

Job Description

Position:	Alumni Officer
Service:	Jobs for Students Team
Reference:	0240-26
Grade:	6
Status:	Permanent
Hours:	Full Time
Reporting to:	Director of Jobs for Students

Main Function of the Position:

The Alumni Officer will play a key role in strengthening engagement between the University, its graduates, employers and current students. Working within the Jobs for Students Team, the postholder will develop and deliver alumni-focused initiatives that enhance graduate outcomes, increase alumni participation in careers activities and strengthen relationships with employers, particularly those with alumni connections.

The role will focus on alumni communications, networking and mentoring opportunities, graduate destination initiatives, and employer engagement activities that support student and graduate employability.

The postholder will work collaboratively across the University, including with alumni relations, academic schools and external partners, to create meaningful opportunities that benefit students, graduates, alumni and employers.

Principal Duties and Responsibilities:

- Develop and implement targeted communications to engage alumni in careers and employability activities.
- Create compelling content for email campaigns, newsletters, social media, websites and promotional materials.
- Build and maintain alumni networks that support student and graduate career development.
- Encourage alumni participation in mentoring programmes, guest speaking opportunities, networking events, careers fairs and industry panels.
- Promote alumni success stories and career journeys to inspire current students and recent graduates.
- Maintain accurate alumni engagement records and contribute to data management processes in line with relevant legislation and university policies.
- Support initiatives designed to improve graduate employment outcomes and career progression.

- Analyse graduate outcome data and alumni feedback to identify trends and opportunities for service improvement.
- Develop interventions and engagement activities aimed at supporting recent graduates in securing positive career outcomes.
- Collaborate with the Jobs for Students Team and academic departments to enhance employability provision informed by alumni insights.
- Monitor and evaluate the impact of alumni engagement activities on student employability and graduate success.
- Develop and maintain relationships with employers who are alumni and those with strong links to the University.
- Identify opportunities for alumni employers to provide placements, internships, graduate roles, mentoring, project work and networking opportunities.
- Act as a key point of contact for alumni employers seeking to engage with the University.
- Plan, coordinate and deliver alumni-focused careers events, networking activities, employer panels, webinars and mentoring initiatives.
- Support both virtual and in-person engagement activities.
- Evaluate participation and outcomes, producing reports and recommendations for future development.
- Work collaboratively with internal stakeholders to maximise attendance, engagement, and impact.
- Contribute to cross-university projects aimed at strengthening graduate success and alumni engagement.
- Ensure compliance with university policies, procedures and relevant legislation, including GDPR.
- Contribute to service planning, reporting and continuous improvement activities.
- Maintain knowledge of graduate employment trends, labour market intelligence and best practice in alumni engagement.
- Undertake other duties commensurate with the grade and nature of the post.
- Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
- Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

- Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the position holder.

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

Please note that this appointment is subject to Disclosure and Barring Clearance.

Person Specification

Position: Alumni Officer		Reference: 0240-26	
School/Service Jobs for Students Team		Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Educated to degree level standard, or equivalent relevant experience	Priority 1	Application Form/ Documentation
2	Skills / Knowledge		
2 a)	Knowledge of higher education with a particular focus on alumni engagement and stakeholder management.	Priority 1	Application Form/Interview
2 b)	Credible written and verbal communication skills to engage and influence a range of internal and external contacts.	Priority 1	Application Form/Interview
2 c)	Able to manage multiple priorities and meet deadlines.	Priority 1	Application Form/Interview
2 d)	Able to design and deliver in-person and online activities that will engage.	Priority 1	Application Form/Interview/ Task
2 e)	Project management skills, working within budgets and timescales to deliver impact and measurable outcomes	Priority 1	Application Form/Interview
2 f)	Able to demonstrate strong networking skills to facilitate the development of effective working relationships both internally and externally	Priority 1	Application Form/Interview
2 g)	Analytical skills with the ability to interpret data and identify trends.	Priority 1	Application Form/Interview
2 h)	Knowledge of graduate outcomes data and employability metrics.	Priority 2	Application Form/Interview
3	Experience		
3 a)	Experience of successfully coordinating and/or managing student/employer related events, workshops and activities	Priority 1	Application Form/Interview
3 b)	Experience of producing engaging communications across a range of channels.	Priority 1	Application Form/Interview/ Task
3 c)	Experience of evaluating the impact of services and events and the experience of clients and participants	Priority 1	Application Form/Interview
3 d)	Experience of working with external organisations, employers, alumni or similar stakeholder groups.	Priority 1	Application Form/Interview
3 e)	Experience of analysing data and producing reports to inform decision-making.	Priority 1	Application Form/Interview
3 f)	Experience of using CRM or database systems to manage relationships and communications.	Priority 1	Application Form/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Able to work effectively on own and without supervision and also work collaboratively as part of a team.	Priority 1	Interview
4 c)	Efficient and well organised	Priority 1	Interview
4 d)	Able to work under pressure and meet deadlines	Priority 1	Interview
5	Other		

5 a)	Willing to work flexibly in order to meet the needs of the service and to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity Awareness of the principles of the Health and Safety, Data Protection Act Freedom of Information Act, and the Bribery Act	Priority 1	Interview

Note:

1. Priority 1 indicates essential criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. Priority 2 indicates desirable criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current.
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required