

Academically Advanced Socially Progressive

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Alumni Relations Officer (Volunteering & Events)

Department	Alumni and Development (www.strath.ac.uk/alumni/)		
Directorate	Marketing And Development Services (www.strath.ac.uk/mds/)		
Staff Category	Administrative and Professional	Reference No	812523
Reports To	Alumni Relations Manager	Grade	6
Salary Range	£33,002 - £36,636	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	31/05/2026
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on IFTE) will be spent working on-site (with flexibility as appropriate).		
Work Location	Teaching & Learning Building, John Anderson Campus		

Job Advert

Are you passionate about building global communities and creating meaningful connections?

Join the University of Strathclyde as an Alumni Relations Officer and play a key role in engaging a worldwide network of over 230,000 graduates.

Strathclyde's alumni community spans the globe - from the UK and Europe to North America, Asia and the Middle East. As part of our Alumni & Development team, you'll help bring this network to life through events, volunteering

opportunities and inspiring communications that celebrate alumni success and strengthen lifelong connections with the University.

What you'll do

You will build and nurture relationships with alumni volunteers and ambassadors across key international regions, supporting the growth of local networks and working closely with volunteers to develop meaningful activity in their areas. Alongside this, you will plan and deliver a varied programme of events in Scotland and internationally, helping bring the alumni community together. You'll also create engaging content - across social media, newsletters and case studies - to showcase alumni impact and achievements, while collaborating with colleagues and stakeholders across the University to strengthen and enhance alumni engagement initiatives.

What we're looking for

We're looking for someone with experience in relationship management, stakeholder engagement or volunteer coordination, who brings strong communication skills and the ability to connect with diverse, global audiences. You'll be confident leading conversations with senior stakeholders and comfortable representing the University in a variety of settings. A proactive, self-starting approach is essential, with the ability to turn ideas into action, alongside a genuine interest in international engagement and community-building.

Why join us?

You'll be part of a collaborative and forward-thinking team, working at the heart of a globally connected university. This is an opportunity to shape how we engage with our alumni community worldwide -strengthening partnerships, celebrating achievements and making a lasting impact.

For informal enquiries, please contact Suzanne Favre, Alumni Relations Manager at suzanne.favre@strath.ac.uk.

Job Description

Brief Outline of Job:

- Develop the University's global networks, working with volunteers to strengthen Strathclyde's global presence and connections and grow online communities.
- Use targeted engagement to develop senior alumni networks worldwide and create meaningful engagement opportunities.
- Cultivate and support alumni volunteers by leading engagement with ambassador groups and volunteer committees, facilitating regular meetings, developing opportunities for involvement and recruiting new volunteers in key areas.
- Create engaging content and campaigns across social media, newsletters and case studies to showcase international alumni activity.
- Organise and deliver events in the UK and internationally, often aligned with visits by senior University staff (primarily USA, Asia and London).
- Collaborate with colleagues and senior stakeholders across the University and in partner organisations to support and enhance alumni engagement activity.
- Occasional evening work and international travel may be required.

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Main Activities/Responsibilities:

1. Develop the University's global networks through engaging volunteers in key regions, supporting and influencing their events activity through regular engagement and structured stewardship (e.g. Alumni Group of the Year award).
 2. Deliver targeted engagement initiatives and lost alumni engagement across the UK (London), USA, Middle-East (UAE, Bahrain) and Asia (China), developing the University's networks of senior alumni supporting priority initiatives (inc. philanthropy, industry engagement, corporate networks and global reputation).
 3. Support engagement with senior alumni ambassadors – creating meaningful opportunities for ongoing engagement between the University and its alumni award recipients.
 4. Support the planning and delivery of a programme of high-profile events in the UK and internationally, including Strathclyde Executive Leadership Awards ceremonies and international visits by senior staff.
 5. Work collaboratively with internal colleagues across faculties, professional services and international teams as well as external partners to ensure alumni activity aligns with wider University priorities.
 6. Use platforms such as LinkedIn and WhatsApp to grow and sustain active global alumni communities, encouraging participation in events and University initiatives.
 7. Create engaging content and campaigns across social media and event invitations to promote and celebrate alumni activity and achievements.
 8. Monitor and evaluate alumni engagement activity, maintaining accurate database records (Raiser's Edge) and contributing to regular reporting on programme performance.
 9. Undertake other duties as reasonably required to support the delivery of alumni engagement activities.
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Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1. Educated to HNC level or equivalent relevant professional experience.

Experience

E2. Experience of planning and delivering a programme of events involving senior stakeholders or high-profile guests, with responsibility for logistics, stakeholder coordination and delivery.

E3. Experience of building and managing relationships with volunteers, senior ambassadors or stakeholder groups - supporting, motivating and influencing activity to deliver agreed objectives.

E4. Experience of engaging audiences or stakeholders internationally, with the ability to work effectively across different regions, cultures and time zones.

E5. Experience of creating engaging content to promote international activity and celebrate achievements across digital channels such as social media, email marketing and web.

