



## YOUNG ENTERPRISE JOB DESCRIPTION ALUMNI COMMUNITY MANAGER

Job Title	Alumni Community Manager
Department	Programmes and Services
Salary	£41600 - £43000 per annum
YE Pay Grade	6
Hours	Full Time, 37.5 hours / 5 days per week (1.0 FTE)
Reporting To	Assistant Director of Programmes and Services
Contract Type	Permanent
Direct Reports	None
Location	<i>Hybrid (Working from our Central London or Oxford Office a minimum of 8 days a month)</i>
Who We Are	<p>We're Young Enterprise – a national charity with a bold mission: to give every young person the skills, confidence, and mindset to thrive in the changing world of work.</p> <p>For over 60 years, we've empowered more than 7 million young people through hands-on enterprise and financial education programmes. Whether it's launching a student business or learning how to manage money, we help young people develop key life skills—teamwork, leadership, problem-solving, and resilience.</p> <p>We're a passionate, down-to-earth team of 90+ staff and 2,000+ volunteers who believe that every young person, regardless of background, deserves a fair start in life.</p>
Purpose of the Role	<p><b>Young Enterprise supports over 10,000 young people every year through our Company, Team and Start Up programmes, and more than one million have taken part since we began six decades ago.</b> Our commitment doesn't end when their programme does. We stay connected, offering meaningful opportunities, networks and pathways that help young people take their next steps with confidence.</p> <p><b>As Alumni Community Manager will lead the co-production and delivery of an ambitious Alumni Community and Youth Voice Strategy,</b> building a vibrant, inclusive and youth-led community at the heart of YE's 2030 Transforming Futures vision. You will turn strategy into action maintaining a clear vision for the Alumni and Youth Voice work and creating a practical delivery plan with clear timelines, milestones and success measures.</p> <p><b>Supported by a cross-functional programme board,</b> you will coordinate activity across teams, draw on colleagues' expertise to progress activities, and embed high-quality delivery across the organisation.</p> <p>You will design clear, structured pathways that support alumni aged 16–25 as they progress in education, employment and entrepreneurship, and provide engagement opportunities which energise alumni aged 25+ to open doors, mentor, champion and advocate for the next generation.</p> <p><b>As YE's Youth Voice Champion,</b> you will ensure young people are actively involved in shaping decisions, co-designing strategy, programmes and services and driving innovation to elevate YE's brand and fundraising potential, and position the organisation as a sector leader in meaningful youth participation.</p>

### A few practical things

- This is a hybrid role, requiring you to work from a YE office (London or Oxford) at least 8 times per month



## Key Responsibilities

### **YE Alumni Community**

- Lead the co-design, planning and phased delivery of the Alumni Community Strategy, managing timelines, milestones, KPIs and reporting.
- Co-design and implement an active, inclusive alumni community across local, regional, national and global levels.
- Oversee alumni communication channels (e.g., LinkedIn Group), coordinating content with Marketing, Volunteering and Programmes colleagues.
- Develop and deliver a structured reward and recognition system to drive engagement.
- Maintain accurate, compliant and high-quality alumni data, ensuring secure, compliant and ethical data management.

### **Alumni Support Pathways**

- Manage the ongoing development and delivery of alumni support pathways and user experience.
- Lead co-production processes to design youth-centred opportunities for ages 16–18, 19–24 and 25+, supporting pathways into work, education and entrepreneurship
- Develop and implement monitoring frameworks, including progression and destination tracking (e.g. NEET status) and routine KPI reporting.

### **Partnership Development & External Representation**

- Identify, assess and build partnerships with third party organisations who provide safe, high-quality and impactful alumni opportunities.
- Ensure clear due diligence, safeguarding checks and risk management processes for external partners.
- Work with colleagues to explore and test income-generating opportunities involving the Alumni Community.
- Represent YE with external stakeholders (e.g., JA Europe, JA Worldwide), coordinating alumni participation and promotional activity.

### **Alumni Engagement & Youth Voice**

- Coordinate, advise on and facilitate alumni engagement requests across programmes, fundraising, comms, evaluation, SLG and Board requests.
- Coordinate the development of the Youth Voice Strategy and chair the Youth Voice Working Group under SLG sponsorship, implementing clear Terms of Reference and tracking and capturing progress and outcomes.
- Lead the proactive delivery of Youth Voice initiatives, providing colleagues with tools, frameworks and examples of good practice.
- Develop and maintain an Alumni Insight Hub, gathering and sharing alumni stories and achievements.

### **Alumni Volunteering**

- Work with colleagues to develop and implement a clear volunteering and micro-volunteering offer for alumni.
- Recruit, induct and support Alumni Ambassadors and Community Champions.

