



In2scienceUK Alumni Coordinator

Grade:	Part-time (32 hours/week) 12 month contract - with potential to extend to 36 months.
Salary Range:	£22,000 - 24,000 per annum, pro rata (based on a 40 hour week)
Reporting to:	Alumni Officer
Location:	Remote
Terms and Conditions:	In accordance with the conditions of employment as laid down in the contract

We are open to hearing your ideas for flexible working arrangements. If you have any questions about this role, please contact Becky Jelbert, Alumni Officer, at r.jelbert@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 2,500 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 Community provides Alumni of our award winning In2scienceUK programme with opportunities to continue to develop skills, knowledge and confidence to successfully progress to STEM careers.

What we are looking for:

As Alumni Coordinator, you will be responsible for supporting the Alumni Officer with the delivery of a new peer to peer mentoring programme. This is a brand new initiative for In2scienceUK with the opportunity to help shape and drive forward this pilot programme throughout the project lifecycle.

You will be responsible for supporting the Alumni Officer in the delivery of our core Alumni Community engagement activities, these currently include a newsletter, online workshops, Alumni Conference, and a LinkedIn Group.

Within this role you may be responsible for managing relationships with In2scienceUK partners and funders who support our Alumni Community, as well as developing new partnerships with organisations who can offer our alumni support.

We want to hear from people who can passionately represent the interests of the diverse young people that we serve. We are not asking for particular qualifications. We don't care what school you went to or what your parents do for work. We care about your character, your skills and potential. If you can turn strategic aims into impactful programmes and can see yourself making an impact in our organisation, we want to hear from you.

This role is a career accelerator. At In2scienceUK we are champions of people and we are here to support you to achieve your career goals, however ambitious they may be.

Duties and Responsibilities

As the In2scienceUK Alumni Coordinator 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:

Peer to Peer Mentoring Programme

- Develop and deliver processes that ensure the smooth running of the programme throughout, e.g. application management, event organisation, safeguarding procedures.
- Develop engaging promotional and communication materials to support participant recruitment and stakeholder engagement.
- Support reporting and impact analysis to share with funders and external partners, e.g. pre-post survey analysis, case studies, partner reports.
- Organise and facilitate workshops both in person and online.
- Manage the delivery of educational resources to support students transition to university and degrees.
- Conduct programme reviews to ensure best practice and improved outcomes.
- Support with financial accountability including reconciling budgets and allocated funds.
- Being the first point of contact and managing queries from participants.

Alumni Community

- Support the Alumni Officer to develop a strategy for continued engagement with in2scienceUK Alumni.
- Manage the monthly Alumni newsletter, including researching relevant content with support from Alumni and Comms interns.
- Work with partners to develop, promote and deliver Alumni online workshops
- Create Alumni case studies and other communications to promote the impact of In2scienceUK through alumni successes across all channels.
- Manage and moderate the Alumni LinkedIn community
- Support the development of the Alumni Committee.

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, including new proposals and grant applications.

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

Essential:

Personal Qualities:

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

Knowledge:

- An understanding of social and economic barriers that prevent young people from disadvantaged backgrounds progressing to higher education and STEM careers.
- Knowledge and understanding of the STEM sector, including higher education and industry.

Skills:

- 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.
- Strong project management skills.
- Excellent presentation skills and ability to facilitate online and in person workshops.

Experience:

- Experience supporting and delivering projects, events and workshops.
- Experience developing and maintaining strong working relationships with internal and external partners.

Desirable:

- Experience of delivering a programme through the life cycle.
- Experience of working with young people, universities and/or STEM employers.
- Experience of developing impact, evaluation and monitoring for programmes.
- Working knowledge of data protection and safeguarding.
- Working knowledge of university student support systems and onboarding.
- Knowledge of career development, advice or support.

Benefits:

At In2scienceUK we practice what we preach by giving all staff opportunities to progress in their careers. You will have the opportunity to develop your own bespoke training and career development plan with guidance from your line manager to get you to the next level from day one.

Although we take our career development seriously we also value work life balance. You will

have the opportunity to work flexibly from home, balancing your caring responsibilities, volunteer commitments, hobbies and anything else that makes you happy.

You will have 22 days of annual leave per annum, plus bank holidays.

Application procedure:

Please send your CV (max. 2 pages) and cover letter (max. 2 pages) via [Charity Jobs](#) demonstrating how you meet the competencies outlined above.

Applications close on 13th of July. Interviews will be held online.