



Sutton Trust Senior Alumni Officer

October 2021

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 7,000 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.

The Senior Alumni Officer will sit within the Programmes team and will report to the Senior Programmes Manager: Alumni Engagement. The Sutton Trust's alumni programme has been in development for four years and aims to develop a vibrant community of alumni who are offered ongoing support – from careers guidance to insights into different industries and the chance to access exclusive bursaries. In turn, alumni can give back to the Trust in a variety of ways – primarily through volunteering their time and expertise to help students or other alumni. A primary focus of building the community is to arm our alumni with a valuable network of peers they can utilise to help their future employment opportunities. In 2021 we have also introduced a new alumni online platform, and a range of new employability activity. The Senior Alumni Officer will play a central and alumni facing role in this work to establish a strong network of alumni, leading on the bulk of volunteering, and communication activities, as well as the data operations and relationship management required to support these functions. This role will also support the wider alumni and programmes team in running programmes and activities for alumni and ensuring a smooth transition from programme participant to active alum.

Main duties:

- Identify, promote and co-ordinate alumni volunteering opportunities, and support the Senior Programme Manager with the development of a new stewardship strategy
- Ensure all volunteer activity or alumni communications is tracked and reported on Salesforce
- Deliver and manage recruitment of members and logistics for the Alumni Leadership Board meetings and activity – such as involving them in research, coordinating their volunteer opportunities, and inviting them to relevant events.
- Oversee and report on alumni communications, including the newsletter, social media, student invitations and case studies, working with other team members and across the Trust to coordinate the calendar.
- Oversee the LinkedIn alumni group, pushing content to alumni and reporting on activity to the Senior Programme Manager.
- Oversee the alumni work of the Programmes Intern working on alumni and post-18 work, including managing queries that come into the alumni inbox and the online alumni platform, and updating the Trust's CRM with data, ensuring consistent reporting.
- Support with surveying and getting feedback from alumni (e.g. on events or technology)
- Coordinate alumni ad hoc events e.g. regional networking events or Alumni Festival activity with the wider Alumni Team



- Support the Senior Programme Manager to develop a more targeted approach to email communications.
- Assist in maintaining key stakeholder relationships with alumni, other partners, and other Sutton Trust staff
- Share ideas and insights that feed into the broader strategy and long-term vision for alumni
- As required, provide support to the Programmes team more widely, for example in drafting copy or supporting events and other activities.
- Other duties as necessary from time to time

Person Specification

We welcome applications from individuals who have experience in:

- Working with volunteers and/or young people, for ideally two years plus
- Working in the education or not-for-profit sector
- Working with multiple teams
- Working with data, analytics and reporting

We are also looking for an individual who:

- Is sympathetic to the aims of the Trust and its mission to address educational disadvantage
- Has an interest in either alumni relations, relationship management, or volunteer management within the charity or education sectors
- Can prioritise when working to multiple deadlines in a fast-paced environment
- Has excellent verbal and written communication and strong analytical skills
- Is personable, flexible and discrete; able to fit in to a small team
- Has a high degree of initiative and the ability to take responsibility for projects, with support
- Demonstrates excellent attention to detail
- Can adapt to different situations
- Is eligible to work in the UK*

Terms of Appointment

- Salary: £29,000
- Contract: Permanent
- Office location: The Sutton Trust, 9th Floor, Millbank Tower, 21-24 Millbank, London, SW1P 4QP
- Hours: The standard working hours are 9am to 5pm, Monday to Friday, occasional out of hours work at events (Board meetings or alumni events), for which time in lieu will be accrued.
- Annual leave: 27 days per annum plus bank holidays
- DBS check 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 1st November**, with first-round interviews held on **Monday 8th November** and second round interviews on the morning of **Tuesday 16th November**.

Please note that first round interviews will be held on Zoom, and second round interviews will be held in person at our London offices.

For your information, a member of our [Alumni Leadership Board](#) will be included on the round one interview panel. We will need to share your application form with them but will remove your contact details before doing so. If you have any questions about this, please email jobs@suttontrust.com.

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.