



*Maritzburg College, the Maritzburg College Old Boys' Association and the Maritzburg College Foundation*

## *Exciting Employment Opportunity:* **College Multifaceted Ambassador**

“College Business”, comprising of the Maritzburg College Old Boys’ Association, the College Foundation and Maritzburg College (school), is excited to open applications for a key member of the College Community serving as an Ambassador, and servicing into all three key stakeholders.

This is a diverse and varied role which requires excellent organisation skills, the ability to build relationships and to manage demands from multiple stakeholders in a way that is equitable to all and for the benefit of all stakeholders. It is not a full-time position, but the candidate would be required to work unusual “shifts” to facilitate the requirements of the position.

### **What type of person do we want?**

#### ***We need you:***

1. to be a great ‘People Person’.
2. to be an “all-rounder” with the ability to run events that draw participation via your energy, raise funds from appropriate stakeholders and drive recruitment, particularly for full fee-paying boarders.
3. to have lots of positive energy and the ability to communicate well online but more critically in person, and to crystallise long enduring relationships.
4. to manage your time well with a focus always on your set Key Performance Indicators (KPI).
5. to be a team player in a growing team that has diverse reporting lines and at times will have differing reporting managers driving the resources.
6. to be task oriented with a “can-do” attitude, able to “get stuck in” to ensure things get done on time (a completer-finisher that ‘owns and does not delegate workload’).
7. to be generous with your time; many events take place over weekends and meetings are often outside of standard working hours.
8. to be able to work remotely and to travel; Pretoria, Johannesburg, Durban, and Cape Town.

### **Essential**

1. You are a College Old Boy demonstrating loyal and long service to all stakeholders of College.
2. Experience and the acceptance, which includes the trust, of all stakeholders, funding this role.
3. A proven track record of overseeing an alumni association with tangible evidence of securing subs from members.
4. A proven record of relationships with a wide audience, particularly of farmers, in the wide College Community (Old boys and Past Parents).
5. An ability and track record, of raising funds or securing donations.
6. An ability to run meetings and secure actions from outcomes of such meetings.
7. A track record of being a ‘College Citizen’ for which limited negative or extreme views circulate in and around the “College” operating environment.
8. A level-headed, calm, understanding and caring demeanour recognised by all stakeholders and demonstrated by awards from such stakeholders that talk into; service, unfailing commitment, and passion/support of “College”.
9. An ability to talk: Zulu, English and Afrikaans in order to engage with all stakeholders of all races and engage with stakeholders of all ages.
10. Tertiary qualification of some kind with transferable skills to this role.
11. Experience in running a business for over 20 years.



## **Maritzburg College, the Maritzburg College Old Boys' Association and the Maritzburg College Foundation**

### **Desirable**

1. Ability to run meetings, take minutes and chase action owners.
2. An ability to take instructions from multiple stakeholders and ensure limited conflict where such instructions may not align or be congruent but always delivering to stakeholder needs.
3. Project Management experience or the likes i.e. Change Management and roll out of change to Business as Usual with effective operating models.
4. Ability to use technology including:
  1. WhatsApp
  2. Zoom
  3. Alumni platforms (e.g. Graduway)
  4. Microsoft Office suite (Word / Excel and PowerPoint)
5. Ability to create presentations.

### **Remuneration and benefits**

- This is to be funded by College Business.
- Annual performance appraisal and salary increase may be awarded.
- Requirement to “Work from Home” but to also attend team meetings at Maritzburg College once a week (unless travelling) and to be in the office for most of that day.
- 21 days' annual leave.
- A laptop and cell-phone will be provided.
- Travel Costs will be covered but must be pre-approved.

### **Timeline**

- All applications must be submitted before 15 May 2024.
- Interviews will take place in the last week of May 2024.
- Appointment to be made in early June with an “as soon as possible” start date.

### **How to Apply**

- Click on the following link to apply using our online form, follow the prompts to attach your CV and cover letter <https://www.surveymonkey.com/r/JL73W96>

For more information on Maritzburg College and its associated bodies, please visit our website

[www.maritzburgcollege.co.za](http://www.maritzburgcollege.co.za)