

## RECRUITMENT PACK

This document includes the following information:

- Job Description
  - Person Specification
  - Additional information
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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 25 February 2019

Interviews are planned for: 8 March 2019



JOB DESCRIPTION – Job ref REQ02316

<b>Job Title and Grade:</b>	Alumni Relations Officer (Students and New Alumni) Grade 7
<b>Contract:</b>	Fixed-term, Full-time. This post is fixed-term until 8 May 2020 due to covering staff absence.
<b>Hours:</b>	A notional minimum of 36 hours per week
<b>Salary:</b>	£30,395 - £33,199 per annum
<b>Department/Section:</b>	Communications and External Relations (CER)
<b>Responsible to:</b>	Director of CER
<b>Reports on a day to day basis to:</b>	Head of Alumni Relations
<b>Purpose of job:</b>	The post-holder will perform a key role in the delivery of an alumni relations programme, with a special focus on engagement with students and new alumni.

**Duties of the Post:**

Throughout all activities the post holder is expected to focus on the goals of increasing and improving alumni data and enhancing alumni engagement.

The main duties of this post will include:

1. To manage the student and new alumni engagement programme, working closely with the Head of Alumni Relations to support University strategic priorities.
2. To lead on the planning, co-ordination and delivery of events for students and new alumni. To support the delivery of all alumni events on a national and international basis; attendance will be required at national and international events.
3. To work collaboratively with the Digital Communications and Marketing Co-ordinator to devise and deliver engaging, targeted content across the alumni relations channels, including digital communications, social media and print publications.
4. To deliver appropriate support for student recruitment and profile raising initiatives, particularly with regard to engaging new alumni.
5. To work closely with the Students' Union and student groups/societies to develop integration programmes.
6. To input into the ongoing development and improvement of the alumni website with specific responsibility for content targeted at students and new alumni.
8. To be responsible for maintaining accurate alumni details on the CRM database, Raisers Edge.
9. To support the Head of Alumni Relations in the maintenance and enhancement of the alumni database, and to manage a successful consent campaign for the graduating class to ensure a long term relationship with Essex alumni.

10. To work closely with the Philanthropy team to create opportunities for students and new alumni to become involved in fundraising, volunteering, stewardship and other engagement opportunities.
11. To work closely with Departments, Professional Services and the Students' Union and other colleagues within the University to improve the profile of Advancement amongst the University community.
12. To manage the key relationship with the Careers and Employability Centre and to ensure there is appropriate support for employability initiatives, particularly with regard to Graduate Outcomes and the Universities ranking, internship referral, events and communications.
13. To support the delivery of the University's alumni volunteering programme, being the main point of contact with the Employability and Careers Centre and Students' Union.
14. Other duties may be assigned from time to time by the Head of Alumni Relations or their nominee

***These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.***

**Terms of Appointment:**

For a full description of the terms of appointment for this post please visit:

<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

February 2019



## PERSON SPECIFICATION

**JOB TITLE:** Alumni Relations Officer (Students and New Alumni)

**Qualifications /Training**

	Essential	Desirable
▪ Degree or equivalent qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ University of Essex Graduate	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Experience/Knowledge**

	Essential	Desirable
▪ Experience of successfully delivering high quality alumni relations programmes (or an equivalent membership/affinity programme)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of evaluating the impact of stakeholder engagement activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of delivering volunteer programmes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of organising and delivering events for a range of audiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of delivering successful marketing and communications activities, including digital, social media, and print campaigns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working in the higher education sector	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Knowledge of web editing software, mobile technology and social media sites	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of membership database systems and reporting and evaluation mechanisms	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Skills/Abilities**

	Essential	Desirable
▪ Excellent written and verbal communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent interpersonal skills with a record of influencing and motivating others and building relationships with a range of stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Strong administrative experience and organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work under pressure and to tight deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Flexibility, creativity and the ability to work on own initiative and as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good IT skills, including Word, Excel, PowerPoint and Access (or similar)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Other**

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to work outside usual office hours (evening and weekend) and to travel (UK & International) and to spend periods of time away from home as required (for which time off in lieu will be given)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A proactive, energetic, customer-focused and results orientated approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

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## ADDITIONAL INFORMATION

### Communications and External Relations

Communications and External Relations Section (CER) is one of seven main professional services sections within the University, whose responsibility it is to support the four academic faculties. Headed by the Director of CER, and with a staff of around 100, the section has specific responsibility for UK, EU and international student recruitment; marketing and admissions; widening participation and community activity; corporate marketing and communications; events; fundraising, relations with alumni; and the arts programme on campus.

You can find more information about the department at the following link:

<https://www.essex.ac.uk/information/professional-services#communications-and-external-relations>

### General information

Informal enquiries may be made to Jo Rogers, Director of Advancement (telephone: 01206 874185 e-mail: [jrogers@essex.ac.uk](mailto:jrogers@essex.ac.uk)). However, all applications must be made online.

### People Supporting Strategy

Please find a link to the People Supporting Strategy below:

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

### Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeparkdaynursery.co.uk](http://www.wivenhoeparkdaynursery.co.uk)
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

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