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| **Job Title** | External Relations Business Officer (Part-Time) |
| **Reports to** | Executive Director of Communications, Engagement and Development |

**Job Purpose**

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| The External Relations Business Officer works closely with the Executive Director of Communications, Engagement and Development on the detail required for an effective multi stakeholder, multi project team such as this. This role requires excellent attention to detail, solid financial skills, strong interpersonal skills and an ability to multi task. Operating as the ‘go to’ person in the team, External Relations Business Officer underpins the successful operations of the Development Department and associated events and engagement. In addition, the External Relations Business Officer supports the operations of the other departments in St Christopher’s House. |

**Key Tasks and Responsibilities**

* Acting as the first point of contact for queries and visitors to the Development Office and St Christopher’s House.
* Operating as the central point of contact and the main distributor of all centrally received emails into development@etoncollege.org.uk and telephone calls – directing queries and emails to team members as appropriate.
* Managing all incoming and outgoing postal requirements, both national and international, as well as individual and group mailings.
* Daily tracking of all central Development and Events and Engagement Budgets.
* Processing invoice payments and claims, liaising with the Director of Development Services and the Finance Department where necessary.
* Managing and processing team expenses.
* Inputting accurate data into the database, working closely with Director of Development Services.
* Managing all office stationery and supplies for those working in St Christopher’s House.
* Managing all buildings, IT, and telecommunication related support for St Christopher’s House, including office refurbishments, maintenance, and repairs.
* Administer the department’s membership of IDPE and CASE.
* Supporting the Events and Engagement Team with events

All employees of Eton College are also expected to:

* Have a good understanding of safeguarding procedures, given all positions at Eton are classed as ‘regulated activity’.
* Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required and ensuring any safeguarding updates issued by the College are read and understood.
* Understand and comply with procedures and legislation relating to confidentiality.
* Display a commitment to and promotion of equality, diversity, and inclusion.

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| **Stakeholders and Principal Contacts** |
| The External Relations Business Officer will have the ability to work independently, using their initiative as well as collaboratively with a range of internal and external stakeholders. Effective communication, interpersonal and organisational skills are key to the success of this role. Key internal stakeholders include, but are not limited to:   * The Finance Team. * The HR Team. * The Building’s Team. * The Provost and Head Master’s offices. * External suppliers, e.g. Amazon, Catering suppliers, and Vario Press.   Principal day to day contacts include, but are not limited to:   * Those within the Development Team. * Support offices within St Christopher’s House. * Support offices within the College, e.g. Finance and IT. * External suppliers. |

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Demonstrable administrative experience, covering a range of different duties.
* Competence using the Microsoft Office suite of applications.
* The ability to keep track of budgets and undertake basic financial management.
* Significant experience of working collaboratively – a team player, happy to work flexibly and positively with colleagues to achieve shared goals.
* Great organisational skills, with the ability to manage a busy workload, juggle priorities and meet tight deadlines.
* Exacting standards and high attention to detail.
* Highly professional with great written and verbal communication skills and an excellent telephone manner.
* A keen interest in education.

It would be desirable for the incumbent to also have the following:

* Experience using CRM systems (ideally ThankQ).
* A working knowledge of fundraising and the supporter journey in the not-for-profit sector with a proven understanding of data driven fundraising.
* An understanding of information and data protection legislation.

**Potential Career Progression**

Within the team, there is scope to move vertically into the Personal Assistant or Database and Gift Manager roles. There is also the possibility of moving into other roles within the wider College environment depending on the particular skills and experience of the incumbent.

**Working Hours**

This is a part-time position 3 days per week (21 hours), across Monday-Friday, 9.00-17.00. Flexible working hours may be considered but please note this is an office-based role.

The role is 52 weeks a year but, once again, there may be some flexibility around the number of weeks worked.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. 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 as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**