



**PERSON SPECIFICATION**

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

<b>Job Title: Alumni Relations Officer</b>		<b>Department: External Relationships</b>	
	<b>Essential</b>	<b>Desirable</b>	<b>Tested by Application Form/Interview/Test</b>
<b>Knowledge, , Qualifications and Experience</b>			
Educated to degree level or with equivalent experience		Y	<i>Application form</i>
Excellent IT skills, with experience of using MS software packages	Y		<i>Interview</i>
Experience of engaging with a range of stakeholders		Y	<i>Interview</i>
Good understanding of data protection and how it pertains to building relationships		Y	<i>Interview</i>
Experience of the HE sector		Y	<i>Applications form</i>
Good understanding of event organisation		Y	<i>Applications form</i>
Experience of working in alumni relations or a related functions including, but not limited to marketing, PR, events, fundraising		Y	<i>Applications form</i>
Experience of data analysis and reporting		Y	<i>Interview/test</i>
<b>Skills and Abilities</b>			
Strong organisational skills with the ability to adapt to shifting deadlines	Y		<i>Interview</i>
Experience of creating compelling digital content in a personal or professional capacity	Y		<i>Interview</i>
Excellent communication skills: written and oral	Y		<i>Interview / test</i>
Experience of editing dynamic content		Y	<i>Interview</i>
Familiarity with content management systems		Y	<i>Interview</i>
Familiarity with relationship management systems		Y	<i>Interview</i>
Team player confident in working in a matrix approach	Y		<i>Interview</i>
Proactive, positive and enthusiastic approach	Y		<i>Interview</i>
Ability to deliver projects	Y		
Good attention to detail	Y		

<b>Other requirements</b>			
Ability to support some out-of-hours activities and events, in accordance with the College TOIL policy. This includes, but is not limited to Applicant Visit Days and Open Days.	Y		
Ability to work occasional evenings and weekends	Y		<i>Interview</i>
Role is based in Egham but may require some travel, primarily around SE England	Y		<i>Interview</i>