



## Appointment of Director of the Old Etonian Association

**Candidate Pack**

Autumn 2021

## Introduction from the Chairman

Thank you for your interest in this new position of OEA Director. It is an exciting time at the OEA which has a large, active and engaged community of OEs enjoying through its wide range of clubs, societies, international branches and events increasing levels of interaction with other OEs and with Eton. The pandemic may have prevented many in person get-togethers over the past 18 months, but it has opened eyes to the opportunities provided by modern technology for different kinds of quality engagement and communication.

Eton has set out its strategic vision to share its considerable educational expertise more broadly in a series of major initiatives with the state sector. It is increasingly looking for OE volunteer support across a range of activities. It is also seeking a closer relationship with the OEA, which has itself recently conducted a strategic governance review leading to the proposal of a new OEA Constitution and new ways of working. The new OEA Director will provide important executive leadership at a time of much change and will work closely with the OEA Committee to deliver an even better engagement experience for OEs. I am personally very excited about the possibilities.

William Russell  
Chairman, OEA Committee

## The OEA

The OEA (Old Etonian Association) was founded in 1897 to keep Old Etonians (OEs) in touch with one another and to support Eton. The OEA today is a vibrant organisation with some 18,000 members, which is focused on ensuring that OEs retain this sense of connection, doing so in a number of different ways. These include regular communications, events, OE clubs and societies and overseas branches as well as the production of an OEA List of Members and the OEA online, which afford members the means to contact one another. There is also a range of OE merchandise available via the OEA for OEs.

The OEA, which is an independent membership organisation, has recently undertaken a corporate review of its purpose, its Constitution and its ways of working. A new Constitution has been proposed to members for adoption at the AGM in October and new ways of working (including new sub committees) have been established. The OEA is ambitious to develop its “friend raising” presence, especially with the help of new technology and to liaise more closely with Eton.

These proposals will allow the OEA to develop further its services to its membership, whilst also affording the chance for greater collaboration between the OEA and Eton, ensuring the OEA is best placed to face the modern challenges and to take advantage of the opportunities brought by developments in technology. These changes are positioned as evolution, rather than revolution and are not intended to change the basic objectives or purpose of the OEA, but to bring its governance arrangements more in line with modern standards and to allow the OEA committee to operate more effectively on behalf of members.

The OEA committee's recommendations fall into three main categories:

- To update the Objects of the OEA so that it is clear the OEA is an independent organisation which exists to keep OEs in touch with each other and with Eton and to keep OEs aware of Eton's needs and priorities and to encourage their support.
- To update the governance arrangements relating to the length of terms for committee members and the way in which the President and Chairman are nominated and/or elected by the committee.
- To clarify the general management arrangements specifically to permit the establishment by the OEA committee of sub-committees with clear terms of reference and (principally advisory) powers.

It is intended to create three new committees:

- School Liaison committee to provide a strategic format at top level for discussions with Eton's senior leadership on its needs and priorities, its communication with OEs and areas of possible cooperation
- Engagement and Communications committee to work closely with the Director, to develop strategic plans to encourage further OE engagement and to improve communications, to oversee annual operating plans, review administration and keep Privacy Policy under review
- Nominations and Governance committee to propose committee member nominations and officer appointments, consider succession plans, manage appraisal/pay/contract of the staff, review risk and governance effectiveness

## Eton College

Eton was founded by Henry VI in 1440 and is today the largest boys' boarding school in the UK. In keeping with the charitable intentions of its founder, the school welcomes pupils from all backgrounds. This year pupils joined Eton from over 120 different schools from across the country. 10% of pupils come from overseas. Academic standards are high: over 90 per cent A\*/A passes at GCSE, and over 95% A\*/A/B passes at A-level or Pre-U equivalent. Individual development and personal achievement are as important as academic results. Their diverse and busy co-curricular programme enables pupils to identify and develop skills and strengths through a huge variety of activities – from sports to music to theatre.

The Eton College of the 21st century is focused on the future while valuing its heritage. Today's school is a progressive and increasingly diverse community. Inclusivity, individual student development and innovation in teaching and learning are our guiding principles. Eton is a modern, forward-thinking school, always seeking to work at the forefront of developments in teaching and learning. The Tony Little Centre for Innovation and Research in Learning (CIRL) is a dedicated centre that allows the school to work alongside partners to explore the latest pedagogical research findings and new technologies and to conduct research projects.