E6. Experience of building or managing online communities to encourage participation and sustained engagement.

Job Related Skills and Achievements

E7. Proven project management skills, with the ability to plan, prioritise and deliver multiple activities concurrently and to agreed deadlines.

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E8. Excellent attention to detail and accuracy, including in written communications and event logistics.

E9. Ability to use feedback, data or insight to evaluate and improve engagement activity, including maintaining accurate records to support reporting and relationship management (e.g. via a CRM such as The Raiser's Edge)

E10. Clear and confident written and verbal communication skills, with the ability to adapt tone and style to suit different audiences and settings.

Personal Attributes

E11. Ability to build effective relationships with a wide range of stakeholders, including senior colleagues, academics and external partners, and confidently lead meetings or discussions.

E12. Proactive and self-motivated approach, with the ability to take initiative and develop new ideas or approaches to enhance engagement, volunteering or events activity.

Other Relevant Factors

E13. Willingness to travel (UK and international) and some evening / weekend work

D1. Experience of alumni relations and/or fundraising activity within the Higher Education sector

Application Procedure

Applicants should visit Strathclyde's vacancies portal and complete an online application form including the name of three referees who will be contacted without further permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

The University of Strathclyde encourages the recruitment of disabled and neurodivergent candidates. If you require any reasonable adjustments or support at any stage of the recruitment or application process, please contact us at humanresources@strath.ac.uk, and we will be happy to assist you. This includes supporting you with the option to submit a paper application or a CV instead of completing the online application form.

Interviews

Interviews are scheduled to take place on 9 June 2026.

The University is a Disability Confident Employer and operates a guaranteed interview scheme for disabled candidates who meet all the essential criteria for the post that they are applying for.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Suzanne Favre, Alumni Relations Manager (suzanne.favre@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our comprehensive benefits package, including generous annual leave, family-friendly benefits, flexible work options, and a commitment to continuous learning, reflects our appreciation for the valuable contributions of our colleagues.

We understand that each staff member has unique priorities and lifestyles, so our diverse benefits ensure there is something for everyone, details of which can be found on our [Rewards and Benefits webpage](#).

- **Financial Rewards:** We provide attractive financial packages, including competitive salaries, relocation support for employees and a generous pension scheme, with university contributions of 14.5% for USS and 6.5% for LGPS.
- **Work-Life Balance:** We are dedicated to enhancing healthy work-life balance for our employees. We offer generous annual leave, an additional annual leave purchase option, flexible and agile work arrangements.
 - Annual Leave: Generous entitlement of 27 days (Grade 5 and below) or 31 days (Grade 6 and above), in addition to 11 public holidays and University closure days.
 - Additional annual leave purchase: Option to request purchase of 2 weeks' additional annual leave per year.
 - Flexible and agile working: The University provides flexible work arrangements. You can request arrangements that fit you and your role, such as hybrid, part-time, compressed hours, term-time, adjusted shifts, staggered hours. These requests can be made from the first day of your employment.
- **Family Friendly Benefits:** We offer a variety of enhanced family-friendly benefits to support our employees in balancing work and family responsibilities. These include Maternity Leave, Paternity/Maternity Support, Adoption Leave, Shared Parental Leave, Parental Leave, Carers Leave and support, Family Friendly Research & Scholarship Leave, and access to our on-campus nursery.
- **Career Development:** Our commitment to personal development is reflected in initiatives such as professional courses, subsidised educational programs, coaching and mentoring, leadership development, secondment opportunities, and access to our library.
- **Health & Wellbeing:** We place high importance on the safety, wellbeing, and health of all our staff and offer discounted Strathclyde Sport membership, an Employee Assistance Programme (EAP), Occupational Health Service, and Cycle to Work scheme.
- **Recognition Awards:** At Strathclyde, we place a strong emphasis on acknowledging and rewarding our staff's commitment and exceptional contributions. This is demonstrated through our Long-Service Awards and our Values-based Strathclyde Medals.

Pre-Placement Health Screening

If you are offered a job with us, you'll be encouraged to let us know about any disability, medical condition, or neurodivergence you have by completing a confidential pre-placement health questionnaire. Completing the questionnaire is entirely voluntary but by doing so we can put in place the right support and make any reasonable adjustments before you start.

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join Universities' Superannuation Scheme Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the [Relocation Policy](#).

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our [equality, diversity and inclusion charters, initiatives, groups and networks](#).

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

The University currently holds an Athena Swan **Silver award**, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

In delivering **our People Strategy**, we will contribute, act, and make decisions guided by these values.

- **People-oriented:** committed to our staff and students, providing opportunities, and investing in their development.
- **Bold:** confident and challenging in what we do, and supportive of embracing appropriate and managed risk in our decision-making.
- **Innovative:** focused on discovering and applying knowledge with impact and encouraging creative thinking and new ideas.
- **Collaborative:** working together, with our colleagues and external partners, with integrity and in an open, respectful way.
- **Ambitious:** for our institution, staff and students as well as supporting the ambitions of our partners.

