



# Lancing College



## Appointment of Alumni Relations and Communications Officer

## The College

At Lancing College, we believe that the most meaningful education is one that encourages pupils to think critically, act with integrity, and grow in all aspects of life. With a broad range of opportunities to explore their passions, challenge themselves, and engage with the world around them, our young people leave Lancing not only ready for the future but eager to shape it. It is this blend of strong academic foundations, personal growth, and a genuine sense of community that makes Lancing a truly special place to be.

Lancing, which is part of the Woodard Corporation (which now consists of 17 independent schools and 6 academies), stands in an impressive and spacious downland estate, which includes playing fields, residential properties, and an area managed as an educational farm. It is a stunningly beautiful place to live and work, and one where tradition and modernity sit comfortably side by side.

The College is friendly, ethical, vibrant, and outward-looking. We treat each other with respect, valuing diversity and rejecting discrimination. We are fully committed to creating and promoting a diverse and inclusive workforce that reflects both our local community and our cosmopolitan student body. Applications are welcome from all suitably qualified candidates regardless of age, race, disability, sex, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity and marital status. We particularly encourage applications from under-represented groups. The distinguished Victorian buildings, including the spectacular Chapel (which was begun in 1868 and finished in 2021), are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions. The College recruits a 13+ (Year 9) entry of approximately 105 and an additional Sixth Form (Year 12) entry of about 50. There are ten houses (seven boarding houses, and three day houses). The latest inspection report can be found here: [ISI Report October 2023 | Lancing College | Independent Senior School & Sixth Form | Woodard | West Sussex | South of London](#)

The school roll currently stands at its largest for many years with over 600 pupils in the College. The senior school is 60% boarding pupils and 40% day pupils. The family of schools also has approximately 260 day pupils on roll at Lancing Prep at Hove, 195 day pupils on roll at Lancing Prep at Worthing and 145 day and boarding pupils on roll at Dorset House School. The College is fully co-ed and is around 55% boys and 45% girls.

Academic standards are consistently high: A\* - B grades at A Level averaging circa 80% over the last decade.

Each year the College offers several academic scholarships and similar awards for Art, Design & Technology, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Head Master, Dr Scott Crawford, has been in post since August 2025.

The Bursar, Mr Mark Milling, has been in post since August 2013.

## **The Appointment**

Lancing College is seeking to appoint an Alumni Relations and Communications Officer to support the Development office, alongside the Alumni & Donor Relations Manager, Marketing Manager, and Events Administrator.

The ideal candidate will be a confident contributor who is adept at working with databases and will be someone who is keen to share ideas and play a pivotal role in shaping the next decades of our Development Team.

**Job Title:** Alumni Relations and Communications Officer  
**Reporting to:** Development Director

## **Key Tasks and Responsibilities**

- To manage day to day correspondence with alumni (OLs) and oversee the Development Office inbox, ensuring timely and appropriate responses.
- To maintain accurate and up-to-date records on the Raiser's Edge database, including prospect details, and support the production of reports as required.
- To produce and coordinate Foundation communications, including twice-termly Foundation newsletters and campaign-specific updates to demonstrate impact and support engagement.
- To prepare written content for our newsletter, The Quad, which is published on a termly basis.
- To provide administrative and research support to the Development Director and Alumni & Donor Relations Manager, including prospect research and the preparation of briefing notes for events, as required.

## **Skills and Experience**

### **Essential**

- Experience of administrative or support work within a development, fundraising, charity, education, or similar professional environment.
- Ability to manage correspondence and inboxes professionally, ensuring accuracy, discretion, and timely responses.
- Experience of maintaining accurate records on a database or CRM system, with strong attention to detail.
- Good interpersonal and communication skills when dealing with others, able to build effective relationships with a diverse Alumni audience.
- Strong written communication skills, with the ability to produce clear, engaging content for newsletters, publications, or other stakeholder communications.
- Ability to work collaboratively as part of a high performing team and provide effective support to senior colleagues.
- Understanding of the importance of confidentiality and data protection when handling personal information.

