

PERSON SPECIFICATION

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

Job Title: **Alumni Relations Officer**

Department: **Alumni Relations and Events**

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Qualifications and Experience			
Educated to degree level or with equivalent experience		X	Application form
Excellent IT skills, with experience of using MS software packages	X		Interview
Experience of engaging with a range of stakeholders		X	Interview
Good understanding of data protection legislation	X		Interview
Experience of the HE sector		X	Application form
Good understanding of event organisation		X	Interview
Experience of working in alumni relations or a related functions including, but not limited to marketing, PR, events, fundraising		X	Application form
Experience of data analysis and reporting		X	Interview/ test
Skills and Abilities			
Strong organisational skills with the ability to adapt to shifting deadlines	X		Interview
Experience of creating compelling digital content in a personal or professional capacity	X		Interview
Excellent communication skills: written and oral	X		Interview / test
Experience of editing dynamic content		X	Interview
Familiarity with content management systems		X	Interview
Familiarity with relationship management systems		X	Interview
Team player confident in working in a matrix approach	X		Interview

Proactive, positive and enthusiastic approach	X		Interview
Ability to deliver projects	X		
Good attention to detail	X		

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