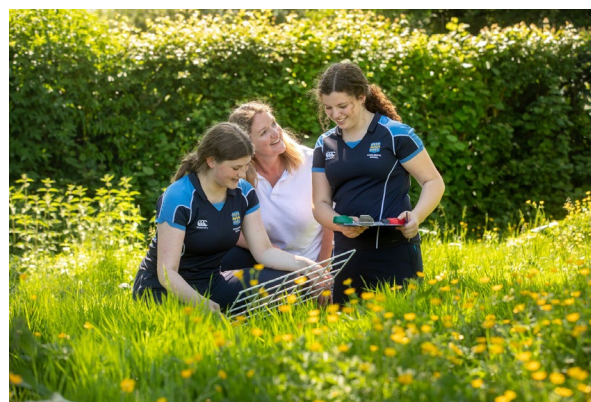
**Internet and e-mail access at work** (subject to appropriate use in accordance with the school policies)

**Free parking**

**Free library services** – including holiday book loans

## HMRC:

**Cycle to Work scheme** - This scheme is offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.



# Job Information

**Role Title:** Community Engagement and Events Manager

**Overall Purpose:** Lead the planning, coordination and development of the Foundation's community engagement, outreach and events activity, building strong relationships with key stakeholders and enhancing the Foundation's profile, visibility and long-term engagement.

**Responsible To:** Director of Marketing, Admissions and Communications

**Staff Responsible For:** N/A

**Salary:** £30,000 per annum



# Job Advert

## Community Engagement and Events Manager

Full time, working all year round

Required from August 2026 (or as soon as possible thereafter)

Pocklington School Foundation is seeking an enthusiastic, organised and relationship-focused professional to join our forward-thinking External Relations team as Community Engagement and Events Manager.

This is an exciting opportunity to help shape a newly established role within an ambitious department that brings together Marketing, Admissions, Alumni Relations and Development to support pupil recruitment, stakeholder engagement and the long-term growth of the Foundation.

Working closely with the Director of Marketing, Admissions and Communications and colleagues across the Foundation, the successful candidate will lead the planning and delivery of recruitment, outreach and stakeholder events, while helping to strengthen relationships with feeder schools, community organisations, parents, alumni and the wider community.

The role offers the opportunity to develop and drive a structured and strategic approach to outreach and engagement, with pupil recruitment, stakeholder experience and community connection at the heart of all activity. Combining strategic coordination with hands-on delivery, the role would suit someone who enjoys building relationships, developing new ideas and making a visible impact within a busy and ambitious school environment.

We are looking for someone with strong organisational and interpersonal skills, experience of coordinating events, outreach or engagement activity, and the ability to build positive relationships with a wide range of stakeholders. The successful candidate will be proactive, collaborative and confident managing multiple priorities within a varied and fast-paced role.

Twelve miles east of York, Pocklington School Foundation offers a unique working environment within a friendly market town, while remaining close to major cities and heritage coastlines. We are a thriving co-educational day and boarding Foundation committed to providing an outstanding educational experience within a strong and supportive community.

For further information please call 01759 322666 or email [recruitment@pocklingtonschool.com](mailto:recruitment@pocklingtonschool.com)

All our current vacancies can be found at: <https://www.pocklingtonschool.com/work-with-us> where you will be directed to apply via MyNewTerm

**Closing date: 5pm 2nd July 2026, Interviews will take place on 14th July**

*At Pocklington School we strive to inspire, support & celebrate equity, diversity & inclusion, indeed this is so fundamental that it is one of our core strategic objectives. As such we are committed to promoting equality and diversity within our workforce. As part of our recruitment process, we actively encourage applications from individuals of all backgrounds, experiences, and identities, including but not limited to race, ethnicity, gender, sexual orientation, disability and age. We recognise the value of diverse perspectives and believe that a diverse team enhances innovation, creativity and success. We strive to create an inclusive environment where all employees feel valued, respected and empowered to contribute their best.*

*Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.*

## Job Description

### COMMUNITY ENGAGEMENT AND EVENTS MANAGER

**Reporting To:** Director of Marketing, Admissions and Communications

**The Community Engagement and Events Manager** role is to lead the planning, coordination and development of the Foundation's community engagement, outreach and events activity, building strong relationships with key stakeholders and enhancing the Foundation's profile, visibility and long-term engagement.

