

JOB DESCRIPTION	
JOB TITLE	Alumni Development Officer
REPORTING LINE	Head of Careers
KEY INTERNAL CONTACTS	Students, Employability Team, Academics, Head of Marketing, Academic Lead (Employability), Head of Employer Engagement and Academic Director (Quality and Employability)
KEY EXTERNAL CONTACTS	Alumni and graduate employers
OVERALL JOB PURPOSE	<p>To establish, launch and develop ARUL's new alumni hub, with a focus on:</p> <ul style="list-style-type: none"> • establishing an alumni network, community and services for mutual benefit to alumni and students; • supporting our alumni who have not yet progressed into a graduate role or postgraduate study to do so by providing high-quality careers training, advice and coaching; • providing inspiration to students and potential students via recent, relatable and diverse role models from our alumni community in graduate employment and/ or postgraduate study; and • increasing alumni engagement with ARUL and building our new friend-raising activity (rather than fundraising) to make a positive impact to students' lives.
KEY RESPONSIBILITIES	<p>Alumni Engagement:</p> <ul style="list-style-type: none"> • Build and maintain relationships with our alumni, creating and fostering a thriving community • Communicate with our alumni via a range of media • Advertise internships and job opportunities for alumni • Support our alumni who have not yet progressed into a graduate role or postgraduate study to do so by providing high-quality careers training, advice and coaching • Work with the Employability Team and other ARUL colleagues to effectively establish, promote and deliver an annual programme of alumni engagement activity • Liaise with external contacts/ employers, as directed by the Head of Employer Engagement • Work with the Head of Marketing for effective communications with alumni • Organise online and face-to-face alumni events • Raise awareness of alumni activity across ARUL staff and the opportunities presented from increased

	<p>alumni engagement</p> <p>Student support:</p> <ul style="list-style-type: none"> • Share inspirational and success stories from alumni who have progressed to graduate employment, postgraduate study and leadership roles with our students, potential students and beyond • Facilitate the development of alumni career planning skills through the delivery of sessions and signposting to online resources • Encourage alumni to give time to ARUL by providing students with mentoring support and guidance regarding accessing graduate employment and/ or postgraduate study; and providing case studies • Raise awareness within the student body of alumni activity and the benefits of alumni membership <p>Administration and data management:</p> <ul style="list-style-type: none"> • Establish and maintain an alumni database, in order to increase our alumni contacts • Oversee membership communications, including opting-in, managing communication preferences, ensuring excellence in customer service and updating contact information • Track careers destinations of alumni to support careers information for students • Establish and maintain our online alumni presence through various social media channels • Good IT skills to enable accurate communication, digital record keeping and data management • Work with Employability Team to provide effective administrative support for events and activities focused on careers and employability • Produce reports to track and analyse alumni engagement and student engagement with alumni • Ensure clear success measures and KPIs are in place for communications and engagement, monitoring and evaluating performance on a regular basis • Ensure that systems and processes used to capture data and record engagement are GDPR compliant <p>Employer engagement:</p> <ul style="list-style-type: none"> • Liaise with external contacts/ employers, as directed by the Head of Employer Engagement
EDUCATIONAL REQUIREMENTS	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • 5 GCSEs grades A – C or equivalent, including English • Honours degree

	DESIRABLE <ul style="list-style-type: none"> • Master's degree
EXPERIENCE REQUIREMENTS	ESSENTIAL <ul style="list-style-type: none"> • Employability and/ or careers experience • Experience of working in an alumni organisation environment and increasing alumni engagement DESIRABLE <ul style="list-style-type: none"> • Experience of working in a post-92 HE environment
KNOWLEDGE/SKILLS	ESSENTIAL <ul style="list-style-type: none"> • Excellent knowledge of employability/ careers and alumni engagement and services • Excellent administrative and IT skills to enable accurate communication, digital record keeping and data management • Excellent knowledge of data protection and customer relationship management • Excellent interpersonal and communication skills • Professional and well organised, with excellent attention to detail and a flexible approach to work • Ability to work effectively as an individual and as part of a team • Student-centred approach, with enthusiasm for transformative higher education • Ability to address priorities and meet deadlines • Ability to work collaboratively with team members across the university to make connections with alumni and develop and enhance our alumni services
OTHER	ESSENTIAL <ul style="list-style-type: none"> • A positive approach, always looking for the potential in each student • Willingness to travel between ARUL locations • Good understanding of and commitment to equality and diversity • Adaptability and flexibility to cover events and activities during evenings and Saturdays on occasions • Commitment to comply with Health and Safety regulations and ARUL Policies and Procedures • Commitment to comply with Data Protections Act 2018 and GDPR principles/requirements