

# FHS

Francis Holland Schools



## ALUMNI DEVELOPMENT OFFICER

Full-time at up to c.£41,000; option to work Term time + 2 weeks.

## CANDIDATE INFORMATION

## THE ROLE

### Developing Alumni Engagement across the Francis Holland Schools

As Francis Holland Schools Trust approaches its 150th anniversary, it does so with a strong sense of continuity and connection between past and present pupils. With three thriving independent girls' schools in central London, each combining academic ambition, outstanding pastoral care and an extraordinary breadth of co-curricular opportunity, the Trust continues to shape remarkable young women whose journeys extend far beyond school.

Across all schools, our communities are warm, engaged, and full of pride in their connection to Francis Holland. Yet the potential of our alumni network is even greater. With two of the longest-established alumni associations, and inspirational alumni and staff across many fields, we have a remarkable opportunity to grow a dynamic, future-focused alumni community that enriches the life of the schools and our alumni organisations.

As our new **Alumni Development Officer**, the successful candidate will lead our alumni operation, shaping a vibrant, modern programme that strengthens lifelong connections, elevates engagement, and unlocks the power of our community. They will design imaginative events and initiatives, energise alumni to return as careers speakers and mentors, rebuild and enhance our data foundations, and lay the groundwork for philanthropic engagement in coordination with the wider Development Team.

This is a role for someone who thrives on building relationships, loves creating memorable experiences, and wants to make a lasting difference to the life and future of schools. It is hands-on, outward-facing, and central to the Trust's strategic aims.

This is a role that offers opportunities to learn broad development skills, to progress in development and be part of a growing, highly impactful team.

### Background

Francis Holland Schools Trust currently comprises three highly respected independent day schools for girls in central London:

- **Francis Holland, Regent's Park (11–18)**
- **Francis Holland, Sloane Square (11–18)**
- **Francis Holland Preparatory School (4–11)**

Each school has its own distinctive identity, yet all share a commitment to academic excellence, creativity, community, and outstanding pastoral support. The Trust benefits from strong governance, a collaborative leadership culture, and a strategic commitment to growth and innovation.

Our alumni are doctors, engineers, artists, entrepreneurs, diplomats, leaders in business, and change-makers in society. Many remain deeply connected to their school; others are waiting for the right invitation to re-engage. Your work will help bring them together.



## JOB DESCRIPTION

**Role:** Alumni Development Officer

**Reporting to:** Director of Development

**Location:** The successful candidate will be based predominantly at either Francis Holland Regent's Park or Francis Holland Sloane Square but may be expected to attend events and meetings at any of the FHST schools, or venues connected to the role. Working across the Francis Holland Schools Trust during term time, with hybrid working available during school holidays. Evening or weekend events may require occasional flexibility.

### Purpose Of The Role

**The Alumni Development Officer will lead the transformation and expansion of our alumni engagement programme. You will:**

- Strengthen and evolve the existing networks: *Quondam* at Regent's Park and the *Old Girls' Society* at Sloane Square, into modern, energised communities of former pupils and staff.
- Create imaginative opportunities for alumni to reconnect with one another and with the current school environments.
- Strengthen our careers and mentoring ecosystem by mobilising our alumni as speakers, advisers, and role models.
- Rebuild and improve the quality of our alumni databases to enable deeper, more personalised engagement.
- Help cultivate a culture of philanthropy by preparing alumni for fundraising initiatives delivered in partnership with the Development Team.
- Position the *Quondam* and *Old Girls Society* alumni networks as a proud, supportive, visible community across all three schools.

This is an ideal role for someone who is energised by people, inspired by storytelling and events, and motivated by building something lasting and impactful.