## Partnership

Eton prides itself on the depth and range of its partnerships with the wider educational commonwealth.

Eton places great emphasis on extending its educational reach as far as possible by making Eton accessible to those who could not otherwise afford to come to the school and by making their expertise and facilities available to students who are not their pupils. Eton has made places available free of charge since its foundation in 1440 and remains committed to making an Eton education accessible to talented students from all backgrounds.

For pupils in receipt of 100% bursaries, attending the school can be a life-changing opportunity. They work in partnership with specialist organisations such as Royal SpringBoard to provide these transformative experiences.

They also have one of the largest and most effective partnership programmes of any independent school in the country, with annual interactions with over 100 state funded primary and secondary schools. These include the two free schools that Eton was involved in establishing, both of which offer an Ofsted 'outstanding' education to their pupils: Holyport College, and the London Academy of Excellence. Eton's staff and pupils benefit greatly from these relationships. Their programme encompasses a wide range of activities including teaching provision, sharing sports facilities with local schools and community groups, student mentoring in numeracy and literacy, a Universities Summer School, an annual Community Fair fundraising for charities, and voluntary service in the local community.

Eton has also recently signed a landmark partnership agreement with Star Academies with the intent of opening three selective sixth form colleges in the state sector in the next five years. Proposed to be located in the Midlands and North of England, the colleges will fast-track young people, often from deprived communities, to the most academic UK universities. It will do this by blending Eton's educational philosophy, including a rigorous and academic curriculum, with the ethos and approach of Star Academies, one of the country's leading state school providers.

Eton also sets aside more than £8 million a year for bursaries and currently over 90 students receive 100 per cent bursaries and a further 200 receive significant financial support.

## The Role

<b>Post Title:</b>	Director
<b>Reports To:</b>	Chairman of the OEA
<b>Location:</b>	Eton College, Windsor
<b>Direct reports:</b>	The team currently comprises an OEA administrator, whom this person will manage.
<b>Other people post holder works closely with:</b>	The post holder will work with a range of other people including the OEA Committee members, Eton's senior leadership team (and specifically the Vice-Provost), Eton's Development Office and the members of the Association.

The long serving and highly regarded Clerk to the OEA has decided to retire (after 23 years in post). The OEA is now looking to appoint a new Director to lead the OEA Office, which is based at Eton College.

### Key Responsibilities:

#### General

- To lead the OEA Office engagement, communications and administrative functions and to represent the OEA to its membership
- To promote and manage increased engagement of members with Eton and with each other
- To ensure through good communications that the membership is kept in touch with Eton and is aware of its needs and priorities
- To report to and provide clerking services to the main OEA committee and its sub committees
- To support the OE Societies/Clubs and overseas representatives
- To oversee the effective delivery of events
- To maintain a Risk Register and to propose mitigation policies
- Principal day to day reporting line will be to the Chairman of the OEA
- To ensure the OEA's activities are run in a way which meets Eton's safeguarding culture
- To manage the OEA's day-to-day relationship with Eton, including with the Development Office

## **Engagement and Communications**

- To work closely with the E&C sub committee to develop Engagement and Communications Strategies
- To formulate and agree annual operating plans and to deliver on objectives
- To engage and communicate with the membership in a way which shows sympathy and is responsive, ensuring that matters are followed up appropriately
- To liaise closely with Eton in the management and delivery of engagement and communications programmes
- To ensure there is clear (to all) differentiation between the “friend raising” objectives of the OEA and Eton’s “fund raising” objectives
- To keep under review GDPR regulation and to recommend changes to Privacy Policy

## **Administration**

- To review the OEA Office ways of working (including database policy) and to recommend an Administration Strategy that provides a “best in class” service to the membership
- To formulate and agree annual operating plans to deliver on objectives
- To liaise closely with Eton in the management and delivery of administrative programmes
- To manage the OEA Office and its staff

## **Finance**

- To propose and manage an annual operating Budget
- To deliver on its objectives and to report regularly (quarterly) on progress
- To review and recommend changes to systems of internal control to ensure integrity of the finance function and value for money
- To ensure audited financial accounts are delivered within 6 months of the relevant year end

## Person Specification

### Experience and skills:

Applications are welcomed from candidates for whom this role might represent a change of sector and/or functional specialism. Whilst prior experience of working as part of a development office or membership association would be deemed beneficial, it is therefore not essential.

