



In2scienceUK Alumni Officer

Contract:	Part-time (21 hours/week), 6 month contract with potential for extension
Salary Range:	£27,000 per annum, pro rata
Reporting to:	Head of Programmes
Location:	Remote, home working.
Terms and Conditions:	In accordance with the conditions of employment as laid down in the contract

If you have any questions about this role, please contact Helen Jones, Head of Programmes (helen@in2scienceuk.org)

About in2scienceUK

Our mission is to support young people from disadvantaged backgrounds to achieve their potential and progress to science, technology, engineering and maths (STEM) degrees and careers to become the innovators and pioneers of the future.

To date the charity has supported over 2500 year 12 students from disadvantaged backgrounds through an impactful programme involving STEM work placements and skills days. In2scienceUK has recently launched an Alumni programme, to continue to support In2scienceUK participants throughout their STEM journeys. The Alumni programme provides Alumni of our award winning In2scienceUK programme with opportunities to continue to develop skills, knowledge and confidence to successfully progress to STEM careers.

Role Summary:

As Alumni Officer, you will be responsible for developing and delivering the Alumni programme, which currently includes a monthly newsletter, online workshops, Alumni Conference, and a LinkedIn Group. You will be responsible for developing any new activities and initiatives for Alumni, in collaboration with the Head of Programmes. You will manage our Alumni Committee, organising regular meetings and getting their valuable input on the development of the programme. This role will also manage relationships with In2scienceUK partners and funders who support our Alumni, as well as develop new partnerships with organisations who can offer our Alumni support.

Duties and Responsibilities

As the In2scienceUK Alumni Officer you will be someone who enjoys working with young people and has an understanding of the barriers facing young people from low socio-economic backgrounds to access higher education and STEM careers.

Your specific areas of responsibility will include but are not limited to:

Alumni Programme Delivery

- Creating monthly Alumni newsletter, and researching relevant content
- Working with partners to develop, promote and deliver Alumni online workshops
- Writing Alumni case studies, and other blog articles
- Communicating the Programme to new Alumni
- Managing and moderating the Alumni LinkedIn community
- Evaluating current activities and developing new ideas and initiatives for the programme

Alumni Committee Management

- Organising regular committee meetings and supporting the committee chair
- Managing the process of electing new committee members

Partner relationship management

- Maintain relationships with partners to deliver against agreed activities
- Develop new relationships with relevant partners to provide support or resources for alumni

Administrative Activities

- Maintaining up to date records through the programme's database, supporting evaluation and research needs and ensuring data protection.
- Communicating Alumni activities to the wider team
- Supporting team members to create reports and other Alumni data related activities.

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder. The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by their manager.

Person Specification

Knowledge – including qualifications

*Desirable but **not** essential:*

- Hold a science related degree.
- An understanding of social and economic barriers that prevent some young people from progressing to higher education and STEM careers.
- Knowledge and understanding of STEM sector, including higher education and industry.
- Knowledge of career development, advice or support

Skills

Essential:

- IT skills: competent user of Google Suite, Word, Excel, Powerpoint, Gmail, newsletter software and database experience.
- Ability to write clear, accurate and appealing text for different audiences.
- Project management skills.
- Excellent presentation skills.

Experience

Essential:

- Experience of developing or delivering alumni programmes or career development programmes.
- Experience of coordinating people focused projects.
- Experience supporting and delivering events and workshops, particularly online
- Experience developing and maintaining strong working relationships with internal and external partners.

Desirable:

- Experience of working with a committee.
- Experience of working with young people, universities and/or STEM employers.

Personal Qualities

Essential:

- Excellent communication and interpersonal skills that adapt to a range of audiences.
- Highly organised and efficient, able to prioritise tasks and be persistent.
- Show respect, humility and discretion in working with others.
- Responds to situations calmly, flexibly and appropriately, displaying resilience particularly when faced with challenges.
- Can work to a deadline.
- Can work independently and collaboratively

Application Procedure

Please send your CV and cover letter to Helen Jones at recruitment@in2scienceuk.org demonstrating what attracts you to in2scienceUK and how you meet the competencies on the job description above.

Closing date: 26 September 2021. Interviews will be held the week commencing 4 October 2021