



Candidate information for

Foundation Engagement Executive

Hurst



“Pupils of all ages appear happy, healthy and active and they are very positive about their school.”

Independent Schools Inspectorate

Hello + Welcome





Welcome from the Head of College

Hurst is a wonderful place to work. We have a clear sense of our educational values, which underpin our vision for the future. Our mission and purpose as staff is based on a wholehearted commitment to ensuring that every pupil experiences an outstanding all-round education. Through this educational experience we seek to prepare the children in our care for life beyond Hurst.

Our educational philosophy is about far more than just exam grades; a Hurst education is genuinely holistic and rounded. We believe that pupils develop through a full-on engagement with every aspect of school life, whether in the classroom, in boarding and day Houses, or in sports teams, choirs, orchestras, casts, activity sessions, DofE groups and so much more. As such we seek to recruit staff who not only buy into this culture, but who will be role models for the Hurst values in the way that they lead their own lives.

In the same way that we care about the personal development of every single pupil, we also care about the development - personal as well as professional - of every member of staff. This requires a significant degree of commitment, and it comes with huge rewards for those who embrace the challenge.

The Foundation Engagement Executive is a key appointment for us as we seek to further develop our alumni membership, engagement and fundraising activities. If this role appeals to you, then we would love to hear from you and I look forward to meeting you here at Hurst.

A handwritten signature in blue ink that reads "Dominic Mott". The signature is fluid and cursive, with a horizontal line underneath the name.

Dominic Mott

An introduction to the College

Hurstpierpoint College is one of the country's leading HMC Co-educational schools and has a reputation for ensuring every pupil experiences an outstanding all-round education that prepares them for life.

The College comprises a Sixth Form, Senior School, Senior Prep and Junior Prep with 1,300 pupils in all. Over half the pupils in the Senior School are boarders (weekly or flexi). Hurst is a significant medium-sized enterprise in Mid Sussex with around 480 employees and an annual turnover of £35 million pa.

What particularly strikes visitors to the College is the vibrant dynamic of our community. Situated within a 140-acre campus, surrounded by beautiful countryside, Hurst lies on the border of the South Downs National Park, close to the village of Hurstpierpoint in West Sussex.

This superb location is also just 20 minutes from the city and beaches of Brighton and Hove, whilst London train stations can be reached from Hassocks or Haywards Heath in under an hour.

The central campus is thoughtfully laid out and planned with zones for

the Academic, Co-Curricular and Pastoral areas of school life. These all lie at the centre of a superbly equipped broader campus.

Hurst has an excellent academic track record and the vast majority of pupils go on to Russell Group universities including Oxford, Cambridge, the various London Universities, as well as large numbers to Exeter, Bristol and Durham.

Founded in 1849 by Nathaniel Woodard, Hurst is a Church of England College. The Christian ethos underpins College life but we are a diverse community; we welcome those of other faiths, or no faith, and pursue an inclusive approach in all that we do.

The College is a Co-Sponsor, together with the Diocese of Chichester, of the Hurst Education Trust, a local Multi Academy Trust. The Trust currently has eight local primary schools.

Superb facilities

The College has invested heavily in campus developments, including substantial new academic and sports facilities, in addition to an extensive programme of day and boarding house refurbishments.

In the last six years, major developments have included the New Bury Theatre which opened in 2018, Pelican House in 2020, two new science laboratories in 2021, a complete overhaul of the College's catering facilities - completed in 2022 - and an extension to Eagle House and refurbishment of Woodard House in 2023.

Construction is currently underway on a new swimming pool. Future planned developments include upgrading our boarding house facilities, alongside the continued programme of refurbishing the College's existing facilities.



The Hurst Foundation

The Hurst Foundation office brings together parents, pupils and the various alumni organisations associated with the College, under one 'Hurst Foundation' banner.

The Hurst Foundation aim is to engage with the Hurst community and promote a culture of philanthropy campaigns.

The organisations linked to the Foundation office include:

- The Old Johnian (OJ) Club, which consists of former pupils who have paid a subscription to the Club
- The Hurst Parents Association (HPA) which consists of current parents of pupils
- The Friends Association which includes former parents as well as former staff and Governors
- Alumni who are not a member of the Old Johnian Club

The Foundation operates through an online platform (foundation.hppc.co.uk) with some 3,000 active members and has become the home to alumni stories, College news, photos, archives, events and much more. It aims to provide relevant and useful resources to allow the support and values of Hurst to be extended to the wider community:

- CONNECT - refresh life-long friendships and make new connections; reminisce and share news via our online platform (hosted by ToucanTech).
- COLLABORATE - join a vibrant community, find out ways to work together to give back, inspire, enrich members' lives and widen access to the Hurst experience.

