**Part-time alumni relations officer**

**12 hours per week**

**Flexible, remote working**

**Starting ASAP**

**Salary £10 per hour**

Are you super-organised, enthusiastic and proactive, with excellent communication and interpersonal skills? Are you looking for a new challenge where you will have an opportunity to meet a wide range of people?

We seek to appoint a highly motivated individual for this varied role supporting a range of alumni relations activities. Working closely with the fundraising co-ordinator, the post-holder will build awareness, involvement and ultimately support by coordinating engagement activities of value to alumni throughout their lives. He or she will work collaboratively with colleagues to administer communications, events and programmes to benefit this stakeholder group.

Responsibilities include dealing with day-to-day alumni enquiries and administration, sourcing and managing content and membership of our alumni platform, HasmoneanConnect, running social media campaigns, building a programme for students transitioning to the alumni community and co-ordinating a mentoring programme.

Your profile

The successful candidate will be an organised, enthusiastic and confident team player with a good understanding of alumni relations and associated benefits both for graduates and the Trust. A strong, creative communicator who enjoys building relationships and harnessing the power of social media platforms. Excellent IT skills are a must and experience of working in alumni relations or at a membership organisation would be advantageous. Applications from Hasmonean alumni would be particularly welcomed.

Letters of application should be addressed to Mrs D Murray c/o Ms J Grant [j.grant@hasmonean.co.uk](mailto:j.grant@hasmonean.co.uk)

The letter should detail how your experience to date has prepared you for this post, what skills you have which would enable you to fulfil the role and what you would plan to achieve. The letter should be no longer than one side of A4 and written in Calibri Font 11.

The staff at Hasmonean come from a variety of religious and ethnic backgrounds. Visit our web site for an application form and for more information about the school [www.hasmoneanmat.org.uk](http://www.hasmoneanmat.org.uk)

**Closing date for applications Monday 25th January 2021**

We reserve the right to interview and appoint before the closing date:

The appointment is subject to an enhanced DBS clearance.

The school is committed to safeguarding and promoting the welfare of children and young people.