#### **Child Protection**

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Designated Safeguarding Lead or to the Head.

**June 2026**

## POCKLINGTON SCHOOL FOUNDATION

### **Main Purpose**

The role is responsible for developing and coordinating engagement initiatives that support pupil recruitment, strengthen community relationships and promote the Foundation's values and strategic priorities.

The role will lead the planning and delivery of recruitment, community and stakeholder events, while supporting alumni relations, development and parent engagement activity in collaboration with colleagues across External Relations.

The role combines strategic coordination with hands-on delivery and will contribute to the ongoing development of the Foundation's external engagement, outreach and stakeholder experience strategy.

### **Main Duties**

#### **Community Engagement and Outreach**

- Develop and coordinate community engagement and outreach activity aligned to the Foundation's strategic priorities and pupil recruitment objectives
- Lead the coordination and ongoing development of a structured outreach programme focused on strengthening relationships with key feeder schools, community organisations and external partners
- Use insight, data and recruitment trends to identify priority engagement opportunities and inform targeted outreach approaches
- Build and maintain effective relationships with local schools, community groups, sports clubs and external stakeholders
- Identify opportunities to increase the Foundation's visibility, reputation and engagement within the local and regional community
- Work collaboratively with colleagues across the Foundation to support partnership and engagement initiatives
- Contribute to the development of parent engagement initiatives and activities that strengthen community connection and belonging across the Foundation
- Represent the Foundation at external engagement, outreach and partnership activities where appropriate

#### **Events Management**

- Lead the planning, coordination and delivery of recruitment, outreach, community and stakeholder events across the Foundation
- Coordinate Open Events, Taster Days, outreach activities, community events and other key engagement events in collaboration with Admissions and Marketing colleagues
- Oversee event planning, scheduling, communications and operational coordination to ensure high-quality stakeholder experiences

- Work closely with operational colleagues and external suppliers to support effective event delivery
- Coordinate and support student ambassadors involved in events and engagement activity
- Evaluate the effectiveness of events and engagement activity, using feedback and data to inform future planning and continuous improvement
- Support the development of new event ideas and engagement opportunities aligned to the Foundation's priorities

### **Alumni, Parent and Stakeholder Engagement**

- Support alumni and development-related events and engagement activity in collaboration with Alumni Relations and Development colleagues
- Coordinate and support the development and delivery of parent engagement activity and stakeholder experiences across the Foundation
- Contribute to engagement initiatives that strengthen long-term relationships with alumni, parents, supporters and the wider Foundation community
- Maintain organised records and engagement information to support relationship management and future activity

### **Communications and Collaboration**

- Work closely with the Marketing and Communications Manager to support the promotion of events, outreach activity and engagement initiatives
- Collaborate with Admissions colleagues to ensure engagement activity supports recruitment priorities and prospective family engagement
- Contribute content, stories and event information to support marketing and communications activity
- Build effective working relationships with colleagues across the Foundation to support a coordinated External Relations approach

### **External Suppliers, Administration and Reporting**

- Liaise with external venues, suppliers and partners where required to support engagement and event activity
- Support the monitoring of budgets related to events and outreach activity, ensuring effective use of resources and value for money
- Maintain organised records, schedules, databases and administrative processes relating to engagement and events activity
- Support the use and maintenance of CRM systems to support engagement tracking and stakeholder management
- Produce reports, insights and recommendations relating to outreach, engagement and event activity

