



YOUNG ENTERPRISE JOB DESCRIPTION ALUMNI OFFICER

Job title	Alumni Officer
Department	Operations
Pay Grade	4
Hours	Part time: 30 hours per week (0.8 FTE)
Salary	£23,000 to £25,000 pro rata
Reporting to	Chief Operating Officer
Based	Home based but regular visits to London office
Main job purpose	To develop a strong Young Enterprise Alumni network. To successfully engage Alumni to promote Young Enterprise and effectively steward their contribution to narrating the longer-term impact of YE on their career path

KEY TASKS AND TARGET OUTCOMES

TASK	TARGET OUTCOME
Work with the COO to devise a plan to re connect with YE Alumni and create a strong engaged network	Strong growing engaged network of Alumni who can support the next generation of YE students through volunteering, mentoring and fundraising
Research and approach Alumni not currently connected with YE	Continue to grow network
Work closely with teams across Young Enterprise to find opportunities to engage Alumni and ensure clear consistent messaging	Ensures Alumni connected and establishes value of programme, creates long term supporters and advocates of YE

Deliver excellent stewardship for all Alumni network by running programme of events to engage different audiences, clear communication plans for all members of the network	Ensures Alumni are connected to YE, value YE's support
Work closely with the Data Impact and Insights Team to establish the contribution YE Alumni can make to evidencing long term outcome of programme	Annual Alumni Survey builds a credible case for support regarding long term impact of YE Programmes engagement
Promote the alumni community to current students taking part in YE Programmes	Ensures growth of network
Work closely with the Development team to ensure opportunities for Alumni are clear	Funding opportunities highlighted and alumni interested in funding are well supported as well as opportunities for alumni to engage with corporate supporters such as career opportunities
To manage and maintain relevant and accurate data as required within the YE CRM system and protocols	Young Enterprise retains a full and accurate database of all fundraising activities to help support and inform future fundraising
To be pro-active in work and target driven to drive work forward and present solutions to any challenges that arise	The post holder demonstrates clear ownership of tasks and pro-actively shows progression towards this, asking for support whenever needed
Provide regular reporting on performance against KPI's	Young Enterprise has clear vision of the impact of the alumni network and their long-term destinations

SKILLS/ ATTRIBUTES/ KNOWLEDGE/ EXPERIENCE

Essential	Event management experience
	Skilled in research to identify YE Alumni not currently engaging with YE
	A strong networker who can seek out opportunities
	Excellent communication skills, both verbal and written, with the presence and authority required to command attention at the most senior levels
	Strong persuasive and negotiating skills which result in positive outcomes, with the resilience and motivation to overcome initial negative responses
	A positive 'can-do' attitude that will enthuse alumni and engage internal stakeholders
	Strong organisational skills. Deadline aware
	Confident use of the internet for creative research purposes, as well as standard office IT packages e.g. Word, Outlook, Excel, Raiser's Edge (or other databases)

	Adaptable and responsive to the needs of a small not for profit organisation which relies heavily on a large volunteer network
	A willingness to embrace Young Enterprise's values
Desirable	A basic knowledge of current education initiatives, practice and thinking as relevant to the work of Young Enterprise.

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.

YOUNG ENTERPRISE CORE VALUES

Young Enterprise has 4 Core Organisational Values as follows:

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