

Michaelhouse Vacancy



MICHAELHOUSE

OLD BOYS' CLUB OPERATIONS & PROJECTS COORDINATOR MICHAELHOUSE OLD BOYS' CLUB

Founded in 1896 and set in the KwaZulu-Natal Midlands, Michaelhouse is a leading Anglican Independent senior Boarding School for boys from Grade 8 to Grade 12.

The Michaelhouse Old Boys' Club plays an important role in supporting the ongoing connection between Old Boys and the school community, while developing initiatives that strengthen engagement and sustainability for the Club.

We are seeking an organised and proactive individual to assist with the coordination and delivery of several key operational initiatives during a transitional period for the Club.

This fixed-term role will focus primarily on project coordination and operational support across a number of current Club initiatives. The successful candidate will work closely with the President, President-Elect and Associate Director, while collaborating on a day-to-day basis with the Club Administrator, Friendraiser, and Club Treasurer, as well as the broader volunteer leadership structures of the Club.

This position offers a unique opportunity to work closely with the Michaelhouse Old Boys' Club and contribute to initiatives supporting the broader Michaelhouse community.

KEY RESPONSIBILITIES:

Project Coordination and Management

Assist in coordinating and delivering a number of key initiatives currently underway within the Old Boys' Club, including:

- The Meadows merchandise range
- The Mangoes (Old Boys' Club commercial initiative)
- The implementation and coordination of a new income-generating initiative for the Club

Operational Support

Assist in ensuring the smooth running of ongoing Club projects by:

- Working closely with the Club Administrator and Friendraiser on operational coordination
- Assisting with planning, communication, and project follow-through
- Helping ensure that agreed objectives and timelines are achieved

Additional Responsibilities

- Supporting additional initiatives that may arise during the contract period
- Working on the Michaelhouse property and being present as required for operational support

QUALIFICATIONS, EDUCATION & TRAINING:

- A relevant tertiary qualification would be advantageous.
- Additional training or experience in project coordination/ management, marketing, events, fundraising, or operations would be beneficial.

KNOWLEDGE & EXPERIENCE:

- Experience in project coordination or project management
- Exposure to marketing, fundraising, events, or operational management
- Experience working within small teams or collaborative environments
- Experience engaging with multiple stakeholders, including volunteers or committees, would be advantageous.

SKILLS & ABILITIES:

- Highly organised with strong attention to detail
- Strong project coordination and time-management skills
- Proactive with the ability to drive projects forward independently
- Strong communication and relationship-building abilities
- Comfortable working with both staff and volunteer leadership structures
- Able to manage multiple priorities in a dynamic working environment

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IMPORTANT CONDITIONS:

- Contract type: Fixed term contract (5 months)
- Contract Period: July – November 2026
- Working hours: The role is full-time. Hours are flexible/ open for discussion. Core working hours for Administrative staff are usually 07h30 – 16h00.
- Location: The role will be based on the Michaelhouse property/ office based.
- Leave 1.75 days accrued per month.
- This is **not** a residential position. Applicants must reside within reasonable commuting distance of Michaelhouse and have reliable transport.

To Apply: Complete the online application form at: <https://forms.gle/hpva2BzoHVdV8N9a8>
In addition, email your motivation letter **AND** a detailed CV to careers@michaelhouse.org

Closing date for applications: 07 APRIL 2026

Note: Please reference the job title “OBC PROJECTS FTC” in the subject of your email for ease of reference.

Only shortlisted candidates will be contacted. Submission of an application does not guarantee an interview.
Michaelhouse reserves the right not to fill this position.

Michaelhouse is committed to transformation. In line with our Employment Equity Plan, preference may be given to candidates from designated groups.

POPIA Disclaimer: Michaelhouse is committed to protecting the confidentiality of all personal information. By applying for this position, you consent to your personal information being used for recruitment purposes related to this role and any future opportunities, in accordance with the Protection of Personal Information Act.