



The Abbey



Development, Engagement and Futures Officer

5 days a week, term time only or all year round



The Abbey



<https://vimeo.com/1010491740>





Introduction & Job Overview

The Development, Engagement and Futures Officer plays a key role in nurturing, connecting and celebrating The Abbey community while helping to create future-ready young people.

Working with the Director of Development, Engagement and Futures, the post holder is part of a wider team responsible for admissions, marketing, fundraising and community engagement.





Welcome from the Head

The Abbey is a remarkable all-girls community of learning and brilliant experiences. It is a place of curiosity, adventurous spirits, and the excitement of discovery. We focus on individual care and attention in a warmly supportive atmosphere, full of fun and laughter. Our students have the assurance to take risks, explore interests and passions, and engage generously with the world and with each other.

Our results are outstanding, but what matters to us is how students achieve them. Our goal is to equip girls to achieve academic excellence with confidence, purpose and joy. This means providing exceptional opportunities across the widest spectrum of learning and activities. We offer more student-led learning and choice in our curriculum than almost any other school, so that students take charge of their own futures and mature into the people they mean to be.

What's special about The Abbey is the atmosphere. We're a diverse, down-to-earth community full of enthusiasm, spark and energy. We have played a leading role in all-girls education for over 130 years. During that we've adapted and innovated and that is true now more than ever. In today's world, all-girls education matters: it helps our students face the future on their own terms, ready to make the world a better place for themselves and the communities around them.

I look forward to receiving your application to join The Abbey as a valued member of our community.

Dr Sarah Tullis



Role Description

The Development, Engagement and Futures Officer plays a key role in nurturing, connecting and celebrating The Abbey community while helping to create future-ready young people.

Working with the Director of Engagement, Development and Futures, the post holder is part of a wider team responsible for admissions, marketing, fundraising and community engagement.

The role focuses on building and maintaining meaningful relationships across The Abbey School community, both internally and externally, creating mutual benefit for individuals and the school.

The post holder will support the planning, organisation and delivery of ARCH and other futures-focused events, fundraising campaigns, and a range of community functions.

They will also be responsible for developing and maintaining a warm, engaged and active alumnae community, including a passion for strong social media presence that strengthens connections and celebrates the achievements of the wider Abbey community.

They will have exceptional communication skills both verbal and written. Able to share and write the stories of The Abbey with the emotion and creative flair that does them justice.

The post holder will need to be a strong team player who embraces new ideas, thrives in a fast-paced environment, is self-motivated and has a positive 'can-do' attitude.





Key Responsibilities

- To support the work of the Development, Engagement and Futures Office in nurturing and building relationships, delivering strategy and creating new initiatives.
- To manage regular interaction and communication with alumnae and other stakeholders (Fellows, Emeritae, donors, etc.) as required and to play an active role in community groups and events.
- Proactively work with the Abbey alumnae community to foster stronger networking and other futures-related opportunities.
- To work with current students, especially those in Sixth Form, to help them access mentoring and advice from alumnae.
- To help plan a range of school and student events, including alumnae talks, ARCH and Future Ready events, the biannual Careers Fair, networking events, community showcase events and others.
- To plan, promote and manage a programme of alumnae events throughout the year that caters for a wide range of ages, interests and locations. This includes managing bookings and payments and liaising with colleagues across the School as required.
- Assist with the planning, coordination and delivery of fundraising initiatives and outreach events, including occasional out-of-hours and off-site activities as required. Flexibility in working hours will be required from time to time, within reasonable limits, and the role will involve some evening and weekend work.
- To manage and maintain the Abbey Connect website, ensuring an excellent user experience. Write and update regular content and maximise its use as a strategic tool, particularly for mentoring and engagement.
- Write regular alumnae feature articles and contribute to a programme of communications across email, social media and print.
- To manage the relevant inboxes and social media channels for direct communication with alumnae.
- Maintain and update the alumnae database to ensure the quality and value of the data held and produce reports and other information as required.
- To support the transition of current student information to the alumnae database.
- To ensure good data practice within the Development, Engagement and Futures Office, complying with all relevant regulatory obligations.
- To liaise with the Finance team to ensure donor and other payments are processed correctly.
- To demonstrate a strong commitment to excellent customer care, ensuring positive and professional experiences in all communication and at events.
- Represent the School's values of courage, honesty and kindness, fostering the warm, collaborative approach expected in all roles across the School.
- To undertake other duties to support the School's wider activities or needs as reasonably required.





