



Alumni Programme Officer

Candidate Pack
November 2018



About Future First

This is an exciting and interesting time to be joining an ambitious and growing charity.

Working in partnership with schools, colleges, funders and a range of employers, our vision is of *'a world in which a young person's start in life does not limit their future'*, and today our work has never been more important.

Future First works across the UK to help build and activate thriving school alumni networks, and make sure that all young people have access to relatable role models, trusted mentors and meaningful social capital.

www.futurefirst.org.uk

About the 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 passionate people to join our teams in London and Manchester. You'll build relationships with schools across your region, 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 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.

Duties & 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.

Person Specification

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;
- Interest in social mobility and issues facing students in UK state education.

Desirable criteria

- 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;
- For the Manchester based role, a driving licence is highly desirable.

We welcome applications from recent graduates.

Salary and benefits

Job title	Alumni Programme Officer
Reports to	Regional Lead
Salary band	£22,890 to £26,013
Annual leave	28 days per year, increasing by one day for each year of service up to a maximum of 33 days
Benefits	Employee pension scheme, childcare vouchers, cycle to work scheme, travel card loan, flexible working, volunteer days, phone insurance, plus a range of other discounts and benefits at Perkbox
Contract type	Full-time, permanent
Location	Roles available in London and Manchester. For the Manchester role you would be working with schools across the North West in Greater Manchester, Lancashire and Cumbria.
Start date	Flexible, but no later than 28 February 2019

How to apply

Go to <http://futurefirst.org.uk/our-purpose/jobs/> for more information and to apply. You will be asked to upload a CV and covering letter.

Application deadline: 9am Tuesday 11 December 2018

Applications submitted after this time will not be considered

Interviews:

Date to be confirmed

Any questions?

We would be delighted to have an informal conversation about this role if you are considering applying.

Please call Joy Upchurch, Regional Lead for London & South on 07397 383564 or Charlie Ledley, Regional Lead for North & Midlands on 07944 258756.