

Job Description

Job title:	Alumni Events Assistant
Department:	Department of Development & Alumni Relations
Salary:	Grade 5
Responsible to:	Development & Alumni Relations Events Manager
Location:	East Building, Claverton Campus, Bath

Purpose of the job:

To work with the Events Manager to implement and coordinate a comprehensive programme of events for alumni and other stakeholders in order to support and complement the University's aim of fostering good alumni and stakeholder relations, and to contribute to wider Development and Alumni Relations fundraising success.

Duties and Responsibilities:

1. To assist the Events Manager and other members of staff in the delivery of events, helping with all logistical arrangements including budgeting. Events to include, amongst others: reunions, receptions, networking groups, dinners, informal gatherings and lectures, and to facilitate alumni-led activities more generally. Events will take place in Bath, other locations in the UK and, occasionally, overseas.
2. To take the lead in organising the Get Connected series of events in the UK including finding and booking venues, budgeting, liaising with volunteers, coordinating publicity and hands on management of the events.
3. To take the lead in overseeing the programme of reunion events for specific class groups, student sports teams and societies, including promotion, supporting the groups in event delivery and appropriate follow-up.
4. To manage preparation of event materials for UK-based events, including invitations, webpage creation and social media promotion.
5. To provide extensive administrative support to the Events Manager and the Alumni Engagement team, especially using the alumni database to manage event bookings and preparing event materials.
6. To work with the International Events Assistant to effectively manage workloads for major events in the UK and overseas.
7. To respond quickly in a helpful manner to telephone, written and email queries from alumni and other individuals, routine and non-routine, directing enquiries to other members of the Development and Alumni Relations team if appropriate.
8. To manage event mailing campaigns, both postal and electronic, querying the alumni database to create mailing lists, producing address labels, mail merging documents and

compiling mailing packs for publications.

9. To be responsible for coordinating with students where necessary to undertake mailings, arrange wages, order stationery and monitor stocks of mailing resources and information.
10. To utilise the alumni database to manage events, including creating queries of attendees, updating individuals' and event records.
11. To respond to requests from University departments, committees or subcommittees of alumni and other volunteers with specific events remits, in support of their alumni events.
12. To work with the wider team to maximise publicity of events via postal mailings, email and social networking websites.
13. To engage with alumni and other stakeholders, representing the Department and University at events.
14. To undertake other similar duties as required, appropriate to the grade and role of the person appointed.

Additional requirements of the job

- Participating in any relevant training course which the Director of Development & Alumni Relations considers to be relevant to the duties of the post and/or the needs of the postholder as agreed through the appraisal process.
- The need to maintain strict confidentiality when dealing with sensitive information.
- The flexibility to assist with events taking place "out-of-hours", occasionally at weekends.

Internal and external relationships:

- Daily contact with staff in the Department of Development and Alumni Relations.
- Regular contact with current students and other University staff.
- Regular contact with alumni and friends of the University, former staff, parents of current and former students.
- Contact with senior University staff and academics at events.

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Person Specification

Qualifications	Essential	Desirable	Assessed At
5 GCSEs at grade A-C, including English Language and Mathematics, plus two A-Levels at grade A-C or equivalent.	*		A
Degree.		*	A
Experience and Knowledge	Essential	Desirable	Assessed At
Significant professional experience helping to organise and promote events for an external audience.	*		A
Experience of attending and 'hands on' management of events involving more than 50 external guests.	*		A, I
Experience of liaising with external venues hosting events.	*		A A
Experience of budget monitoring.	*		A, I
Knowledge of databases and data entry.	*		A, I
Experience of working with and motivating volunteers.	*		A, T
Experience of promoting events using a range of methods, including websites, email, social media and print.	*		A, I
Previous experience in a fundraising, marketing or similar office environment.		*	A, I
Skills	Essential	Desirable	Assessed By
Excellent written, verbal and telephone communication skills.	*		A, I, T
Numerate with a good understanding of basic financial management and budgets.	*		A, I

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Excellent organisational and prioritising skills, attention to detail and a methodical approach.	*		A, T
Ability and confidence to communicate clearly and effectively.	*		A, I, T
Ability to work under pressure but with consistency and accuracy.	*		A, T
Excellent IT skills, particularly MS Office, and website content management systems.	*		A, T
Ability to work on own initiative and as part of a team as required.	*		A, I
Good knowledge of working with social media.	*		A
Attributes	Essential	Desirable	Assessed By
Organised and flexible, able to prioritise.	*		A, I, T
An articulate, enthusiastic and confident manner.	*		A, I
Proactive and positive approach.	*		A, I
Ability to deal with confidential matters and act with discretion.	*		A, I
Capable of remaining calm and effective under pressure.	*		A, I

Key:

A = Application form

T = Assessment

I = Interview