



KING EDWARD'S SCHOOL
BIRMINGHAM



KING EDWARD VI
HIGH SCHOOL FOR GIRLS

Head of Alumni Engagement and Operations

The schools are seeking a committed alumni relations professional to join the Development & Alumni Relations Office to help lead the strategic development and delivery of alumni engagement, philanthropy, and community-building across both schools. The role is central to fostering lifelong, mutually beneficial relationships between the schools and their alumni, and to strengthening partnerships that broaden, deepen, and diversify engagement across local, national, and international networks.

Job Purpose

Salary: Grade 10: £42,355 - £ (FTE)

Hours: 37 hours per week: 8:15am – 4:15pm Monday to Thursday and 8:15am – 3:45 pm Friday

Type of position: Full time- All year round - on campus.
A term time position with plus days in the holidays may be considered for the right candidate.

Other benefits: Enrolment into a generous Defined Contribution pension scheme
60% off school fees at King Edward's School and King Edward VI High School for Girls (subject to admissions criteria)
Free on-site parking
Free lunches in term-time
Use of the onsite gym and swimming pool

Reports: Events Officer, Finance Manager, Database Officer

Reporting to: KEIS Development Director

The Role:

With a strong outward-facing and collaborative approach, the role works closely with Old Edwardians, colleagues, parents, and volunteers to embed alumni engagement and philanthropy into the life and culture of the schools. This role would suit a candidate with a background in alumni relations, operations or communications and they will be a firm believer in the aims of our Assisted Places programme and in the value of an independent education. Someone who is articulate and tenacious, with a strong track-record of forging and building engagement.



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The postholder will shape both the strategic direction and operational delivery of alumni engagement and community programmes across KES and KEHS. You will lead a small, high-performing team and work closely with key volunteer groups, including alumni committees and supporters, to design and deliver innovative, high-quality engagement initiatives through both digital and in-person channels. The role provides strategic leadership for alumni and community engagement policies, ensuring alignment with the schools' values, priorities, and wider development strategy.

The role holds responsibility for the full range of alumni engagement activity while contributing to broader whole-school objectives. This will include enhancing the reputation of KES and KEHS through strong alumni advocacy; supporting pupil outcomes through mentoring, careers, and networking opportunities; fostering a seamless transition from pupil to alumnus/a; and strengthening engagement with alumni communities in key UK and overseas locations. Central to the role is working collaboratively with senior leaders, colleagues across both schools, and volunteers to create an inclusive ecosystem in which all alumni can connect through communications, events, volunteering, and philanthropy.

The portfolio will include leadership of flagship alumni and community initiatives, events, and partnerships that reinforce pride, loyalty, and lifelong connection to the schools. You will champion opportunities for alumni to contribute their time, expertise, and support in ways that are meaningful both to them and to current pupils.

Development and Alumni Relations Office (DARO)

King Edward's School (KES) and King Edward VI High School for Girls (KEHS) are two of the leading independent day schools in the country. We are committed to nurturing a vibrant, inclusive, and closely connected alumni community - one in which Old Edwardians at every stage of life can remain meaningfully engaged, contribute their skills and experience, and benefit from a lifelong relationship with their school.

Our historic schools seek to make an academic education accessible to able pupils, whatever their family background or financial situation. To this end, Assisted Places (bursaries) are funded by the King Edward VI Foundation, and through the donations of alumni and our school community.

The DARO team leads the schools' fundraising and alumni relations and we are proud of our extensive and diverse alumni networks, both in the UK and internationally. We recognise the growing importance of our community as the schools continue to thrive and evolve. As we head towards our 475th anniversary next year (2026/27), it is a wonderful time to get involved with a busy high functioning development office.

The team is led by the Development Director and consists of this role, an Alumni Engagement & Operations Manager (vacant), a Database Officer, Finance Manager, and



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Events Officer, who all work across both schools. The office also works closely with the External Relations team.

The team is responsible for keeping former pupils, parents and staff in touch with each school, and each other, through a comprehensive events and communications programme. We run around 20 events each year across both schools, including reunions, dinners, drinks receptions, lectures and concerts and communicate with our former pupils via our database, two websites, two Facebook Pages, two annual magazines and termly e-newsletters.

Both schools have their own alumni associations – the Development Office works very closely with the Old Edwardians Association (OEA) at KES and the Birmingham Girls' Old Edwardian Club (BGOEC) at KEHS. Further details on both organisations can be found online at: www.olders.kes.org.uk and at: www.olders.kehs.org.uk

To date, nearly £20m has been raised for Assisted Places across the schools and have two separate charitable trusts to receive donations on behalf of the two schools: The King Edward's School Birmingham Trust (for KES) and The King Edward VI High School for Girls Trust (for KEHS). Both trusts are registered charities with several trustees, most of whom are former pupils of the schools, and they receive all donations on behalf of both schools.

As we head into our anniversary year, we will look to launch our boldest fundraising campaign to date, which will look to build more sustainable funding for our Assisted Places Programme.