### **Scope of Role**

- The role focuses on the development, coordination and delivery of community engagement, outreach and events activity
- The role includes responsibility for leading engagement and outreach activity that supports recruitment and stakeholder relationship objectives
- The role supports pupil recruitment, community engagement and external relations objectives through events and relationship-building activity
- The role works collaboratively with Marketing, Admissions, Alumni Relations and Development colleagues and does not include primary responsibility for marketing strategy, admissions conversion or fundraising strategy
- The role combines planning and coordination responsibilities with hands-on delivery and event support

## General Responsibilities

- Promote and implement all Foundation policies, particularly those relating to safeguarding, health and safety, and equality of opportunity
- Participate in the Foundation's appraisal and professional development processes
- Act as an ambassador for the Foundation at all times
- Attend occasional evening and weekend events as required
- Undertake any other reasonable duties consistent with the nature and level of the role

This job description is not exhaustive and the post holder may be required to undertake any other duties commensurate with their role.



## Person Specification – Community Engagement and Events Manager

	Essential criteria	Desirable criteria	How measured
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Planning, coordinating and delivering events, engagement or outreach activity</li> <li>• Building positive relationships with internal and external stakeholders</li> <li>• Coordinating projects or activities across multiple priorities</li> <li>• Working collaboratively within a team environment</li> <li>• Supporting engagement, recruitment, communications or relationship-building activity</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within an education, charity or community-focused environment</li> <li>• Outreach, partnership development or community engagement activity</li> <li>• Alumni relations, stakeholder engagement or development activity</li> <li>• Monitoring and evaluating engagement or event activity</li> <li>• Using CRM or database systems to support engagement activity and relationship management</li> </ul>	Application form and interview
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Good standard of education, including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualification or equivalent experience in events, communications, marketing, public relations or a related field</li> </ul>	Application form
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Strong organisational and event coordination skills</li> <li>• Strong interpersonal and relationship-building skills</li> <li>• Strong written and verbal communication skills</li> <li>• Ability to manage multiple priorities and deadlines effectively</li> <li>• Good IT skills, including Microsoft Office</li> <li>• Ability to work collaboratively with colleagues and external stakeholders</li> <li>• Understanding of community engagement, stakeholder engagement or relationship management principles</li> <li>• Ability to contribute ideas and use insight to identify opportunities to strengthen engagement activity and stakeholder experience</li> </ul>		Application form and interview
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Positive and professional approach</li> <li>• Confident and proactive</li> <li>• Strong attention to detail</li> <li>• Collaborative and relationship-focused</li> <li>• Adaptable and solutions-focused</li> <li>• Able to take ownership and drive activity forward</li> <li>• Comfortable working both strategically and operationally</li> <li>• Empathy with the principles, ethos, aims and aspirations of the Foundation</li> </ul>		Application form and interview

**Child Protection:** this post is subject to acceptable references and clearance from the Disclosure & Barring Service as part of the Foundation’s commitment to providing a safe environment for our pupils.

# Recruitment Timetable

**Closing Date:** 5pm 2<sup>nd</sup> July 2026

**Expected Interview Date:** 14<sup>th</sup> July

**Expected Start Date:** August / September (subject to notice periods)

Please apply online using the mynewterm applicant tracking system  
<https://mynewterm.com>

This can be accessed through <https://www.pocklingtonschool.com/work-with-us> where you can find out more about working at the Pocklington School Foundation.

Please ensure you read the following policies in the “related documents” section

- application process and safer recruitment guidance
- recruitment of ex-offenders policy statement
- policy regarding disclosure information
- GDPR privacy notice relating to the Recruitment Process

These policies are also available to view on the key recruitment policies page of our website along with our safeguarding children policy  
<https://www.pocklingtonschool.com/work-with-us>

We can also send these to you as a hard copy if requested.

For further information please contact Abby Popely, HR & Recruitment Advisor:  
[PopelyA@pocklingtonschool.com](mailto:PopelyA@pocklingtonschool.com) 01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

