



Felsted

JOB DESCRIPTION

Development and Engagement Coordinator (Placement)

Location: Felsted School, Felsted, Essex, CM6 3LL

Contract Type: Temporary (Placement from 1 September 2027 to 30 June 2028)

Contract Term: Full-Time

Salary: £24,000

Positions Available: 1

Accountable to: Development and Engagement Manager

About Felsted School

Felsted School is a leading co-educational independent day and boarding school in Essex, educating pupils aged 3-18. Founded in 1564, the school combines a strong sense of heritage with a forward-looking, global outlook. Felsted is known for its broad and balanced education, where academic rigour is matched by a rich co-curricular programme spanning sport, music, drama, service, and adventurous activities. In 2023, Felsted was named 'Boarding School of the Year' at the TES Schools Awards. With pupils and staff from around the world, Felsted fosters a diverse and inclusive community built on these Seven Foundations: Academic Aspiration, Community, Wellbeing, Sport, Enrichment, Global Education, and the Championing of Neuroinclusivity.

About the Development & Alumni Relations Department

The Development & Alumni Relations Department is responsible for nurturing strong links with our Felsted community which includes alumni (Old Felstedians), current and former parents, current and former staff, and other well-wishers. It delivers an integrated and varied programme of communications, events, fundraising activities, and stewardship. In 2024, Felsted won 'The Development Award for an Outstanding Fundraising Achievement' (Independent School Parent) for the team's work in building a 'culture of philanthropy' for the school's first ever Giving Day campaign.

This role offers a unique opportunity to develop valuable professional skills within an ambitious department, gaining experience across a diverse portfolio of communications, events, and fundraising activity.

About the Role

The Development and Engagement Officer will support the school's engagement and fundraising programme, contributing to Felsted's strategic aim of building strong relationships and promoting a culture of philanthropy. The postholder will report to, and work closely with, the Development and Engagement Manager, adopting a collaborative and agile approach to projects and campaigns. The role carries ownership of key engagement channels.

This role would suit someone with experience in fundraising, marketing, public relations or sales, who enjoys working in a high-standards environment, building meaningful relationships with a wide range of stakeholders.

We are particularly keen to hear from candidates who combine strong interpersonal skills with excellent communication and creativity.

Role Responsibilities

Development

- Support the implementation and delivery of Felsted School's development programme, including initiatives such as Felsted Giving Day 2027, the donor stewardship programme, the Leavers' Walkway Project for Bursaries, and other fundraising priorities and objectives set by School Leadership

Engagement

- Support the implementation of the School's engagement programme, including event management and communications
- Work collaboratively to produce engaging print and digital content through written copy and design, including social media and articles for OF News
- Act as a point of contact for alumni sports clubs and groups, coordinating communications to subscriber lists and assisting with event management
- Host alumni and members of the Felsted community for ad hoc campus tours, liaising with Felsted School archivists to curate historical materials for guest reference and gifting
- Support other departments, such as Felsted Futures (Careers), by researching and liaising with alumni to support career fairs, networking events, and related initiatives

Operational

- Help manage the alumni email inbox
- Provide administrative support to the Development & Alumni Relations Office, including answering calls, booking rooms, scheduling meetings, taking minutes, arranging travel, and monitoring departmental expenditure
- Assist in the management of the Development Office's CRM, Raiser's Edge NXT, ensuring accurate, compliant, and up-to-date constituent records, contact information, preferences, and gift data
- Create data sets, queries, and reports to inform e-communications and performance monitoring
- Support with tasks pertaining to database cleanliness and maintenance
- Contribute to the delivery of Data Capture Survey campaigns

Other

- Represent Felsted School at internal and external events
- Promote the work of the Development Office
- Occasional evening and weekend working
- Any other ad-hoc duties as reasonably requested

Skills, Knowledge, and Experience

Essential

- A*-C grade GCSEs in Maths and English (or hold an equivalent qualification)
- Must be studying towards a tertiary level (or equivalent) qualification
- High level IT skills, including proficiency with Microsoft Office Suite or Google Suite
- Strong interpersonal skills across all communication formats
- Excellent verbal and written communication skills
- Creative, taking pride in producing high-quality work
- Conscientious, self-motivated, and target driven
- Discretion and a respect for confidentiality
- A strong personal belief in the importance of education
- A commitment to Felsted's [values](#)

Advantageous

- Prior experience with Canva, InDesign or other design software
- Prior experience in published writing, e.g. school/university publications

Reward and Recognition

- Annual leave allowance of 25 days each year plus public holidays
- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop
- Employee assistance programme

Terms of Employment

- All-year round (52 weeks per year)
- 37.5 hours per week
- Monday to Friday from 08:30am to 5:00pm
- Salary of £24,000
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging

in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____