**Job description**

**Job Title:** Alumni relations officer – Hasmonean Multi Academy Trust

**Responsible to:** Fundraising co-ordinator

**Responsible for:** Alumni relations support

**Working Time:** Part time, 12 hours per week over 3 days

**Salary:** £10 per hour

**Disclosure Level:**Enhanced

**Purpose of post**

The alumni relations officer will work as part of a small team to build and maintain meaningful relationships with Hasmonean alumni across the globe.

**Duties / Responsibilities**

**Support the fundraising co-ordinator by:**

* Maintaining the growing alumni database and ensuring data use is accurate and compliant with current regulations
* Communicating with former pupils in the UK and internationally and contributing to alumni networking opportunities
* Acting as an ambassador for Hasmonean, handling all enquiries in a professional manner
* Co-ordinating regular online news digests for alumni, including gathering news and articles for our HasmoneanConnect alumni platform
* Creating an online archive of Hasmonean photographs and documents
* Creating and executing social media campaigns to keep in touch with alumni
* Assisting colleagues seeking to engage with alumni, ensuring that all communications are of high quality and GDPR compliant
* Co-ordinating mentoring opportunities for students and alumni
* Developing a transition programme for Hasmonean Sixth Form students who will become the next generation of alumni
* Other tasks as necessary within the scope of the role to contribute to the Trust’s strategic development.

**Skills:**

* Excellent communication skills
* Industrious and creative
* Able to work with data
* Familiar with using social media platforms
* Able to work independently and as part of a team

**NOTES:** This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the CEO. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Person specification:**

**Alumni relations officer**

The post demands strong interpersonal skills and initiative to seek out and begin engaging with alumni within current data protection guidelines.

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|  | **Essential criteria** | **Desirable criteria** |
| **Education,** **training &** **qualifications**  | Maths and English GCSE/O-Level, or equivalent (‘C’ grade or above) |  |
| **Skills & abilities**  | * Excellent IT skills including MS Office.
* Excellent interpersonal skills; able to communicate effectively.
* Excellent organisational skills enabling planning, building efficient work processes and working to deadlines.
* Good analytical ability and problem solving skills.
* Ability to work on own initiative and prioritise workload.
* Ability to work remotely as part of a team.
 | Experience of using database packages.  |
| **Experience & knowledge**  | An understanding of and ability to work within statutory data regulations. | * Experience of working in alumni relations or at a membership organisation.
* Experience of working in the non-profit or education sector.
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| **Core qualities** | * Excellent communicator
* Can build and maintain effective relationships
* Self-motivated
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| **Other requirements**  | Suitable to work with children |  |