



RADLEY

Development Officer

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

www.radley.org.uk/employment/working-at-radley

Job Overview

We are seeking a dynamic and resourceful individual to join The Radley Foundation as Development Officer and help shape the future of philanthropy at Radley College. You will bring energy, creativity, and a proactive approach to delivering our community-wide appeals and regular giving programmes, help produce the Foundation communications and content creation, help deliver the Foundation and Radleian Society events, support with major donor prospect research, and general operational support.

The Development Officer will join a close-knit, supportive and collaborative Development Office (the Foundation and Radleian Society) dedicated to supporting Radley College's mission and advancing its fundraising goals. While a background in education is advantageous, we welcome candidates from various sectors, prioritising drive, energy, and passion.

The spirit within the Development team is a highly collaborative one: weekly team meetings help in reviewing progress and agreeing upcoming priorities; team-members assist each other in creating, developing and implementing initiatives:

The Development Office's role is to engage with the 10,000 strong Radley Community including Old Radleians (alumni), parents and staff to create a strong sense of community, pride and loyalty, encouraging them to contribute to the school's success in a variety of ways.



Candidate Criteria

- A keen interest to learn and excel in delivering successful programmes and a variety of activities.
- Strong interpersonal skills, with the ability to build relationships and communicate effectively with diverse stakeholders.
- Attention to detail and deadlines with the ability to manage multiple projects over long periods.
- The ability to work successfully with a wide range of departments within Radley College.
- Excellent written and verbal communication skills, particularly in drafting donor-centred materials that align with the mission and values of Radley College.
- Experienced in designing and executing social media campaigns to drive audience growth and engagement is preferred but not essential.
- Educated to a Bachelor's degree or equivalent.
- 2+ years of experience in development, fundraising in the charity or volunteer sector, preferred but not essential.
- Proficiency in donor management software and ability to interpret donor data; familiarity with CRM systems like Raiser's Edge or Salesforce is preferred but not essential.



Pay & Benefits

- Competitive salary based on experience
- Holidays - 33 days per annum, including bank holidays. This increases by one day per year to a maximum of 38 days.
- College sickness scheme.
- Pension – contributory group personal pension scheme.
- Death in service benefit (if a member of the pension scheme).
- Wellbeing – reduced membership of the school's sports centre and other sporting facilities, including a nine-hole golf course.
- Employee Assistance Programme.
- Free school meals during term time.
- Free parking on site.
- Professional development and training available.

About Radley College

Radley College is an independent full-boarding school of 770 boys situated five miles south of Oxford. We are fortunate to enjoy a stunning rural setting inspired by the nearby city and university. The hallmark of Radley is its warmth, generosity and kindness; we work hard to create an environment where boys will be happy, grow in self-confidence, thrive academically, and make the most of the many opportunities we offer.

We want to ensure our values and the educational opportunity we provide is genuinely relevant in a world of technology and expanding diversity, cultures and attitudes. We want our pupils (Radleians) to be able to engage with the world around them, to be those who care for and about others and who can and will do so in any environment or place.

At the heart of the College's vision sits Radley's five-year strategic plan which the Development Office supports throughout our work. As part of our strategic plan, we have identified four pillars around which our efforts will be focused: People, Place, Partnership and Purpose. In simple terms, these pillars are defined as follows:

- People – providing opportunities for talented and deserving boys, from diverse backgrounds.
- Place – ensuring that the school provides world-class teaching within world-class facilities.
- Partnership – recognising the value of effective collaboration and communication in all we do.
- Purpose – creating a global awareness to contribute positively to a changing world.

How to apply

Applications are submitted by following the link on the school's website [Operational Vacancies - Radley College](#)

The deadline for applications is 12 midday on Wednesday 8 January. Interviews will take place during the week commencing Monday 13 January at Radley College. Selected candidates will be invited to a second interview on Thursday 16 January or Friday 17 January. If you would like to have an informal chat about the role, please email: foundation@radley.org.uk.

Safeguarding

Safeguarding is at the heart of all we do in the school.

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 and Keeping Children Safe in Education and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. They will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