- CELEBRATE - get involved with our varied programme of events; make new friends, develop new skills, try new experiences and - most importantly - have fun along the way.

All Fifth Form (Year 11) and Upper Sixth leavers automatically become part of the Foundation in the form of an OJ and on graduating Hurst become members of the OJ Club, better known as 'The OJs'.

The club is the oldest school alumnus association in the country. Founded in 1877, the club is run by OJs for OJs. Its aim is to encourage and support a broad church of interests from professional to social, for new School Leavers or for individuals well into mid-life and beyond.

The OJ Club works within the Hurst Foundation and has many alumni only groups and societies.

In 2024 the Foundation put on a comprehensive programme of events to mark the 175th Anniversary of Hurst's founding, but we still need to drive up membership and maximise engagement from alumni and former parents and staff, reaching out and connecting with the right groups of people and inspiring them to return to Hurst and contribute to College life.



House of Lords dinner event in London, 2023



Hurst's 175th Anniversary Reunion, 2024

Foundation Engagement Executive

Reporting to: Director of Foundation

Salary: Highly competitive, dependent upon skills and experience

Hours: Permanent, 8.30am – 6.00pm Monday to Friday. Term time only, plus 4 weeks

We are seeking to appoint a Foundation Engagement Executive. The post holder will work towards:

- The continued management of ToucanTech, the Foundation's database, implementing communication plans and events to increase engagement and numbers of alumni and wider Hurst community members with activated accounts.
- Building strong relationships with the alumni and the wider Hurst community to ensure the continued enhancement of the school's reputation.
- Helping develop and implement a robust communications strategy to celebrate the work of the Foundation and Hurst.
- Supporting the Director of Foundation with fundraising and with the stewardship of donors.

The post holder will report to and be directed by the Director of Foundation in respect of overall planning and strategy for the Foundation and will sit on the Foundation Advisory Board. There will be a requirement for some evening and weekend events, time off in lieu to compensate will be agreed with Director of Foundation.

The person and skills

The successful candidate will be a key player in the life and future success of Hurst.

Essential experience, skills and qualities

Educated to A-level standard with GCSEs (or equivalent) at Grade 4 or above in Maths and English

Good working knowledge of Microsoft Office packages

Database management

Excellent interpersonal skills

Ability to communicate positively with a diverse range of people of all ages and at all levels

Confident communicating in person, on the telephone and via email

Desirable qualities

IDPE Qualifications

Previous experience within charities/philanthropy/major gifting

Previous experience within a school environment

Some understanding of social media platforms and use of AI

Understanding of the workings of an independent school

Safeguarding

Safeguarding is of the utmost importance and priority for Hurst College and we expect all staff to share this commitment. All recruitment to the College will follow strict checks in accordance with Keeping Children Safe in Education. New staff will receive an induction which includes safeguarding training. All staff are required to act in a manner that will encourage children to thrive personally and academically and not bring the school into disrepute, this is achieved through physical and emotional safety. All staff need to commit to the shared value of safeguarding is everyone's responsibility.



Hurst's 175th Anniversary Reunion, 2024

2020 Leavers' River Cruise, 2021



Role duties and responsibilities

Database management

- Manage, update and ensure accurate record keeping and that any new information received is entered in a timely fashion including removal of obsolete data.
- Annually, ensure all school leavers are added to the database.
- Attend ToucanTech customer training (if required) and networking events as appropriate.
- To reconnect with 'lost' alumni via LinkedIn and other means, and where appropriate follow up with phone calls.
- Grow engagement by working to build the information held by the College on its alumni and Foundation community.

Relationship Development

- Identify and share regular alumni achievements, including testimonials, for the College's Marketing and Admissions team.
- Work with the Director of Foundation to feature Bursary Award recipients, including their testimonials.
- Assist the Director of Foundation with the planning and execution of a rolling programme of events for the various groups which make up the Foundation. This includes, but is not limited to, planning of venues, liaison with suppliers or school staff, guest lists, promotional activities, response collation, staffing on the day and follow up work.
- Responsible for the promotion and development of the various networking groups, including consulting with academic colleagues to facilitate alumni engagement sessions with current pupils to assist with university decisions.
- Support the work of the OJ club and attend OJ meetings, acting as secretary.
- Consult with the Director of Futures to share leads of alumni who may be well placed to give career talks, attend Careers Fairs and/or offer work experience/mentoring to current pupils and recent leavers.
- Develop opportunities for the alumni and the Foundation community to establish business networks and engage professionally and socially with each other within ToucanTech.
- Develop a pipeline of speakers for College occasions, the Head of College's Lecture Series, and pupil events.
- Populate and review the alumni website regularly by reaching out to alumni for their news.
- Develop the Foundation brand internally and externally.

