

# Information pack

ALUMNI OFFICER



July 2018

# Unlocked

## Alumni officer

<b>Report to</b>	Programme Director (Bodil Isaksen)
<b>Hours</b>	Full time
<b>Salary</b>	£23-28000 per annum, depending on experience
<b>Start date</b>	1st September 2018
<b>Location</b>	London, WC1

## The organisation

Unlocked Graduates aims to improve rehabilitation in the UK by creating a movement of future leaders across society who are driven to address cycles of reoffending. At the core of the charity is a two-year leadership development scheme for outstanding graduates. Participants on the graduate scheme work as frontline prison officers for two years while completing a master's degree.

## The role

Unlocked Graduates is more than a two-year graduate programme. Central to our mission is creating a network of leaders across the country who see reducing the damage of cyclical reoffending as part of their life-long purpose. As such, continued engagement with Unlocked Graduates after the participants complete the two-year graduate programme is key.

The Alumni Officer will pioneer our approach to alumni. Coming on board 10 months ahead of our first cohort becoming alumni, they will have nearly a year's lead-in time to set up cultures and systems to create the most impactful alumni network.

This includes making significant decisions about the most effective system for staying in touch with participants and keeping track of their careers and impact. We are also looking to build a system that captures and measures the impact our participants are having on an individual, cohort and movement level. You will work alongside the Research and Impact Manager to develop a strategy that captures this.

The role will require careful strategic planning of an effective and sustainable alumni offer, including support with careers, bespoke training, introductions, volunteering opportunities and resources. This will need to be planned carefully based on a strong understanding of the needs of talented graduates looking to create impact – whether in the criminal justice sector or elsewhere. The network must ultimately be self-managed, with alumni supporting and engaging each other, so the officer must be able to plan for the long-term.

The role will include a focus on creating communications and managing social networks that keep alumni engaged with the programme and each other. For this, excellent written and verbal communication skills are key. We are looking for an officer who is excited about contact and communication with our alumni. This includes keeping them abreast of criminal justice news and presenting opportunities such as jobs. The officer will be able to take strategic decisions about contact with influencers within the network, and be able to build strong relationships with these key contacts.

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Another focus of the role will be planning and running events. These will range from less formal networking opportunities to larger scale events or conferences with important guest speakers. Organisational skills, effective project management, and the ability to manage a budget will be crucial. You will also need a good sense of the alumni's priorities and context to make appropriate decisions about the type of event required.

The Alumni Officer will also support second-year participants' initial thinking around continued impact during this lead-in period. This includes some important work in co-ordinating participant preferences with opportunities such as work placements, which will require a systematic and data-driven approach.

The Alumni Officer will work closely with the Fundraising and Partnerships Manager to identify opportunities for participants and alumni to benefit from supporter organisations (corporate and third-sector), including work placements.

## Key responsibilities

- Setting up sustainable systems and cultures for the alumni network.
- Selecting and setting up an alumni relationship management system.
- Working with the Research and Impact Manager to track, measure and report on participants' impact.
- Developing and co-ordinating an attractive and impactful alumni offer including careers support.
- Engaging and mobilising alumni through effective communications and use of social networks.
- Planning and running events.
- Identifying and co-ordinating opportunities such as work placements with our corporate and third-sector supporters.

## Person specification

### Knowledge and experience

- Excellent written and verbal communication skills, adaptable for different audiences.
- Understanding of careers and other opportunities for creating change in the criminal justice sector.
- Experience of planning events from conception to execution.
- Project planning experience, including strategic planning which makes a vision a reality.
- Experience of working with a diverse and disperse network to reach a common goal.
- Good awareness and ability to tap into the emerging needs of the cohort.

### Characteristics and skills

- Systematic thinking, able to build systems that will scale.
- Exceptional at building strong relationships with people from varied backgrounds.
- Enthusiastic and passionate about driving change.
- A strong sense of vision and mission, able to make decisions on the basis of impact.
- Confident at speaking to individuals and groups.
- Organised and able to communicate plans clearly across a team.

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## To apply

Please send a CV and cover letter (no more than two pages) to [bodil.isaksen@unlockedgrads.org.uk](mailto:bodil.isaksen@unlockedgrads.org.uk) by 12 midday on Monday 6th August. We may conduct interviews on a rolling basis, so early application is advised.