



October 2020

Alumni & Networks Officer Position

Thank you for your interest in the Alumni & Networks Officer post. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail:

Email: HRMailbox@westdean.ac.uk

Closing Date: Sunday 18th October

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks, please assume that your application has been unsuccessful on this occasion.



JOB DESCRIPTION

JOB TITLE	Alumni & Networks Officer (0.6FTE)
SALARY	£25,000 FTE
BUSINESS AREA	Student Recruitment & External Engagement
LOCATION	West Dean College of Arts and Conservation with potential home working (TBC)
RESPONSIBLE TO	Student Funding & Outreach Manager

MAIN RESPONSIBILITIES

- Implementing an Alumni & Networks strategy, under the direction of the Student Funding & Outreach Manager, for external engagement with alumni and other stakeholders to support the promotion of the College's work and reputation;
- Developing and delivering events and communications in support of the new Alumni & Networks strategy;
- Overseeing the transition and consolidation of existing membership schemes into the new strategy as required.

GENERAL DUTIES & RESPONSIBILITIES

Strategy

- Implement the strategy with alumni and other stakeholders and undertake ongoing monitoring and evaluation of effectiveness of the approach.

Alumni & Stakeholder Events and Activities.

- Work with the Student Funding & Outreach Manager and relevant staff from the academic schools to design, plan, promote and deliver an annual programme of high quality activities and events to support the Alumni and Networks strategy and optimise engagement within this group. This will include:
 - Developing and implementing a range of targeted opportunities for alumni to engage with the College including through opportunities for professional networking and CPD



- Develop opportunities for alumni and wider professional networks to contribute to the promotion and reputation building of the College such as attending open days, giving talks, mentoring students and representing college at key events in the UK.
- Developing and implementing activities to help raise the profile of the alumni programme with current or prospective College students.
- Carry out post-event evaluation, compiling reports and photos, and database follow-up in a timely fashion.
- Represent the College at external events, including relevant networking groups.
- Work with the Product and Enterprise Manager to inform the development of appropriate products to support alumni and network engagement.

Communications

- Work with the Student Funding & Outreach Manager and Digital Media Officers to develop and deliver a communications programme in support of the Alumni & Networks strategy, across both printed media and digital platforms.
- Manage communication around events and activity information for the network.
- Create and maintain systems and processes for contact with and between alumni.
- Maintain and keep alumni and network sections of the College website up-to-date.

General

- Process any financial administration as necessary i.e. invoices, purchase orders etc.
- Act as a first point of contact for all College alumni and network enquiries.
- To engage in professional development and training as agreed with the Student Funding & Outreach Manager.
- Undertake any other duties as may be reasonably requested.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

This job description is subject to regular review in consultation with the post holder.



PERSON SPECIFICATION

Experience

Experience of working in a HE environment	Desirable
Experience of managing projects from conception to completion	Essential
Event coordination experience	Essential
An awareness of evaluation methods and processes and an ability to produce relevant reports summarising results and making recommendations	Desirable

Education / Qualification

Educated to degree level or equivalent professional qualification, ideally in journalism or marketing	Essential (Subject criteria desirable)
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Skills and Knowledge

Ability to communicate with a wide range of people across a wide range of mediums in order to influence and build networks	Essential
Outstanding interpersonal skills to build close working relationships internally and externally	Essential
Excellent presentation skills and a creative approach to developing and delivering engaging presentations.	Essential
Excellent communication skills, both written and verbal	Essential
Excellent organisational and administrative skills	Essential
A creative and energetic approach to work	Essential
An ability to work collaboratively as part of a team to meet shared objectives	Essential
Excellent IT skills to support efficient communication, organisation and recording of information	Essential
Maintain receptiveness to new ideas and approaches.	Essential



ALUMNI & NETWORKS OFFICER

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	1 x Permanent Part Time Contract.
Duties:	As attached job description.
Salary:	£25,000 per annum (£15,000 pro rata).
Hours:	21 hours per week (0.6 FTE).
Place of Work:	West Dean College and home working where possible.
Holidays:	33 days per holiday year (20 days pro rata) (1 October to 30 September) inclusive of Bank Holidays.
Sickness:	10 days in any consecutive twelve month period (Full Time Equivalent), or longer period at the Foundation's discretion.
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College.