

Senior Programmes Manager: Alumni Engagement

November 2020, Full time, permanent

The Sutton Trust is a foundation committed to improving social mobility in the UK. Our work is focused on improving social mobility through education opportunities. We want to level the playing field for young people from low and middle income backgrounds so that they have a fair chance of accessing leading universities, apprenticeships and jobs.

We do this through:

- **Evidence based programmes:** Our programmes support 5,000 young people each year, boosting their aspirations and helping them to make informed decisions about their next steps.
- **Research:** Our research identifies the root causes of education inequality and promotes effective solutions to combat them.
- **Policy advocacy:** Our advocacy work makes sure social mobility stays at the top of the political agenda and is reflected in national policy debates.

We currently have c. 40,000 alumni who have been supported by our programmes since 1997. In the last few years, we have established an alumni network to connect and support our alumni, with c.5,000 currently engaged with us. We are a committed and fast-paced team, who work together to deliver our suite of programmes and activities and we are looking for an enthusiastic and collaborative Senior Programme Manager: Alumni Engagement to grow this area of work.

The Senior Programme Manager: Alumni Engagement, reporting into the Director of Programmes and Partnerships, will be responsible for leading our alumni community and engagement activities and will also deliver a programme of bursary support to boost alumni employability. The role will work closely with the wider programmes team and, in particular, the Senior Programmes Manager: Access to the Workplace. The role will also connect closely to the work of the Development Team and may evolve to take on new projects over time.

Please note that due to the current Covid-19 government guidance the Sutton Trust offices are closed, meaning the successful candidate is likely to be working remotely initially.

Main duties

- Leading the alumni engagement work stream, including:
 - Embedding alumni relations and programming across the organisation
 - Line managing a Senior Officer
 - Managing budget and project timelines to ensure projects are delivered effectively
 - Working with the wider programmes team to ensure a smooth transition for Sutton Trust beneficiaries between programmes and the alumni community
- Overseeing the development and delivery of alumni engagement activities including:
 - Growing the Sutton Trust alumni network and developing a long-term strategy for alumni engagement, including communications, the alumni brand and events
 - Overseeing a suite of volunteering opportunities for alumni to give back to, and represent, the Trust (for example on programmes, in our research and policy work, or to benefit the alumni community)
 - Managing the online alumni platform and its integration with other platforms
 - Overseeing the recruitment to and engagement of the Alumni Leadership Board, ensuring effective engagement with the work of the Trust and the wider alumni community



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- Ensuring that the above complements a long-term plan which would enable alumni to fundraise for the Trust or make donations in support of the Trust
- Managing the delivery of bursary support programmes for alumni, including:
 - Managing applications and selection of bursary recipients
 - Coordinating a programme of support for bursary recipients
 - Monitoring and reporting on bursary spend and outcomes and engaging with bursary donors as required
- Working collaboratively across teams to:
 - Support delivery of access to the workplace and employability programming for alumni
 - Identify and steward high level alumni donors
 - Working with the Development team to support alumni philanthropy
- Other duties as necessary from time to time

Person Specification

We welcome applications from individuals who have at least three years of experience in an established alumni relations environment (which could include, e.g. ambassador networks) and experience in:

- Devising and delivering an alumni relations and engagement plan, or equivalent
- Delivering a range of activities in a range of settings e.g. online engagement, in person events, focus groups
- Building relationships with a diverse range of stakeholders e.g. young people, corporates, internal
- Working with databases and systems to track engagement
- Using data and insights to evaluate success and inform programming and strategy
- Managing budgets and ensuring projects are run to time
- Working collaboratively across teams and within a small team
- Line management
- Adapting to new opportunities and trialling new initiatives

We are also looking for an individual who is/has:

- High attention to detail and ability to prioritise;
- Excellent verbal and written communication and strong analytical skills;
- Sympathetic to the aims of the Trust and its mission to address educational disadvantage;
- Knowledge and experience of the higher education and/or education sectors;
- First-class interpersonal skills - a natural ambassador able to represent the Sutton Trust in a range of settings;
- Flexible and pragmatic; and
- Eligible to work in the UK*

Terms of Appointment

- Salary: £40,800 per annum
- Contract: Full time permanent
- Office location: The Sutton Trust, 9th Floor, Millbank Tower, 21-24 Millbank, London, SW1P 4QP. Please note the Sutton Trust team are currently working remotely.
- Hours: The standard working hours are 9am to 5pm, Monday to Friday and may also be required to attend events / meetings outside of their normal working hours during weekday evenings and occasionally at weekends



- Annual leave: 27 days per annum plus bank holidays
- DBS check will be required
- Additional: The successful candidate will be invited to join the Sutton Trust's contributory pension scheme (subject to the conditions of the scheme) which includes a 6% employer pension contribution
- Benefits include a Cycle to Work scheme, season ticket loans, and an employee discount scheme.

Safeguarding statement

The Sutton Trust believes that a child, young person or vulnerable adult should never experience abuse of any kind. We all have a responsibility to promote the welfare of all children and young people and to keep them safe. Therefore all posts undergo a safer recruitment process, including but not limited to, disclosure of criminal records where necessary and eligibility to work in the UK. We have procedures in place to promote safeguarding and a safe culture at the Trust.

To apply

Please download the candidate application pack from our website, complete the application form, and submit it to jobs@suttontrust.com.

The applicant pack includes:

- Job description and person specification
- Application form
- Equal Opportunities Monitoring form (optional)

Applications should reach us by **midday on Monday 30th November**, with first round interviews held on **Wednesday 9th December** and second round interviews on **Monday 14th December**.

Please note that interviews will be held over Zoom.

Please state your name and the role you are applying for in the subject line of the email, and it would also be greatly appreciated if you could note where you saw this job advertised.

If you require any materials in an alternative format, or have any questions, please get in contact with us on jobs@suttontrust.com.

Any information you provide as part of your application will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. Our privacy statement can be found [here](#).

*Please note that we are unfortunately not a licensed visa sponsor.