Person Specification & Qualifications

- First Degree or equivalent experience relevant to the role.
- Excellent interpersonal skills, with the ability to build and maintain strong professional relationships with internal and external stakeholders.
- Demonstrate excellent written communication skills, with the ability to produce clear, engaging and professional content for emails, newsletters, fundraising appeals, website copy and other marketing and communications materials.
- Good communication and presentation skills - written, in person and on the phone.
- Excellent understanding of CRM systems and data analysis tools.
- A strong level of IT skills and data management.
- Ability to create engaging, creative and professional social media content and campaigns across multiple platforms, ensuring consistent branding and effective audience engagement.
- A strong understanding of LinkedIn and its use as a professional networking and careers platform, with the ability to maximise opportunities for alumnae engagement, mentoring and student networking.
- Ability to create high-quality promotional and fundraising materials using design software.
- Understanding of community engagement and development, and the importance of accurate and consistent information.

Skills & Personal Attributes

- Ability to plan long term to meet strategic objectives.
- Ability to prioritise work, maintain accuracy and attention to detail, and manage competing deadlines effectively.
- A high level of creativity and a solution-focused approach.
- Ability to handle sensitive and confidential information with discretion.
- A collaborative team player who can also work independently and use initiative.
- Proactive, organised, confident, enthusiastic and adaptable.
- A friendly, professional and positive "can do" approach.
- Flexibility and adaptability, with a willingness to adjust working patterns and priorities to support projects and events and the wider School.
- Understanding of and commitment to fostering positive relationships within the wider School and alumnae community.
- Understanding and support for the ethos of The Abbey School.
- The desire and ability to contribute to the wider life of The Abbey School.



Location, estates and facilities

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps us provide accessibility from locations across Oxfordshire and Berkshire for both Junior and Senior girls.

As one of the most vibrant towns in the UK, with a focus on technology and innovation industries, Reading offers wonderful opportunities, from the glories of the Chilterns and the Thames, and beautiful parks, to outstanding shopping and a constantly evolving cultural and restaurant scene.



Whilst we embrace the benefits of being a town centre school, with a solid urban vibe, we have excellent sporting facilities, with astros, tennis courts, netball courts, a large gymnasium, and an impressive fitness suite. These facilities are supplemented by partnerships with Reading University, Reading Rowing club at the Redgrave Pinsent rowing lake, and other excellent local facilities. We were delighted to host the national GSA event of Girls go Gold in September 2023.

Governors have made a substantial investment in the estate over the past few years. Our Junior School has been extended and remodelled, with imaginative new spaces to enable girls to go way beyond a conventional curriculum, the recent refurbishment of Knell House provides a welcoming and age-appropriate setting for Little Knellies nursery. The buildings sit in the Christchurch Conservation area, five minutes up the hill from the Senior School.

Our heated indoor pool, complete with diving boards, is in the heart of our Senior School building and all girls, including the very youngest, have timetabled swimming and other water activities.

All our classrooms are well equipped to support effective teaching and learning, including IT resources to support the school's one to one digital device policy.





We opened a new Sixth Form Centre in September 2023, providing dedicated spaces for eating, relaxing, and intensive individual and small group work. Our current Sixth Form of around 200 girls love the opportunities it provides for collaborative working alongside concentrated quiet study and learning. The Sixth Form Centre development is part of an exciting strategic estate masterplan.



Terms of appointment

An excellent remuneration package commensurate with the importance of the role and the experience of the successful candidate will be offered.

This role is a permanent position working 5 days a week either term time only or all year round.

The salary range for this role is: £28,906 - £33,136 per annum (FTE)

All eligible, non-teaching employees will be automatically enrolled into the non-contributory Group Pension Scheme, run by ReAssure after 3 months employment with the school. The School contributes 8.35% of the monthly salary into the pension scheme.

Appointment process and how to apply

Applicants should complete [The Abbey's Application Form](#) which fully addresses the competencies as described in the job description and person specification and outlines their interest in The Abbey.

The Abbey is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.

Protecting your personal data is of the utmost importance to The Abbey and we take this responsibility very seriously. The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to assist our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection policy.

If you succeed in your application and take up employment with The Abbey, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.



Abbey Life & Benefits



The Abbey



3 Course Meal
Dining



Electric Vehicle
Leasing Scheme



Free Parking



Cycle to Work
Scheme



Sports Facilities



Employee Assistant
Programme (EAP)



Pension



Income Protection



Family Friendly
Policies



Concessions &
Discounts



Private
Healthcare
Scheme



Interest Free
Ticket Loan



Professional
Development



Staff Accommodation
(subject to availability)



IT equipment &
Resources



Key dates

