



Candidate information for  
**Director of Foundation**

**Hurst**





“Pupils of all ages appear happy, healthy and active and they are very positive about their school.”

Independent Schools Inspectorate

# Hello + Welcome



## Welcome from the Head of College

Hurst is a wonderful place to work. We have a clear sense of our educational values, which underpin our vision for the future. Our mission and purpose as staff is based on a wholehearted commitment to ensuring that every pupil experiences an outstanding all-round education. Through this educational experience we seek to prepare the children in our care for life beyond Hurst.

Our educational philosophy is about far more than just exam grades; a Hurst education is genuinely holistic and rounded. We believe that pupils develop through a full-on engagement with every aspect of school life, whether in the classroom, in boarding and day Houses, or in sports teams, choirs, orchestras, casts, activity sessions, DofE groups and so much more. As such we seek to recruit staff who not only buy into this culture, but who will be role models for the Hurst values in the way that they lead their own lives.

In the same way that we care about the personal development of every single pupil, we also care about the development - personal as well as professional - of every member of staff. This requires a significant degree of commitment, and it comes with huge rewards for those who embrace the challenge.

The Director of Foundation is a key appointment for us as we seek to further develop our alumni membership, engagement and fundraising activities. We are seeking a professional expert, with proven experience in this field, to work closely with me to set our future strategy and provide meaningful leadership to all aspects of the Hurst Foundation. If that appeals to you, then we would love to hear from you and I look forward to meeting you here at Hurst.

A handwritten signature in blue ink that reads "Dominic Mott". The signature is fluid and cursive, with a horizontal line underneath the name.

Dominic Mott

# An introduction to the College

Hurstpierpoint College is one of the country's leading HMC Co-educational schools and has a reputation for ensuring every pupil experiences an outstanding all-round education that prepares them for life.

The College comprises a Sixth Form, Senior School, Senior Prep and Junior Prep with 1,300 pupils in all. Over half the pupils in the Senior School are boarders (weekly or flexi). Hurst is a significant medium-sized enterprise in Mid Sussex with around 480 employees and an annual turnover of £35 million pa.

What particularly strikes visitors to the College is the vibrant dynamic of our community. Situated within a 140-acre campus, surrounded by beautiful countryside, Hurst lies on the border of the South Downs National Park, close to the village of Hurstpierpoint in West Sussex.

This superb location is also just 20 minutes from the city and beaches of Brighton and Hove, whilst London train stations can be reached from Hassocks or Haywards Heath in under an hour.

The central campus is thoughtfully laid out and planned with zones for the Academic, Co-Curricular and Pastoral areas of school life. These all lie at the centre of a superbly equipped broader campus.

Hurst has an excellent academic track record and the vast majority of pupils go on to Russell Group universities including Oxford, Cambridge, the various London Universities, as well as large numbers to Exeter, Bristol and Durham.

Founded in 1849 by Nathaniel Woodard, Hurst is a Church of England College. The Christian ethos underpins College life but we are a diverse community; we welcome those of other faiths, or no faith, and pursue an inclusive approach in all that we do.

The College is a Co-Sponsor, together with the Diocese of Chichester, of the newly formed Hurst Education Trust, a local Multi Academy Trust. The Trust currently has four local primary schools, although it is envisaged it will grow to over time.

## Superb facilities

The College has invested heavily in campus developments, including substantial new academic and sports facilities, in addition to an extensive programme of day and boarding house refurbishments.

In the last five years, major developments have included the New Bury Theatre which opened in 2018, Pelican House in 2020, two new science laboratories in 2021, a complete overhaul of the College's catering facilities - completed in 2022 - and an extension to Eagle House and refurbishment of Woodard House in 2023.

Construction is currently underway on a new swimming pool. Future planned developments include upgrading our boarding house facilities, alongside the continued programme of refurbishing the College's existing facilities.







# The Hurst Foundation

The Hurst Foundation was formed to act as an umbrella organisation for all alumni and stakeholders of Hurst.

This includes previous pupils known as 'Old Johnians' or 'OJs', current staff, former staff, governors, current parents and former parents as well as others whose lives have been involved in the school in some way. It exists to bring people together to act for the broader Hurst community and support both current and past students on their journey through Hurst and beyond.

The Foundation operates through an online platform, with some 3,000 active members and has become the home to alumni stories, College news, photos, archives, events and much more. It aims to provide relevant and useful resources to allow the support and values of Hurst to be extended to the wider community:

- **CONNECT** - refresh life-long friendships and make new connections; reminisce and share news via our online platform (hosted by ToucanTech).
- **COLLABORATE** - join a vibrant community, find out ways to work together to give back, inspire, enrich members' lives and widen access to the Hurst experience.
- **CELEBRATE** - get involved with our varied programme of events; make new friends, develop new skills, try new experiences and - most importantly - have fun along the way.

All Fifth Form and Upper Sixth leavers automatically become part of the Foundation in the form of an OJ and on graduating Hurst become members of the OJ Club, better known as 'The OJs'.

The club is the oldest school alumnus association in the country. Founded in 1877, the club is run by OJs for OJs. Its aim is to encourage and support a broad church of interests from professional to social, for new School Leavers or for individuals well into mid-life and beyond. The OJ Club works within the Hurst Foundation and has many alumni only groups and societies.

