



SEDBERGH
SCHOOL

FOUNDED 1525

Job Title: Development Office Researcher

Location: Sedbergh School

Contract type: Part time (15 hours per week), Permanent

Reporting To: Director of Alumni Development

Salary: Dependent on experience

Sedbergh School is seeking to appoint a highly professional, motivated and positive person to join the OS and Foundation Team.

The Development Office Researcher will primarily need to cleanse data in the two main Alumni databases used by the Development Office, as well as researching data about Sedbergh School Alumni using social media and online resources and use this data to populate the Alumni databases. The post holder will also assist with event administration and development office communications.

Person Specification

- ✦ Candidates must have excellent interpersonal and communication skills.
- ✦ Hardworking, as well as possessing a tenacious approach to seeking information.
- ✦ Familiar with social media and networking vehicles including Facebook, LinkedIn, Twitter/X and Instagram such that they can utilise these to gather data about alumni.
- ✦ Evidence of being a team player, but with the ability to also work on own initiative.
- ✦ With excellent IT skills and able to familiarise themselves with new database systems.
- ✦ Trustworthy and respectful of the confidential nature of the data captured and processed.

How to Apply:

To apply, please download a copy of our application form from our [vacancies page](#) or contact us via email on hradmin@sedberghschool.org.

The closing date for this position is 29th November 2023.

Please note that due to the needs of the School and the department, we may interview suitable candidates before the closing date. This job may also close early if a large number of applications are received. You are therefore advised to submit your application as early as possible to avoid missing your chance to apply.

We look forward to hearing from you.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Registered charity 1080672