

Job Description

Job Title:	OKS Coordinator
Employer:	The King's School, Canterbury
Reporting to:	Deputy Development Director (DDD)
Key Relationships:	Deputy Development Director, Director of Development (DoD), OKS Association Committee, members and volunteers and the King's Careers, Music and Sports Departments.

The information provided in this job description is given to ensure that the post holder has the best opportunity of understanding what is required to be effective in the post. It is not intended to be prescriptive in every detail and it is expected that the post holder will be as positive and flexible in using this as a framework.

Overview of the Role

To integrate as fully and effectively as possible with the School's Alumni and the wider School community.

To suggest and implement initiatives that will engage OKS with the Association and with the School.

To coordinate OKS activities by communicating effectively with OKS and members of the wider School community.

To assist the DDD and DoD with Development Office activities.

Specific areas of responsibility include:

1. COMMUNICATON, ADMINISTRATION & COORDINATION

- To communicate with OKS and Hon OKS on a timely basis using Email, Letter, Facebook, LinkedIn, Twitter and Instagram in conjunction with the Information Officer and the Events & Publications Coordinator.
- To liaise with and support as required the OKS Committee and Reps.
- To arrange committee meetings in conjunction with the OKS Hon. Secretary and prepare relevant documentation, distribute the minutes.

- To prepare and coordinate mailings – of which there are usually two per year: April and October.
- To administer and coordinate the activities of the OKS University, and Overseas Representatives, recruiting additional representatives on an ongoing basis.
- To administer and coordinate OKS Careers Day in conjunction with the OKS Careers Representative and the KSC Careers Department. To assist with OKS and KSC work experience requests.
- To coordinate, market and administer OKS Breakfast Networking Events and Career Talks.
- To training carry out sessions for final year pupils giving them a clear understanding of the benefits of OKS membership.
- To liaise with OKS Music and Sport Representatives and coordinate their activities raising the OKS Association profile within the School.
- To administer the Careers, University, Overseas, Music and Sport Representative sections of the OKS Website.
- To maintain OKS presence across social media platforms.

2. EVENTS

- Attendance at the majority of OKS events is required as is attendance at key sporting events. The majority of these events take place in the evening and at weekends.
- Attendance at key Development events may also be required.

3. DEVELOPMENT OFFICE DATABASE, OKS WEBSITE AND KING'S BOX OFFICE

- To acquire a thorough knowledge of the Development databases (*The Raiser's Edge*, OKS Website and King's Box Office) and follow set procedures.
- To ensure that all communications are recorded on the Development database. To include as appropriate: telephone, letter, email or circular.

4. OTHER

- To assist the DoD and DDD with the administration of the Development activities as required.
- To carry out any other relevant duties as required.

WORKING RELATIONSHIPS

The postholder will work in close co-operation with the Schools Governors, SMT, Academics and Support Staff as well as external stake holders. Therefore, a courteous and professional 'can do' attitude is essential at all times.

TRAINING

The postholder is encouraged to undertake training relevant to the responsibilities above or related functions. Such training may be residential. The cost of this training and reasonable expenses (which must be approved in advance with the Bursar) will be borne by the School.

CHILD PROTECTION

The King's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

March 2019