The Foundation is building momentum, including a comprehensive programme of events this year to mark the 175<sup>th</sup> Anniversary of Hurst's founding, but there is still a long way to go. We need to drive up membership and maximise engagement from alumni and former parents and staff, reaching out and connecting with the right groups of people and inspiring them to return to Hurst and contribute to College life.



House of Lords dinner event in London, 2023

Hurst Reunion event, 2023



## Director of Foundation

Reporting to: Head of College

Salary: Highly competitive, dependent upon skills and experience

Hours: Permanent, full-time

We are seeking to appoint an outstanding professional expert with a proven track record of success to join us in the new role of Director of Foundation, to set strategy with the Head of College and provide meaningful leadership to all aspects of The Hurst Foundation. This will include: all alumni relations and engagement, OJ activities, events, communications, merchandise and services, raising funds for our bursarial endowment and capital projects and providing oversight and leadership to the archives.

The Hurst Foundation team currently comprises one full-time and two part-time employees, who are responsible for writing news articles for the website, creating monthly digital newsletters and emails, refreshing our social media, managing the organisation and publicity of events, data, and an annual alumni magazine. The Registrar/Foundation Lead also plays a key role in helping to forge links with OJs, as well as former parents and staff.



# The person and skills

The successful candidate will be a key player in the life and future success of Hurst. The Director will have a high profile and carry significant responsibilities.

## Essential experience, skills and qualities

Outstanding track record of success in alumni relations and fundraising.

Proven ability to lead, direct, motivate and enthuse colleagues to strive towards innovation, best practice and achievement at the highest level.

Persuasive, inspiring, and credible communicator, with the ability to develop effective relationships with a wide range of stakeholders.

Strong drive, energy, passion and resourcefulness to deliver outstanding results.

High level of commercial and financial awareness.

Committed to understanding Hurst's tradition and heraldry and the desire to play a significant role now and in Hurst's future success.

## Desirable qualities

A background of fundraising within the education sector.

An education to degree level or equivalent.



2020 Leavers' River Cruise, 2021





# Role Duties & Responsibilities

## Strategy

Collaborate with the Head of College, Chief Financial Officer, Senior Management Team, President of the OJ Club, Council and colleagues to develop and deliver a Foundation Strategy in line with the College's 5-year strategic development plan and the Hurst Strategic Vision.

Continually review plans and report on progress to the Head of College, Council and Governor committees, providing relevant information and analysis in respect of strategy, targets, progress, practices and making sound projections on future initiatives, attending meetings as required.

## Leadership & Management

Lead all aspects of the Hurst Foundation, providing clear direction to colleagues, ensuring that clear objectives are set and outcomes evaluated. Empower, motivate and enthuse all colleagues to strive towards innovation, best practice and achievement at the highest level.

Manage the Hurst Foundation budget, ensuring that the programme of events is impactful and delivers success. Ensure that fundraising campaigns achieve their strategic objectives and specific targets, by developing and executing appropriate and timely plans.

## Fundraising Activities

Direct all fundraising activities in support of the Hurst Foundation, leading, managing and supporting the fundraising activities of senior leaders, staff and volunteers.

Develop fundraising strategies in respect of major gifts, regular giving, legacies and trusts and foundations.

Support fundraising strategy through the implementation of strong support systems, policies and day-to-day practices maintaining the highest levels of fundraising practice. Ensure that all necessary policies, practices and protocols are in place and regularly reviewed to ensure compliance with current legislation and best practice within the realm of fundraising.



# Role Duties & Responsibilities

## Communications

Work closely with the Marketing team and have oversight of all Foundation publications and support materials, including the Hurst Foundation annual Magazine.

Build positive relationships and maintain effective communications with all stakeholders, increasing awareness of Foundation strategy, updating progress towards goals and recognising the impact of alumni support.



Hurst Reunion event, 2023



House of Lords dinner event in London, 2023





## Your benefits



Membership of the College's contributory pension scheme with The Pensions Trust. The College will double the employee's pension contribution up to 7.5% (i.e. the maximum total contributions will be 22.5%).

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Free dining and refreshment facilities during term time.

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Extensive professional development programmes, together with career opportunities across the College and Hurst Education Trust.

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Free use of extensive sports and leisure facilities.

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Comprehensive health and wellbeing offering including an on-site mind clinic, wellbeing MOTs, Employee Assistance Programme and Chaplaincy.

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Contributory BUPA Health Insurance.

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Cycle to work scheme.

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Social Calendar of events.

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Free on-site parking.

## How to apply



### The application process

Interested candidates should submit a covering letter, CV and application form to [recruitment@hppc.co.uk](mailto:recruitment@hppc.co.uk)

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For further information, or an informal discussion, please contact Sue Steele, Foundation Executive at [sue.steele@hppc.co.uk](mailto:sue.steele@hppc.co.uk)

### Safeguarding and equal opportunities

Hurst is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the College's pre-employment medical question, relevant original ID documentation and examination certificates. The College understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim. Our full equal opportunities policy is available in the Policy documents section of our website.

## Information



### Further information

For further information please see our website at [hppc.co.uk/work-with-us](http://hppc.co.uk/work-with-us)

### Terms and conditions

The salary will be competitive and reflect the importance of the role as well as the experience and qualifications of the successful candidate.

Applications will be considered as they are received.



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