

Job Description

Community Affairs Officer

ABOUT US

We are Learners, Connectors and Changemakers

At Wellington College China, we offer a pioneering education to serve and help shape a better world. We inspire our children to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world.

The Wellington College, United Kingdom (TWC)

Wellington College in England was founded by Queen Victoria in 1859 as a national monument to Britain's most renowned military figure, the Duke of Wellington. Over 160 years later, the College is one of the most respected schools in the United Kingdom and one of its greatest educational institutions – pioneering, innovating, and transforming education for girls and boys.

Wellington College China (WCC)

Wellington College China (WCC) was established in 2009 and is the exclusive partner of The Wellington College (TWC) in China. WCC has established three premium international schools under the Wellington brand, three private Hiba Academies and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington International schools teach a curriculum based on the English National Curriculum, while Hiba Academies combine the best of the British and Chinese education systems for Chinese pupils aged 2–18.

Kindness Responsibility Respect Courage Integrity

Together our schools serve more than 5,000 pupils and employ over 1,200 staff, of whom approximately 60% are Chinese. Over the past 14 years, WCC has accumulated a wealth of experience in school establishment, campus construction, operation and management, talent development, curriculum design and teaching provision.

School Introduction

Wellington College China is a partner of Wellington College in England. It has three schools in Shanghai, all close to each other, not far from the heart of this exciting, international city. Our schools provide an outstanding education for more than 5,000 local and international pupils aged between 2 and 18. Wellington College China are also winners of the HR Asia Best Employers to work for Award, 2020, 2021, 2022 and 2023.

Hiba Academy Shanghai (formerly Huili School Shanghai) is Wellington's bilingual school for Chinese pupils, which opened in August 2018. There are now more than 1,400 pupils in Hiba Academy Shanghai (Early Years 1-4 and Grades 1-12). The school is offering IGCSEs and the IBDP in the high school to help pupils apply to overseas universities.

We are dedicated to connecting the educational excellence of the East and West to create a pupil-centric, bilingual and bicultural learning experience. We are committed to inspiring our pupils to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world. This approach is based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishing the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the school.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development. Half of our teachers join us from abroad and half are Chinese nationals already living in China. It is our desire to instil in every pupil our five core values: courage, integrity, respect, kindness, and responsibility.

Wellington College China Schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.

Working for Wellington College China

WCC is an inclusive community of unique individuals with passion, integrity and a commitment to each other. Grounded in the Wellington Values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together. We empower our employees to grow, with a confidence that inspires our colleagues, opens new opportunities and adds real value to everything we do.

At Wellington, we are our people, and we pride ourselves on the care and opportunities we provide to our employees. Over 50% of our most senior leaders are promoted internally, and over 70% are female. We offer an exceptional range of learning and development opportunities. These include our internal and external coaching programmes, the WCC High Potential Leadership Programme and a wide range of academic and non-academic training courses designed to take employees through to middle leadership, senior leadership and beyond. To view our full directory of learning and development opportunities, please see the [WCC Course Directory](#).

Wellington College China has been awarded the HR Asia ‘Best Companies to Work for in Asia’ Award for 3 years running.



小班化授课、
合理分配时间的优质学校
Premium school with small
class sizes and generous
non-contact time



个性化的
职业发展
Personalised professional
development pathways



HR Asia 2020 至 2022
“亚洲最佳企业雇主”
HR Asia's best company
to work for in Asia 2020 -2022



富有竞争力的
薪酬福利
Competitive salary
and benefits

Role Description

JOB TITLE

Community Affairs Officer

DEPARTMENT

Master's Office

LOCATION

Shanghai

LINE MANAGEMENT

Community Affairs Manager

OBJECTIVES

The role of this post is to enhance Hiba Shanghai's community development and connection through the operations of the Hiba Shanghai Education Development Foundation, alumni network and other cross-department programmes.

KEY RESPONSIBILITIES

HIBA SHANGHAI EDUCATION DEVELOPMENT FOUNDATION

- Support the strategic development of the foundation in target setting, operations and compliance.
- Actively reach out to the Hiba Shanghai community to raise the foundation's awareness and positive influence.
- Establish and maintain strong relationships with key stakeholders, including parents, local businesses and community leaders.
- Plan and explore innovative channels or projects to attract more donations, and ensure the key performance indicators, including the annual fundraising, donor increase, donor retention rate and event success rate targets, are met.
- Handle enquiries from the community regarding the foundation; ensure all donation documents are properly collected and archived.
- Maintain an up-to-date donation database and keep regular contact with both current and potential donors.
- Conduct annual surveys and data analysis to understand their needs for better donor service.
- Coordinate with both internal and external stakeholders to conduct charity projects, track project progress and take records in line with the regulatory requirements.
- Recruit and manage volunteers to support fundraising events and projects when applicable.
- Provide administrative support on legal board meetings, annual reviews, work reports, workshops, thank you events, information disclosure and other events applicable.
- Review and update operation procedures and policies regularly to ensure a compliant approach is implemented.
- Perform day-to-day work such as report and document writing, presentation, filing, mailing and etc.

KEY RESPONSIBILITIES

CROSS-DEPARTMENT COLLABORATIONS

- Work closely with Higher Education and Careers team (HE) to implement alumni programme; act as point of contact of alumni communications to foster positive relationships and strengthen the community network.
- Collaborate and liaise with HE, Central Office (CO) and/or other departments, to execute alumni events on logistics arrangements, communication materials and evaluations.
- Maintain an updated alumni database on We.Connect with accurate contact details and careers information; support HE Director to explore mentorship, internship and employment opportunities for alumni.
- Provide admin support to Co-Curricular Activities (CCA) team including late pickup duty, registration system setup, contract preparation and parent/vendor event support when needed.
- Support the routine operations of the Master's Office.
- Any other tasks assigned by the line manager.

BASIC QUALIFICATION

- Bachelor's degree or above in relevant subject areas.
- Proficient in oral and written Chinese and English.

EXPERIENCE

- A minimum of 3-year related working experience.
- Excellent relationships with both internal/external parties.
- Experience in fundraising is preferred.

EXPERTISE

- Excellent communication, relationship-building, and teamwork skills.
- Quick learner, well organised and capable of multitasking.
- Technical proficiency in data analysis and ability to prepare reports in Office applications.

PREFERRED APTITUDES

- High level of integrity and honesty.
- Proactive mindset to constantly strive for excellence.
- Creative and able to turn ideas into action.
- Passion for the education industry or charity
- Experience in marketing is a plus.

As an employer of choice, Wellington College China is committed to making professional learning and personal development central to its ethos and approach. WCC fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the Group.

从心, 致远。 Be You. Be More.