



Post Title:	Alumni Relations Lead
Type of role:	Full time or 0.8
Reporting to:	Head of Corporate Partnerships
Location:	London, Victoria
Working Hours & Pattern:	40 hours per week. Monday to Friday, 9am to 5pm (flexible)
Start date:	Late July or August 2024

Welcome to Ada!

We are the National College for Digital Skills, established in 2016 as the first new Further Education College in England since 1993. Our mission is to educate and empower the next generation of diverse digital talent, and our values of Rigour, Resilience, Creativity, Curiosity and Collaboration sit at the heart of what we do and how we go about our work. We seek to harness tech as a positive tool for social mobility and improve the gender and ethnic diversity of the tech workforce.

We are a small, specialist college with c.500 students and apprentices on roll at present but with plans now well underway to grow to 850+ learners by December 2025 across our two fantastic new city centre hub campuses in London (Pimlico) and Manchester (Ancoats).

We stand apart from other Colleges due to:

- The quality of teaching, learning and assessment of computer science and related subjects
- Our fantastic progression outcomes for our learners
- The breadth and depth of our industry partnerships
- Our focus on outreach and learner diversity, especially those from more disadvantaged backgrounds
- Our high support, high expectations culture for staff and learners

We received 'Good', with Outstanding features, in our first Ofsted inspection in October 2018 and again in March 2023.

Job Purpose

We are passionate about building an alumni community of our former students and apprentices to ensure that we can support them in progressing their careers while enabling them to engage with and learn from each other.

The postholder will join Ada at an exciting time as we build and launch the alumni programme. They will be able to shape and deliver events and activities such as engagement events, professional development opportunities, volunteering and mentoring/support

The postholder will develop strong relationships to ensure we can maximise the impact of the alumni community to build on their Ada experience and education.

. #AlwaysAda

To be successful in the role the post holder will:

- Have excellent organisation skills with the ability to structure processes and set up efficient systems to support Ada's continued growth
- Be confidently computer literate with excellent written and verbal communication skills
- Have excellent relationship management skills with the ability to engage stakeholders at all levels
- Have experience in events and communications
- Have experience and/ or drive to work with young people and have life affecting impact
- Be consistent and accurate and have a keen eye for detail
- Learn quickly, be adaptable, flexible and able to work in the ever-changing context of a growing organisation
- Be able to take the initiative and demonstrate a creative problem-solving approach
- Have well-developed interpersonal skills, working well independently and as part of a small team, and collaborating well with colleagues in person and remotely
- Have the ability and willingness to adapt to changing workloads and priorities with a team player attitude

Main Duties and Responsibilities

As our Alumni Relations Lead you will:

- Develop and maintain an ongoing dialogue with our alumni community through focus groups and research to reach a clear understanding of what they want and need from us, including the differences between Sixth Form and apprentice alumni.
- Undertake regular data collection cycles to track the current employment and needs of our current and future alumni. This will include but is not limited to using surveys and

research. Develop a systematic approach to holding data (including data protection) and CRM.

- Work with your manager to develop an ambitious approach to how we understand both the impact of our alumni in their roles and our continuing impact on their career.
- Deliver against programme KPIs and continuously drive improvement.
- Deliver and shape a programme of planned communications and marketing to the alumni community to drive engagement.
- Deliver and shape a programme of both in person and virtual events and activities to drive impact. These include but are not limited to: providing specific services e.g. jobs board, career coaching, networking events.
- Maintain, manage and internally champion our alumni database, ensuring rigorous GDPR rules are adhered to.
- Recruit and support champions from within the alumni network to act as alumni ambassadors.
- Attend professional development activities either at Ada or elsewhere to improve and enhance your own practice, including attending meetings which take place outside of normal working hours.

PERSON SPECIFICATION

Essential Qualifications

- Degree level qualification area or appropriate professional experience

Essential Experience

- Experienced at dealing with a range of people in an outward-facing role
- Delivery and management of external events and/ or volunteering projects
- Ability to think critically and analyse data and feedback to modify activity
- Experience of managing and collecting data sets
- Relationship building across a wide range of stakeholders

Desirable Experience

Project management including planning, executing and successfully delivering

- Knowledge of industry, ideally the tech sector, and ideas of how to work with people starting their careers in this area.
- Experience working in education and or alumni relations, membership organisation or charities

- Knowledge of digital events tools such as webinars and/ or online community platforms
- Budget management experience

Personal Qualities, aptitudes and skills:

- Embodiment of Ada's values: Curiosity, Creativity, Collaboration, Rigour and Resilience
- Excellent digital, organisational and time management skills
- Strong collaborative working skills
- Engaging communication and presentation skills
- Confident and self-motivated, with the ability to work unsupervised
- Versatile solution-orientated team player, with excellent people skills and a co-operative and flexible attitude.
- Enthusiastic, friendly, reliable and helpful, with the ability to build trust and productive relationships at all levels.

Other Requirements:

- Ability to represent Ada at external events when required.
- Able to travel as necessary for the role
- A commitment to on-going professional and personal development
- A willingness to work flexibly and where necessary outside of normal working hours
- Suitable to work with young people and vulnerable adults in accordance with Government guidelines for safeguarding.

Variation to this Job Description

This is a description of the job as it is at present and is current at date of issue. The duties and responsibilities described above are not exhaustive and additional assignments, duties or responsibilities may be required of this position. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

Safeguarding

We are committed to safeguarding and promoting the welfare of students and young people and we expect all staff to share this commitment. Any job offer will be conditional on various, appropriate, pre-employment checks including a satisfactory Enhanced Disclosure & Barring Service (DBS) check and Barred List Check, having the legal right to work in the UK and having satisfactory overseas criminal records checks, if deemed necessary, and supportive references.

Equal opportunities

Ada. National College for Digital Skills recognises that equality of opportunity and the recognition and promotion of diversity are integral to its strengths. The following principles apply in respect of the College's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all employees and prospective employees of the College are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, gender, gender reassignment, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.

Applicants with disabilities

Ada. National College for Digital Skills is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please write to us at jobs@ada.ac.uk.

Remuneration and Benefits

Salary range	£25, 500 - £32,000 depending on location and relevant experience
Hours:	9am-5pm
Holidays:	25 days per annum pro rata plus up to 5 efficiency days
DBS:	All employees undergo an enhanced Disclosure and Barring Service (DBS) check
Pension:	Workplace pension, employer contribution @ 10%

Sponsorship

We are unable to offer sponsorship for this role so can only accept applications from candidates who have the legal right to work and remain in the United Kingdom.

How to apply for the role

Please submit your CV and a supporting cover letter outlining your interest in the role and the relevant experience you have to jobs@ada.ac.uk, in the subject field please write "Application for Alumni Relations Lead" followed by your name.

Closing date: 9am on 20 July 2024 **however** applications will be reviewed on a rolling basis, as they are received, and we may decide to stop accepting applications before this date so early applications are recommended.

Start date: July/August 2024

Thank you for your interest in the role and good luck with your application!