## **Desirable**

- Experience of working with alumni, donors, or external stakeholders in an educational or charitable context.
- Previous experience using Raiser's Edge.
- Experience of producing campaign-specific communications demonstrating impact and engagement.
- Familiarity with publishing or contributing to magazines, journals, or institutional publications.
- Knowledge of fundraising principles or development operations within a school, college, or charity setting.

This job description sets out the main duties at the time it was drawn up. Such duties may vary occasionally but without changing the general character of the duties or the level of responsibility entailed, and the candidate will be required to carry out any reasonable requests required by their Line Manager.

## **Application Procedure:**

Applications should be made using the application form. Candidates are asked to add a covering letter setting out, as succinctly as possible, their reasons for applying for the position at Lancing.

Application forms are available from the College website [www.lancingcollege.org.uk](http://www.lancingcollege.org.uk). Please send any emails to [recruitment@lancing.org.uk](mailto:recruitment@lancing.org.uk)

A full curriculum vitae and the names, addresses and telephone numbers of a minimum of two referees, one of whom should be the candidate's current or most recent employer should be included with the application.

**Closing date:** Friday 29 May 2026

**Interviews:** w/c 1 June, second round w/c 8 June.

The College reserves the right to call individuals to interview and appoint prior to the closing date for applications.

## **Terms and Conditions**

- Salary is £31,000 per annum.
- Hours of work will be 40 hours per week, 08.30 – 17.30 Monday to Friday with one-hour unpaid lunch. On some occasions you will be required to work out of normal office hours and away from the office to meet business needs. Some weekend work may also be required. For additional hours a combination of time off in lieu and payment will be agreed. A maximum of one day a month time off in lieu can be accrued and taken at the discretion of your Manager.
- Holiday entitlement is five weeks per annum, which must be agreed in advance with the Line Manager, plus recognised Public Holidays, unless they fall during term time when they are treated as normal working days and time off in lieu will

be given. Current practice sees the school closing between Christmas and New Year and these days are in addition to the annual holiday entitlement.

- The School currently operates a Group Personal Pension subject to scheme rules which may vary from time to time. The School shall initially pay a sum equivalent to 5% of your basic Salary into the pension scheme subject to contribution by you of at least 5%. You can alternatively opt to make a contribution of 7.5% and the School will match this. Minimum contributions may vary to reflect the prevailing legislative requirements.
- As may be consistent with the entry conditions of the School, and at the discretion of the School, up to two children may be educated as day pupils at Lancing College for the payment of 33.33% of the appropriate fees. Means-tested fee remissions for additional children subject to the availability of places may be applied for. In addition, and as may be consistent with the entry conditions up to two children may be educated at Lancing Prep at Worthing for the payment of 50% of the appropriate fees. Sibling discounts are not available in addition to this. Wraparound care for up to two children will be provided free of charge. This remission does not apply to care outside School terms. At Nursery and Pre-School level the remission is conditional on the Nursery Grant being claimed from East or West Sussex County Council, being allocated to Lancing rather than any other provider, and subject to the maximum fee discount allowable under HMRC rules. Means-tested fee remissions for additional children subject to the availability of places may be applied for. Any decision to grant fee remission shall be at the sole discretion of the School and shall be exercised by the Governing Body. In the case of part time employees or employees who do not work the full year (for example, term time only employees), any fee remission will be pro-rata to the employee's weekly hours and to the number of weeks worked – it is assumed that a full week is 40 hours, and a full year is 45.4 weeks.
- The employment will be subject to a twelve-month probationary period. One month's notice is required on each side to terminate this contract during the probationary period, after which three months is required.

### **Further Information**

The School 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 which the School considers satisfactory, the receipt of satisfactory references, the school's pre-employment medical questionnaire and sight of relevant original ID documentation and degree certificate(s).

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.

Lancing College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in Keeping Children Safe in Education 2025. The check helps us to ensure safe and robust checks on the suitability of individuals to work within our School.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment.