



RADLEY

# Radleian Society Manager (Alumni Relations)

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[www.radley.org.uk/employment/working-at-radley](http://www.radley.org.uk/employment/working-at-radley)



# Job Overview

Radley College is seeking to appoint a dedicated and forward-thinking Radleian Society Manager to lead and develop the College's alumni relations programme. This is a key strategic role, focused on fostering strong, lasting relationships with Old Radleians ("OR"s), current and former parents, and former staff.

Reporting to the Development Director, the post holder will be responsible for delivering an ambitious and wide-ranging engagement programme that reflects the values and vision of Radley College. This includes oversight of events, communications, digital engagement, and the facilitation of mentoring and networking initiatives through the College's Futures Programme.

The successful applicant will

- Lead a dynamic calendar of alumni and parent engagement events, including reunions, networking forums, and social gatherings
- Oversee communications, both digital and print, to ensure high-quality, consistent outreach and storytelling
- Act as liaison to the Radleian Society Committee and other affiliated groups, managing volunteer engagement and project delivery
- Work collaboratively with colleagues across the Development Office and Futures Team to connect alumni with current pupils and recent leavers
- Utilise data insights to inform strategy, track engagement, and report on key outcomes



# Key Responsibilities of the role

## OR, Parent & Former Staff Engagement

- Lead a well-established and continually evolving programme to foster engagement with ORs, parents, and former staff.
- Drive innovative approaches to participation through events, digital communities, and volunteering opportunities.
- Identify and nurture OR ambassadors to champion initiatives and foster a culture of giving back.
- Build strong relationships to encourage active and meaningful involvement across school life.

## Events Management

Working closely with the Events Co-ordinator, deliver a dynamic and varied events programme as a cornerstone of engagement, including:

- Social gatherings (dinners, drinks receptions, networking events), old Radleian day and decade reunions, business networking forums and industry panels.
- Provide support for OR sports clubs and club activities.
- Ensure all events reflect the Radleian Society's commitment to quality and innovation.
- Collaborate across internal departments and with external partners to deliver seamless experiences and measurable impact.

## Staff Management

As can be seen from the structure chart on page 6, you will be responsible for providing day-to-day leadership, guidance, and support to a team of 4. This includes setting clear objectives, monitoring progress, conducting regular one-to-ones, and fostering a collaborative and motivating work environment. You will be accountable for managing workloads, identifying development opportunities, and addressing performance issues constructively. Strong interpersonal skills, a hands-on approach, and the ability to balance team needs with the goals of the wider department, and the College, are essential for success in this role.

## Communications & Digital Engagement

- Working closely with the Engagement Officer, have oversight of publication content and development including The Old Radleian and e-newsletters, social media engagement (e.g., LinkedIn, Instagram) and the OR portal Radley Connect (our online networking platform).
- Help to shape and implement a modern communications strategy, integrating traditional and digital platforms to increase visibility and connection.
- Contribute OR-focused content to wider school communications.
- Innovate content strategies that tell compelling stories and celebrate community achievements.

# Key Responsibilities of the role

## Alumni Committee & Projects

- Serve as the key liaison to the Radleian Society Committee (an external Committee of 15 Old Radleians and parents), Radleian Society Nominations Committee, and Heads of Sports Clubs contacts, ensuring alignment with strategic priorities.
- Oversee committee operations, including meetings, project planning, and volunteer coordination.
- Collaborate with the sports clubs to administer their annual grants in a fair and transparent way.
- Work with the finance team to manage alumni budgets with transparency and stewardship.
- Initiate creative campaigns to increase visibility, participation, and engagement in Radleian Society's programmes.

## Futures Programme

- Collaborate with an established Futures Team, delivering innovative opportunities for current pupils and recent leavers to engage with the Radley network.
- Connect pupils and recent leavers with ORs and parents for mentorship, internships, and career insight talks.
- Support the use and expansion of Radley Connect to bridge pupils and recent leavers with professionals across sectors.
- Organise forward-looking events and panels showcasing diverse career pathways and experiences.

## Data Management & Reporting

- Maintain and optimise alumni data systems in line with GDPR and best practices.
- Use data analytics to drive decisions, track engagement, and report key outcomes to senior leadership.
- Continuously refine engagement strategies based on metrics and feedback.

The Radleian Society manager will be responsible for providing line management support to the team.

There will be a requirement for some evening and weekend work to support events and some travel will be necessary for off-site gatherings and stakeholder engagement.

# Candidate Criteria

## Essential Skills & Experience:

- Demonstrated experience in alumni relations, events, community engagement, or a related role.
- Strong management experience to manage a small team.
- Exceptional interpersonal and relationship-building abilities with a wide range of stakeholders.
- Excellent presentation skills for small and large audiences.
- Skilled in impactful and effective copywriting.
- Strong organisational and project management skills, with a track record of delivering high-quality events.
- Digital fluency, especially in communications and social media.
- Strategic thinking with a practical approach to programme delivery and improvement.
- Familiarity with alumni engagement and community development best practices.
- Self-motivated and collaborative, with a flexible and proactive mindset.