Strong candidates for the role are likely to have some or most of the following:

- Experience of working with a range of stakeholders, where the positive management of relationships is central to success
- Experience of working with senior people
- Strong “hands on” project management skills
- Experience of a role in which communication is important
- Knowledge of, or the ability to learn, how to manage, use and oversee a database effectively
- Experience of managing change
- Experience of working in a varied and busy role requiring strong organisation and efficiency
- Experience of managing events and/or a communication function might also be deemed helpful
- Some experience of managing other people would be beneficial, as would prior experience of managing a budget
- An understanding of what is required when working in a regulated safeguarding environment

### Personal attributes

- Enjoys and is able to build positive, lasting relationships
- Strong communication skills, both written and oral
- Naturally collaborative and co-operative
- Highly efficient, organised and able to ‘multi-task’
- Demonstrates a willingness to be hands on and ‘roll up their sleeves’
- Fully understands the importance of safeguarding in a school and shows a willing commitment to meeting the safeguarding requirements of the role
- Sound judgement and calm under pressure
- Robust and resilient
- Has a good sense of humour and enjoys communities and working with others
- Intellectual acuity
- Compassionate and empathetic towards others
- Naturally versatile and able to turn their hand to a range of different tasks; enjoys being busy
- Enjoys work which is focused on the greater good, rather than personal gain
- Sympathetic to the independent education sector and boarding communities
- A willingness to work outside normal office hours as required from time to time

## Terms of appointment

The role will be based at Eton, but there can be some flexibility about working arrangements.

This is a 52 week a year role, with 30 days holiday, plus bank holidays.

Owing to the nature of the role, there will be some evening and weekend work throughout the year.

The salary will be negotiated with the preferred candidate and will be dependent on experience.

There are a range of benefits on offer, which include: a generous contributory pension scheme, discounted lunches during term time, use of the College's leisure facilities – such as the onsite gym and swimming pool, and a variety of discounts at local shops and businesses.

The appointed person will be an employee of Eton College.

*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 checks with past employers and an Enhanced Disclosure from the Disclosure and Barring Service.*

*Please be aware, any offer of employment is contingent upon the completion of pre-employment checks, all of which must be considered satisfactory to the College. These checks will include:*

- *verification of your identity, which will include seeing a copy of your birth certificate;*
- *a child protection interview considered satisfactory to the College;*
- *verification of your medical fitness for the role by the College's medical adviser;*
- *confirmation from the National College for Teaching and Leadership that you are not subject to a prohibition order, or any other restriction on your ability to work in a management position*  
*verification of your right to work in the UK;*
- *a minimum of two written references which the College considers to be satisfactory – please be aware these will also be verified verbally with the referees;*
- *any further checks which the College deems necessary as a result of you having lived or worked outside of the UK, which may include overseas police checks;*
- *verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application;*
- *a clear check of the Children's Barred List; and*
- *an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the College considers to be satisfactory*

## How to Apply

For further information about the role please contact Jo Ogilvy or Alice Speers to arrange a confidential conversation at [oea@minervasearch.com](mailto:oea@minervasearch.com).

To apply for the role, please send a CV and covering letter to [oea@minervasearch.com](mailto:oea@minervasearch.com) by no later than the 28<sup>th</sup> of October 2021.

Early applications are welcomed.

## Process

Applications will be reviewed on an ongoing basis. Minerva will invite strong candidates for the role to have an interview, ahead of a review meeting with our client in the week of the 1<sup>st</sup> of November 2021.

Following this meeting, Minerva will inform you as to whether you are invited for a first round interview with the Selection Panel. These interviews will take place in the week of the 8<sup>th</sup> of November 2021.

Final interviews will take place in the week of the 22<sup>nd</sup> of November 2021, which will involve a range of people from the OEA and Eton.

References will be taken an appropriate stage in the process.