**PERSON SPECIFICATION**

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

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| **Job Title:**  Alumni Engagement Executive | **Job ref no:** |
| **Grade:** 5 | **Department:** External Relations |
| **Accountable to:** Head of Engagement (Alumni, Community, Public) and Events | **Responsible for:** Casual Staff |

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| **Evidence** | | | | |
| **Competency** | **Essential** | **Assessment**  **\*A and/or I** | **Desirable** | **Assessment**  **\*A and/or I** |
| Knowledge and Experience | Educated to A-level standard or equivalent qualification or demonstrable appropriate experience  Demonstrable ability to communicate and build relationships with individuals of all levels and organisations  Excellent IT skills – standard desktop packages and database usage  Knowledge of alumni engagement and fundraising principles  Experience in of working with a wide range of stakeholders | A  A / I  A / I  A  I | Experience of working in a Higher Education or membership environment working with alumni or members  Experience of using communication platforms such as Mailchimp.  Experience of TQ or other CRM systems | A  A  A  A |
| Service Delivery | Excellent interpersonal skills and experience of building effective relationships with internal and external contacts to deliver excellent service | A / I  A / I |  |  |
| Communication | Excellent written and verbal communication skills to deliver key messaging to various stakeholders  Experience of creating and delivering a range of communication including print, face to face and digital,  Ability to speak with confidence in public.  Ability to communicate proactively and reactively to build strong relationships with individuals and organisations. | A  A / I  A  A/I  I | Experience of developing longer term engagement plans.  Development of digital assets such as photographic/video content | I  I |
| Teamwork and motivation | Be an effective team player and participate actively in teams.  Willingness to learn new skills. | A  I |  |  |
| Initiative & Problem solving | Experience working independently, managing own workload and setting priorities  Ability to think on your feet being proactive in resolving issues but knowing when refer to others.  Ability to understand the needs of relevant stakeholders (Alumni) | A  A / I  I |  |  |
| Planning and organising | Flexibility in working hours (weekend and evening work for events, visits and meetings)  Excellent planning, reporting and organisational skills | I  A/I |  |  |