**Job description**

***Job Title:*** Alumni researcher

***Responsible to:*** Fundraising co-ordinator

***Responsible for:*** Research

***Working Time:*** Part time, flexible – 4 hours per week for 6 months

***Salary:*** £10 per hour

***Disclosure Level:*** Enhanced

**PURPOSE OF POST:**

The researcher will work as part of a team to find those alumni with whom the schools have lost touch, to reach out to them to register as alumni and to increase the extent of the alumni database. The ultimate aim is to re-engage with all Hasmonean alumni across the world and build our ongoing relationships with them.

**Duties / Responsibilities**

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

* Familiarisation with current HasmoneanConnect database, other available resources, the schools’ social media platforms and with our data protection guidelines
* Building a comprehensive list of individuals to contact and working with the team to avoid duplication
* Calling/emailing/messaging personal and referred contacts including friends, family and colleagues and inviting them to register as an alumnus, ensuring consent is accurately recorded.
* Formulating a script/questions to ask contacts, for example which social media platforms they use, preferred communications methods (email/Whatsapp etc), what they would like to hear about/get involved in as an alumnus
* Monitoring and reporting results each week to the fundraising co-ordinator
* Attending monthly online planning and review meetings
* Take an active role in social media/marketing campaigns to find lost alumni, suggesting meaningful content for newly registered alums Other tasks as necessary within the scope of the project

**Skills:**

* Able to work with data on spreadsheets (Excel/Googlesheets)
* Familiar with using social media platforms
* Able to work independently and as part of a team
* Good communication skills
* Well connected with members of the Hasmonean community of all ages

**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

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**Person Specification:**

**Alumni researcher**

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** | * Competent in using Microsoft Excel, Googlesheets and email. * Excellent interpersonal skills; able to communicate effectively with individuals of all ages. * Good analytical ability and problem solving skills. * Excellent organisational skills enabling planning and efficient completion of work to deadlines. * Ability to work on own initiative and * prioritise workload. |  |
| **Experience & knowledge** | A basic understanding of and ability to work within statutory data regulations. | * Experience in research work. * Experience of working in a   school environment. |
| **Core qualities** | * Good communicator * Self-motivated * Committed |  |