Communications

- Assist in the development of a communications strategy and manage communications from the Foundation Office, working closely with the Marketing department.
- Responsible for the regular newsletter, including sourcing stories and photographs and writing features.
- Responsible for taking the lead with the publication of the current annual alumni magazine. This includes sourcing stories, archive interest articles, photos and liaising with designers and printers.
- Responsible for the management and planning of the Foundation Office's social media channels. This should include celebrations of achievements, stories on alumni who have been awarded travel fund finance, College traditions etc.
- Responsible for maintaining the Foundation website.
- Track engagement growth across all communication channels relating to alumni.
- Assist the Director of Foundation with an Impact Report as required.
- Assist the Director of Foundation with internal communications to stakeholders in the school and Foundation to raise awareness of the Foundation's role and impact.
- Prepare profile information relating to attendees ahead of donor engagement events.

Fundraising

- Take the lead in specific fundraising opportunities, events, and activities.
- Work closely with the Director of Foundation to implement a plan to significantly increase regular giving (both number of donors and value of gifts).
- Use segmentation to target solicitations from prospective alumni and parent donors to achieve significant uplift in regular giving income.
- Develop a stewardship programme for major donors, legacies and regular giving donors.
- From the stewardship programme, identify donors who have the potential to become significant donors. Work with the Director of Foundation to move these prospects onto a 'major gift' pathway.
- Contribute to the periodic 'Case for Support' reviews.
- Provide research on prospective donors to the Director of Foundation and Head of College and other senior members of the Hurst community ahead of events and meetings.
- Provide termly updates of the regular giving programme to the Director of Foundation and the CFO.
- Prepare financial reports at agreed intervals for the Head of College, Governors and the Foundation Advisory Board.
- Present progress reports and relevant KPI tracking at Foundation Advisory Board meetings.
- Co-ordinate and track non-fiscal gifts to the College e.g. volunteering.

Donor Stewardship

- Ensure all donors are appropriately thanked, acknowledged, and cultivated at all points of contact, ensuring exceptional donor stewardship, including developing, and organising tailored stewardship events where appropriate.
- Produce donor/gift agreements, tax receipts and individual progress reports for donors where required.
- Ensure the future engagement of donors through regular liaison with them.
- Take a creative approach towards sourcing information that will appeal to, and make connections between, donors and their individual interests to increase affinity and engagement.
- Keep meticulous donor records on the Foundation Office database to support future engagement and fundraising.
- Support the work of the School Archivist following any gifts or presentations to the College.
- Manage the submissions/comments to the online digital archive.



In addition, the job holder will be expected to carry out any other duties commensurate with the post as may be reasonably required by the Director of Foundation or Head of College. There may be some flexibility to work from home during school holidays and annual leave should be taken during school holidays.

Communications

- Work closely with the Marketing team and have oversight of all Foundation publications and support materials, including the Hurst Foundation annual Magazine.
- Build positive relationships and maintain effective communications with all stakeholders, increasing awareness of Foundation strategy, updating progress towards goals and recognising the impact of alumni support.



Wine tasting event, 2024



House of Lords dinner event in London, 2023



Hurst Reunion event, 2023



Your benefits



Membership of the College's contributory pension scheme with The Pensions Trust. The College will double the employee's pension contribution up to 7.5% (i.e. the maximum total contributions will be 22.5%).

Free dining and refreshment facilities during term time.

Extensive professional development programmes, together with career opportunities across the College and Hurst Education Trust.

Free use of extensive sports and leisure facilities.

Comprehensive health and wellbeing offering including an on-site mind clinic, wellbeing MOTs, Employee Assistance Programme and Chaplaincy.

Contributory BUPA Health Insurance.

Cycle to work scheme.

Social Calendar of events.

Free on-site parking.

How to apply



The application process

To submit your application please visit our careers page at hppc.co.uk/about-us/careers-at-hurst

Safeguarding and equal opportunities

Hurst is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the College's pre-employment medical question, relevant original ID documentation and examination certificates. The College understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim. Our full equal opportunities policy is available in the Policy documents section of our website.

Information



Further information

For further information please see our website at hppc.co.uk/about-us/careers-at-hurst

Terms and conditions

The salary will be competitive and reflect the importance of the role as well as the experience and qualifications of the successful candidate.

Applications will be considered as they are received.

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