### **Cross-Organisational Working**

- Act as the organisational lead contact for alumni and youth voice, keeping colleagues informed of developments, partnerships and sharing stories.
- Coordinate the cross-functional programme board, shaping agendas, preparing progress updates and papers, and ensuring actions and decisions are captured and driven forward.
- Coordinate alignment of alumni and youth voice activity with delivery teams to ensure a consistent user journey and high-quality experience.
- Provide SLG and Trustees with progress updates on the delivery of the Alumni Community and Youth Voice Strategy.

**The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the charity and its overall objectives.**



## Person Specification & Key Skills/ Attributes/ Knowledge/ Experience

<b>Essential - Skills</b>	<ul style="list-style-type: none"> <li>• Ability to plan and think strategically and analyse complex issues to form clear recommendations</li> <li>• Strong organisation and project management skills within complex national multi-strand projects, with the ability to prioritise and work to deadlines</li> <li>• Ability to innovate, pilot and adapt to respond to opportunities and challenges</li> <li>• Excellent communication skills, written and verbal, able to synthesise wide-ranging ideas and present to diverse audiences</li> <li>• Facilitation skills (leading workshops, focus groups, youth voice activities)</li> <li>• Relationship management skills with the ability to build trust and rapport quickly and nurture and sustain partnerships</li> <li>• Influencing skills, able to advocate effectively and inspire engagement</li> <li>• Problem-solving approach and able to work independently and proactively</li> <li>• Ability to analyse and interpret data to draw out insight to inform continuous improvement</li> </ul>
<b>Essential - Experience</b>	<ul style="list-style-type: none"> <li>• Experience of embedding youth voice or co-production in programme or strategy design</li> <li>• Demonstrable success in partnership development and stakeholder engagement across sectors (e.g. funders, employers, education)</li> <li>• Experience of community development, ideally with young people or alumni networks.</li> <li>• Proven ability to use digital engagement and social media platforms effectively, particularly LinkedIn, and experience with alumni or EdTech systems (e.g. Navigatr, My Starting Point).</li> <li>• Proven success in delivering complex projects across diverse and remote teams on time and in budget</li> <li>• Experience in producing engaging communications and materials (e.g. newsletters, training content, case studies)</li> <li>• Experience using data and insights to track progress, evidence impact and inform activity</li> </ul>
<b>Essential – Knowledge &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Knowledge of the youth employment, education and social mobility landscape.</li> <li>• Awareness of governance, risk management, and safeguarding principles in relation to partnerships and youth / community engagement</li> <li>• Politically and commercially astute, able to align activity to wider organisational strategy</li> <li>• Commitment to equity, inclusion, and amplifying youth voice</li> <li>• Commitment to evidence-informed practice, drawing insights from data and lived experience</li> <li>• Passion for supporting young people to succeed, recognising and celebrating achievements</li> <li>• Self-starter with creativity and an entrepreneurial approach, able to adapt</li> <li>• Committed to the aims and values of YE</li> <li>• Accomplished team player</li> </ul>



<b>Desirable</b>	<ul style="list-style-type: none"><li>• Experience of developing and testing income generation models (e.g. CSR partnerships, alumni giving)</li><li>• Experience of contributing to policy discussions and representing the organisation externally in networks or forums</li><li>• International or cross-cultural experience of alumni or youth networks</li><li>• Experience of line-management, including recruiting and managing interns, including through externally funded schemes</li></ul>
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## Young Enterprise Core Values

### Young Enterprise has 4 Core Organisational Values

#### **Unlocking Potential**

Recognising and developing the potential of all - in our organisation, in the young people we champion and the stakeholders we work with.

#### **One Team**

Working together effectively to achieve our goals.

#### **Enterprising and Resilient**

Embracing change, innovating, adapting and responding to challenges and opportunities.

#### **Creating Great Impact**

Aiming for the biggest impact on young people and their educators.

**All YE Staff are expected to model these values at all times.**

## Keeping Young People Safe

Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults and protect them from harm.

At Young Enterprise, we take our commitment to safeguarding children and vulnerable adults seriously. We design our roles, programmes and services with safeguarding in mind; conduct thorough checks on new employees in line with UK safeguarding legislation; and ensure that our people have the safeguarding knowledge and skills they need to do their role, and are supported to regularly refresh their training.

All successful applicants in eligible roles that involve contact with young people will need to undertake an enhanced DBS (Disclosure and Barring Service) Check prior to starting in the role, and at subsequent 3-year intervals. In addition, no Young Enterprise employee will at any point be unaccompanied while in the presence of children under the age of 18.

In line with the Rehabilitation of Offenders Act 1974, in the vast majority of cases DBS checks which contain information on previous convictions will not disqualify an individual from working with us. If you have any questions please contact the Young Enterprise HR Team at [hr@y-e.org.uk](mailto:hr@y-e.org.uk).