

# HALCYON

## LONDON INTERNATIONAL SCHOOL

An exceptional education that draws out the unique potential of each student

**Innovation** | **Collaboration** | **Community**

## Development Coordinator

### Job Description

**The Development Coordinator is a member of the Community Engagement Team (CET) and reports to the Admissions Director. The Development Coordinator is responsible for**

- meeting annual fundraising targets for Halcyon's bursary programme
- developing, with the CET, an annual calendar of fundraising events
- the continued development of Halcyon's alumni programme
- the effective promotion of Halcyon's curriculum, culture and values to prospective supporters
- safeguarding and promoting the welfare of children

*The following serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties.*

#### 1. General responsibilities

##### The Development Coordinator will

- be an active advocate for Halcyon's vision, mission and core aims
- be an active advocate for Halcyon's curricular and philosophical commitments as an IB World School, ensuring alignment of development policy and practice to IB Standards and Practises
- support the Community Engagement Team to develop, implement and deliver Halcyon's strategic marketing goals, aligned to the school's strategic planning
- collaborate with the Administrative Team, to support and maintain the school's operational goals, aligned to the school's strategic planning
- collaborate with curriculum teams and the Student Wellbeing Team, to ensure that at all times the development process promotes a safe, supportive learning environment for students and parents
- promote a culture where diversity and inclusion are encouraged and students learn to respect differences, take responsibility for their actions, exercise leadership, actively build community and strive for academic excellence
- engage with teachers, students, parents and the wider school community to create a dynamic, aspirational and innovative culture – a professional learning community grounded in collaboration, focused on improving learning outcomes, and driven by data-informed decision-making
- lead and support a culture accepting of innovation
- be an active, life-long learner

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### 2. Specific responsibilities

#### The Development Coordinator will

1. Develop and maintain all essential elements of an **intentionally inclusive, personal development process**, fully aligned with our Bursary Policy, Admissions Policy and wider marketing strategy. Development should always include the following:
  - a) focused, high quality customer care at all times
  - b) a thorough understanding of the School's mission and values, and an ability to communicate these to those interested in supporting the School
  - c) clear planning and delivery processes, integrated into the CET's operations.
  - d) a personal and immediate response across all communications, designed to be the foundation of a meaningful relationship with each prospective supporter
  - e) the continued development of, and the administration for, the Halcyon alumni programme, to engage alumni as long-term supporters of the School
  - f) the ability to explain the nature of the school's IB curriculum accurately and in detail, seeking guidance where necessary - liaising with the IB Coordinators, or the Student WellBeing Team, or the Director - and providing quick, personal follow-up with prospective supporters
  - g) budget preparation, including agreeing annual fundraising targets with the Director
  - h) Organising and leading development events.
  - i) maintaining regular contact with all supporters, to share the benefits of their philanthropy and to build relationships over the longer-term
  - j) supporting a public profile and culture of philanthropy, allowing parents and alumni to understand the benefits of supporting the School
  - k) liaising with the Communications Manager to ensure development is promoted appropriately within and beyond our community.
  - l) providing the Admissions Director with regular updates/reports
  
2. Develop and maintain **the collection and analysis of development data**, including
  - a) the secure management and appropriate processing of data within the alumni database
  - b) the secure management and appropriate processing of parent data
  - c) secure and transparent relationships with the finance team; all financial transactions - spending and donations - must be approved by/reported to the Finance and Operations Director
  - d) the provision of data to support strategic development goals and to ensure better, data-informed decisions

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3. Collaborate with the Director, and the CET, to deliver strategies to meet yearly bursary targets
4. Collaborate with the Director, and the CET, to develop, implement and deliver strategies to ensure the effective and timely promotion of the school
5. Collaborate and liaise with the Chair of the Halcyon Parent Community (HPC) to ensure strong, well-developed, relationships across the parent community.
6. Liaise and build positive relationships with all members of staff and external stakeholders
7. Represent the school positively at all times

*Halcyon London International School is committed to safeguarding and promoting the welfare of children and will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where necessary). Please see our Safeguarding & Promoting the Welfare of Children Policy for full details of our safer recruitment procedures. Our Policy on the Recruitment of Ex-Offenders is available upon request. Halcyon London International School is an equal opportunities employer and is committed to an inclusive and diverse school community as part of our commitment to a life-readying education. All eligible applicants are welcome to apply.*

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### Development Coordinator

#### Person Specification

We are seeking a highly motivated and experienced Development Coordinator with excellent digital skills to join our growing school in central London.

**The successful candidate will be expected to have the following qualifications, experience and abilities:**

- Education to Bachelors degree level and/or relevant professional qualification
- Excellent written and verbal communication skills: clear, articulate, professional in speaking and writing, confident public speaker
- Experience in development and fundraising
- Excellent organisational skills: able to set priorities and achieve them, and able to manage multiple strands effectively, both strategic and short term
- Excellent attention to detail
- Excellent time management skills
- Ability to take initiative and work independently
- Excellent digital skills, including experience maintaining critical database systems and spreadsheets
- Experience working within productive teams

**The successful candidate will be expected to have the following personal attributes:**

- An international outlook and/or experience of living or working in an international environment
- Committed to collaborative, inclusive leadership
- Excellent social and emotional skills; is comfortable with, and enjoys, meeting with different people and exploring different cultures.
- Self-motivated, flexible and adaptable
- Commitment to continued professional development
- A record of suitability to work with children

**It would be to an applicant's an advantage to**

- be able to work in more than one language
- have direct experience of the International Baccalaureate programmes
- have experience of international schooling or a similar international setting .

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