



## YOUNG ENTERPRISE JOB DESCRIPTION ALUMNI OFFICER

Job title	Alumni Support Manager
Department	Volunteer & Alumni Support
Pay Grade	4
Hours	Full time: 37.5 hours per week (1.0 FTE)
Salary	£23,500 to £27,000
Reporting to	Head of Volunteer & Alumni Support
Based	Home based but with national travel as required
Main job purpose	To develop & manage 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 HoVAS 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 as relatable role models
Research and approach Alumni not currently connected with YE	Continue to grow the network to agreed targets & levels
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 Evaluation 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 National Fundraising teams 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 YE systems and protocols, especially Gateway & ROA as appropriate	Young Enterprise retains a full and accurate database of all fundraising activities to help support and inform future fundraising
To pro-actively strive to 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**