## KEY RESPONSIBILITIES

### Alumni Engagement

- Lead a strategic alumni programme across all schools.
- Champion the value of the alumni network to pupils, parents, staff, and wider community.
- Reconnect “lost” alumni for the Senior Schools and build relationships with young alumni and underrepresented groups.
- Serve as the primary point of contact for all alumni communications and enquiries

### Events & Community-Building

- Deliver an exciting annual programme of alumni events: reunions, networking, milestone celebrations, regional meetups, and more.
- Strengthen existing Quondam / Old Girls Association activities while launching fresh initiatives to engage newer and younger alumni.
- Facilitate school visits, tours, and opportunities for alumni to return and reconnect with their school community.

### Careers & Mentoring

- Develop a strong network of alumni careers champions to support events, work experience, mentoring, and the futures programme.
- Strengthen the pathway between Sixth Form leavers and the alumni community, ensuring smooth transitions and early engagement.

### Communications & Digital Engagement

- Manage and maintain engaging alumni (e.g. Toucan Tech)
- Produce compelling newsletters, alumni features, social media content, and event publicity.
- Gather and produce alumni stories, profiles, and news through photography, interviews, and written content.

### Data & Database Leadership

- Maintain a 10,000+ record database, ensuring accuracy, GDPR compliance, and strategic value.
- Lead a programme of data optimisation- cleaning, enhancing, segmenting, and tracking engagement.
- Support prospect research to identify candidates for future philanthropic engagement.

### Philanthropy & Development

- Collaborate with the Director of Development to nurture a culture of giving among alumni.
- Support stewardship activities, legacy engagement, and donor cultivation.
- Champion the impact of bursaries, capital projects, and outreach programmes to demonstrate the value of alumni support.

### Admissions & Alignment

- Collaborate with each school’s Marketing and Admissions teams to align alumni engagement with admissions priorities and strengthen the pupil pipeline across all three schools.
- Ensure alumni communications and events reinforce wider school messages and celebrating school life so that alumni remain informed, connected, and proud advocates.
- Support a lifelong engagement journey, from pupil to alumni, fostering long-term loyalty and advocacy among alumni and their families.

### Other General Duties

- Provide additional support as needed across the Development Team.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you came into contact.
- Maintain good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.
- Participate in any arrangements that may be made for appraisal.
- Reviewing from time to time your methods and programme of work.
- Participating in arrangements and training for your professional development.

## PERSON SPECIFICATION

### Personal Qualities

- Enthusiastic, engaging, outgoing, and relationship-driven.
- Confident communicator- in person, in writing, and across digital platforms.
- Self-motivated, organised, and able to take initiative and ownership.
- A natural storyteller with an eye for compelling content.
- A collaborative team player who thrives in a warm, supportive environment.

### Skills & Experience

- Experience in relationship building, customer service, events, community engagement, communications, or similar fields.
- Strong writing, social media, and communication skills.
- Experience with CRMs/databases and confidence managing data.
- Exceptional attention to detail and project coordination skills.

### Desirable

- A degree in any discipline, especially one demonstrating strong written communication.
- Experience in schools, education, or charity sectors.



## SALARY AND BENEFITS

The annual salary for this position is up to c.£41,000 full-time equivalent depending on experience. There may be flexibility to offer this role on a term time + 2 week basis, subject to negotiation and a discussion at interview.

The Trust places great emphasis on the professional development of its staff body through CPD programmes, INSET training, and opportunities for upskilling and development into leadership roles. Staff who work within the Trust enjoy a significant range of benefits including:

- 30 days' annual leave during school holidays.
- Free school lunch during term time
- Wellbeing Schemes - including EAP Programme and Wellhub.
- Health Schemes- including WeCare and Tooth Fairy.
- Cycle to Work Scheme
- Life Cover
- Interest free travel and computer purchased loans
- A vast range of retail and entertainment discounts
- Free eye-test with Specsavers
- Free flu vaccination jabs
- Enhanced Maternity/Paternity Pay
- 50% fee remission for own daughters
- Outstanding professional development opportunities

Further information about our benefits package is available in the booklet accompanying this job application pack.