

# Alumni Programme Officer

## Application Pack

Thank you for downloading this application pack. In this document you will find:

- Information about Future First; our history, plans for the future and how this role fits in
- Job Description
- Person Specification

## How to apply

Please go to our [job board](#) and click on the 'Apply for this job' link. You will be asked to upload a copy of your CV and a covering letter.

**Application deadline:** 9am Monday 5 February 2018

**Interview:** Provisionally Friday 9 February 2018

## Any questions?

We'd be delighted to have an informal conversation about this role if you are considering applying. Please email [info@futurefirst.org.uk](mailto:info@futurefirst.org.uk), or call Beth Goddard, Regional Lead, on 07956-450-751.

# Alumni Programme Officer

## About Future First

Future First works to close the achievement gap between those born into low-income and high-income homes and, in doing so, contribute to improving social mobility.

We help state schools and colleges build thriving, engaged alumni communities. Former students can have a transformative effect on young people studying today, returning to act as inspirational career role models and mentors, or to offer valuable work experience placements or in-lesson support.

Former students can also support the wider school community to flourish by acting as governors, using their experience of the school and community to shape its future, or by raising funds to support the school to run additional activities and provide further resources.

We build the infrastructure around state schools which allows them to engage, track and mobilise their former students – both older alumni and recent leavers. Within every school and college's alumni community, there is a host of potential career and education role models, work experience providers, mentors, fundraisers and donors. Future First helps schools and colleges to harness this resource.

We currently work with 400 state schools and colleges across England and Wales (more than 10% nationwide). During 2016-17 we supported more than 100,000 young people to have quality encounters with alumni role models. With over 200,000 former students signed up to support their old school there is still much more we can achieve.

So, there is still more to do! We're committed to expanding our work to more schools, learning as we go and refining and adapting our programme to achieve the biggest possible impact for young people.

# Alumni Programme Officer

## Job Description

<b>Job title</b>	Alumni Programme Officer
<b>Reports to</b>	Regional Lead – North & Midlands
<b>Salary band</b>	£20,000 - £25,000
<b>Contract type</b>	Permanent
<b>Location</b>	Manchester

## About this role

Future First works with schools across the UK to help them build alumni networks from the ground up – making sure that every one of today's students can continue to be members of the school community after they leave. Our work with alumni is supported by an Employer Programme, working alongside a range of companies to deliver workshops and insight days about careers in their respective sectors.

We're looking for two new members of staff to join our expanding team in Manchester. You'll build relationships with schools across the midlands and north of England, supporting them to set up thriving and engaged alumni networks. You will host careers workshops and other inspiring events in these schools to give students access to role models, work experience placements, mentoring and much more from their new alumni network. You will kick start this activity by reaching out to former students (alumni) to invite them to join the network and support their old school.

Your time will be split between running workshops in schools directly with young people, working with teachers to help them run their own activities and working in the office to find as many former students of schools from across the region as possible.

You don't need to be an expert in alumni networks just yet – we'll help with that. You must be passionate about increasing social mobility, building brilliant relationships with a whole range of people and playing your part in cementing Future First's status as the UK's leader in this space.

Historically, state schools haven't built alumni communities. Future First is working to change that. You'll be at the heart of that movement as we expand our work, sharing our expertise and offering practical help in building communities of former students, giving them the opportunity to give back to their old school. You'll also make sure that alumni volunteers are suitably supported and informed at the workshops you run.

# Alumni Programme Officer

## Key responsibilities:

Developing strong relationships with schools and partners across the UK to deliver engaging events, you will be responsible for:

- Building strong working relationships with participating schools
- Facilitating the engagement of young people during the delivery of workshops
- Delivering impactful workshops, careers events and other activities – using alumni to help students understand the range of career options available to them
- Equipping schools with the knowledge and skills to run future events themselves
- Maintaining regular contact with schools via email and phone; ensuring that they have the support, materials and practical help that they need to make the most of their alumni network
- Initiating recruitment of alumni to the network through social media and local community outreach
- Finding innovative ways to help schools actively involve their alumni in school life
- Giving presentations to Senior Leadership Teams of schools on the benefits alumni can bring to their school
- Taking a key role in ensuring project outcomes are delivered
- Managing the volunteer experience by engaging alumni by phone, email and social media, encouraging them to join activities within the school, preparing them in advance of their attendance and ensuring they feel supported on the day
- Writing, editing and designing engaging communications for schools to send out to their networks
- Writing external and internal-facing documents (e.g. briefings, posters and guides)
- Keeping accurate records of school activities, alumni contributions and the number of young people who have benefited from our work to evidence progress

# Alumni Programme Officer

## Person Specification

### The Ideal Candidate – Essential Criteria

- Experience of working with teachers and/or young people;
- A high energy, inspiring facilitation style which quickly engages an audience;
- High energy levels suitable for delivering impactful workshops;
- Experience of building strong, positive relationships with a variety of stakeholders;
- Experience of delivering presentations to external stakeholders, preferably senior leadership teams;
- Confident at engaging and communicating with large groups of students;
- An understanding of the best ways to communicate with young people;
- Experience of dealing with challenging behaviour;
- Ability to positively promote Future First and its programmes;
- Excellent written communications skills;
- Ability to work to tight deadlines and prioritise work load;
- Demonstrable experience of thorough record keeping;
- Tenacity and ownership of your projects and responsibilities;
- Warm and friendly - both in person and on the phone;
- Willing to take initiative and go the extra mile;
- Comfortable and confident working independently and remotely from colleagues;
- A willingness to travel to schools in the North and Midlands region;
- Interest in social mobility and issues facing students in UK state education.

### The Ideal Candidate – Desirable

- Qualified teacher
- Degree or other equivalent level qualification;
- Experience of event management;
- Experience of working with volunteers;
- Experience of project management;
- Knowledge of the UK national curriculum.