## Desirable Skills & Experience:

- Experience within education, particularly independent schools or higher education.
- Knowledge of CRM systems and data management tools such as Raisers' Edge.
- Prior involvement with alumni committees or volunteer networks.
- Understanding of financial planning and event budgeting.
- Passion for building connections and creating a sense of belonging through innovative engagement.

# The Development Office

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.

You will be joining an experienced and dynamic team charged with running an extensive community engagement programme, including fundraising, social and business events, electronic and printed materials, and digital networking. The team is made up of two closely related areas:

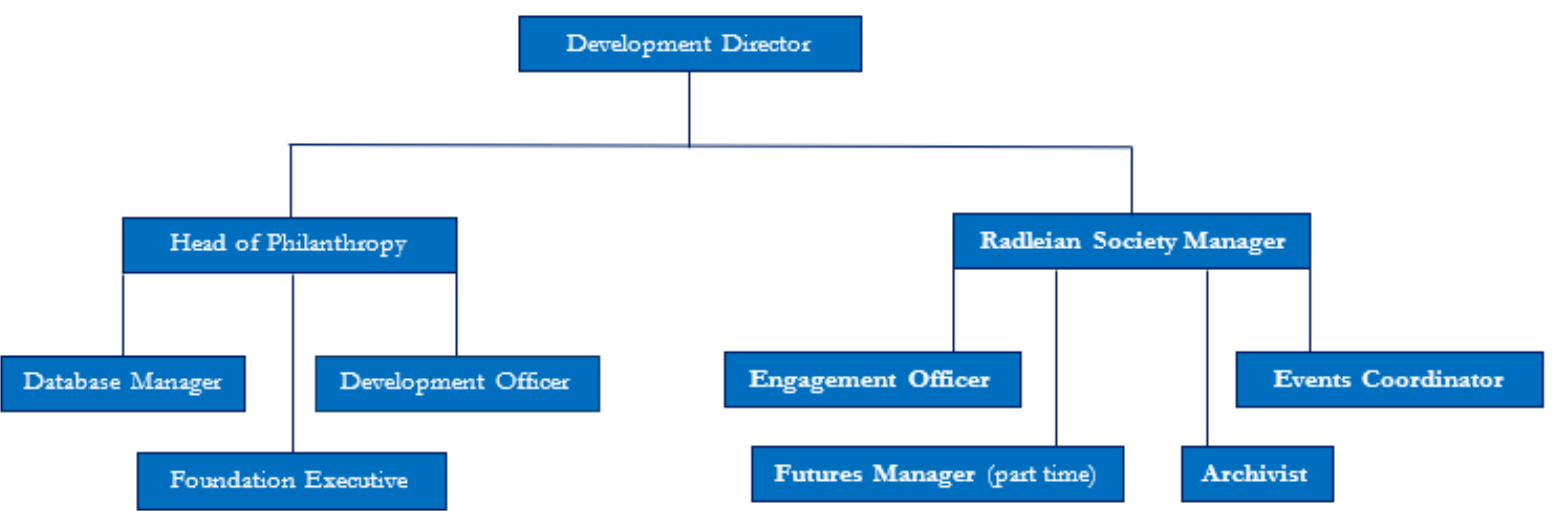
## The Radleian Society – alumni and broader community engagement

We recognise that building a strong network is of huge importance in our fast-changing and global world. The Radleian Society’s role is to harness and connect the 10,000 strong community of Old Radleians, parents and staff so they can better support each other throughout their lives. We bring people together through our extensive events programme and also share regular news and updates through our social media and printed materials.

Also, increasingly central to what we do is our focus on using the Radley Business network to help Radleians in their careers, starting while they are at Radley and then throughout their lives. Vital to this are our digital platforms, Radley Connect and LinkedIn, which enable the whole community to share information, network, and seek and offer help.

### Development Office Structure

The Development Office comprises a closely-knit and energetic team, structured as below. The spirit within the 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:





# Employee Benefits



Our stunningly beautiful, rural campus is situated 5 miles from Oxford with good bus and train links



Annual salary of £42,000 - £45,000 dependant on experience



Excellent pension scheme (contributory group personal pension scheme).



33 days holiday per annum, including bank holidays. This increases by one day each year to a maximum of 38 days.



Free on-site parking



Reduced membership to the on-site Sports Centre (£50)



Free meals during term time



Reduced membership of the nine-hole golf course



Employee Assistance Programme confidential advice



College sickness scheme



Access to the well stocked school library



Regular social events for staff & family



Annual onsite free flu vaccination



CPD and opportunities for learning

# About Radley College

Radley College is an independent full-boarding school of 765 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 must be submitted via the link on the website recruitment page.

We encourage early application and reserve the right to appoint at any time. Closing date for applications is 12 noon Thursday 16 May 2025 with first interviews being held on Tuesday 20 and Wednesday 21 May, and second interviews on Thursday 22 May.

If you would like to have an informal chat about the role, please email: [foundation@radley.org.uk](mailto: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.