Key Responsibilities

Leadership and Strategic Direction

- Act as a senior member of the Development & Alumni team, contributing to strategic planning across alumni engagement, fundraising support, and operations.
- Lead the design, implementation, and evaluation of alumni engagement strategies for both KES and KEHS, ensuring alignment with school values, governance requirements, and long-term development ambitions.
- Champion alumni voices and perspectives in appropriate forums, ensuring alumni contribution is recognised and used constructively across school activity.
- Build strong internal advocacy for alumni engagement, fostering a culture that values lifelong relationships with Old Edwardians.
- Establish and oversee appropriate engagement metrics, evaluation tools, and reporting frameworks to demonstrate impact and inform decision-making.



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Alumni Engagement and Participation

- Lead delivery of a coherent, multi-channel alumni engagement programme that promotes participation, pride, belonging, and advocacy.
- Work closely with Heads, senior leaders, teaching staff, careers teams, and professional colleagues to integrate alumni engagement meaningfully into school life.
- Act as the strategic lead for alumni committees and volunteer groups, including the OEA and BGOEC.
- Develop targeted engagement initiatives for alumni communities, reflecting historic and emerging alumni concentrations.
- Expand high-quality pupil–alumni engagement opportunities, including careers talks, networking, volunteering, and enrichment activity.
- Ensure all alumni partnerships, activities, and events are delivered in line with safeguarding, reputational, data protection, and brand requirements.

Communications and Content

- Act as the main point of contact for all queries from KEHS Old Edwardians and stakeholders by telephone, post and email (managing multiple inboxes).
- Provide oversight of all alumni communications across print, digital, and social channels.
- Ensure timely, accurate, and engaging delivery of: annual alumni magazines, termly e-newsletters, alumni websites and social media platforms, podcasts, online talks, and recorded lectures. This will include sourcing, writing, editing and proofreading articles, and liaising with external suppliers (designers, printers, mailing houses, etc.).
- Work closely with marketing and communications colleagues to align messaging and branding.
- Ensure communications are audience-appropriate, segmented, and form part of a wider engagement strategy.

Events

- Provide strategic leadership to the Events Officer and oversight of the alumni events programme, ensuring a balanced mix of reunions, lectures, social events, stewardship activity, and community engagement.
- Support delivery of events through hands-on involvement where appropriate, including attendance at key events.



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- Managing ad hoc visits to the school for Old Edwardians or friends of the school.
- Manage alumni committee meetings and high-level volunteer engagement, including preparation of papers, agendas, and minutes as required.

Operations, Data, and Systems

- Oversee alumni data management, CRM use (e.g. Raiser's Edge), GDPR compliance, and data quality. In conjunction with the Database Officer, keeping the database up-to-date.
- Work closely with the Database Officer to: maintain accurate records, recover lost alumni contacts, use insight to improve engagement and communications.
- Ensure operational systems and processes effectively support alumni relations, fundraising, and reporting.
- Contribute to financial planning, budget management, and resource allocation across alumni operations.

Person Specification

	Essential	Desirable
Experience and Knowledge		
Substantial professional experience in alumni relations, engagement, communications, operations, or a related field	X	
Demonstrable experience of leading and delivering complex engagement programmes	X	
Strong relationship-building skills with a wide range of stakeholders, including volunteers and senior colleagues	X	
Proven experience managing publications, digital content, and/or events	X	
Experience in a school, charity, or alumni-focused environment		X
Experience using Raiser's Edge.		X
Line management experience		X
Working with committees		X
Skills & Abilities		
The ability to develop and manage relationships with a wide range of people.	X	
Vision, energy and the ability to motivate and persuade others.	X	
Very high standards of oral and written communication.	X	



Tact, diplomacy and discretion.	X	
Ability to negotiate, mitigate concerns and correct misapprehensions.	X	
Ability to check communications carefully.	X	
Keen attention to detail, accurate record-keeping and meeting deadlines.	X	
Excellent organisational skills and ability to multi-task.	X	
The ability to adapt to new situations and address problems from new perspectives.	X	
The ability to act independently using initiative and good judgment, particularly during periods of high pressure.	X	
The ability to think strategically and tactically	X	
Proficiency in Microsoft Office, particularly Excel (manipulating data) and Word/Publisher (mail merges).	X	
Attitudes		
An understanding of, and genuine belief in, the aims and ethos of independent education in general and of the two independent schools.	X	
A belief in the aims of the Assisted Places (Bursary) fundraising campaigns.	X	
The ability to work independently or collaboratively as required.	X	
A positive attitude and genuine enthusiasm for the cause.	X	
A strong work ethic and a genuine desire to succeed.	X	
Willingness to roll up one's sleeves to support others in peak times.	X	
Prepared to travel locally and nationally as necessary and to work outside regular hours as required.	X	
A commitment to promoting the wellbeing and safeguarding of children and young people.	X	



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How to apply

To apply for this role, please forward a completed application form and equal opportunities form (both available for download [here](#)) and a covering letter addressed to the Bursar, Jenny Butterworth, by email to: recruitment@keschools.org.uk

If you have any queries about the role or would like to discuss it in more detail, please contact Laura Salt (Development Director, KEIS): L.Salt@keschools.org.uk

The deadline for applications is 8 am on Thursday 14th May 2026, however, applications will be reviewed on receipt and so early applications are encouraged. We reserve the right to bring forward the closing date and interview date if sufficient applications have been received.

Interviews will provisionally take place on Wednesday, 20th May 2026. Start date September 2026.

King Edward's School and King Edward VI High School for Girls are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available, we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the websites www.kes.org.uk or www.kehs.org.uk