Alumni and Corporate Events
Graduate Intern – Alumni and Corporate Events
Full Time, Fixed Term for 12 months
Salary: £15,500
Closing date for applications: 23 November 2016
Expected interview date: w/c Monday 28 November 2016

**Open to students who graduated in the Winter of 2015, Summer 2016 and Winter 2017**

The Development and Alumni Relations Office at the University of Sussex is seeking a friendly, motivated graduate to join the Graduation, Alumni and Corporate events team to work on various activities and events to increase alumni engagement with the University.

This is an excellent opportunity to join our enthusiastic team to enhance external engagement with the University of Sussex through the support of its alumni and corporate events programme and graduation ceremonies.

You will report to the Head of Graduation and Corporate Events and support the development, management and successful delivery of some key Sussex events, including professional networking events, high profile public lectures and alumni reunions as well as our annual graduation ceremonies.

A highly organised excellent communicator with a keen eye for detail, you will be personable, creative and able to work to deadlines. This is a fantastic opportunity for someone to gain experience in communications, alumni relations and events as well as expand their network of contacts.

To apply, please send a covering letter explaining how you meet the essential criteria of the person specification, along with your CV by 23 November 2016 to: c.lehany@sussex.ac.uk

2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors. The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. The School / Division

The Development and Alumni Relations Office (DARO) is part of the Professional Services Division of the University of Sussex. We are responsible for the University’s philanthropic fundraising and for maintaining relationships with the alumni community and friends of the University.
The University celebrated its 50th anniversary in the academic year 2011-12 and DARO played a leading role in organising and delivering a wide range of events and activities to mark this significant milestone. The celebrations provided an opportunity to communicate and re-engage with our 80,000 alumni and many friends and supporters.

To coincide with the 50th anniversary, the University launched its first major fundraising campaign, 'Making the Future', which raised £54 million. The support of our alumni body was crucial in helping us reach this target and will be for our ongoing philanthropic goals.

The Post

Sussex stages a wide range of successful public events aimed to engage key external audiences in the life of the University and promote their support for the development of the institution. These events range from high profile public lectures, to Vice-Chancellor’s dinners and large-scale reunions with a networking and social focal point.

Over the past years since the creation of a new events programme, the face of public events at Sussex has been transformed. The events programme has successfully led to greater and more focused engagement with alumni and other key stakeholders of the University.

With a dedicated fundraising team, a growing stable of supporters and a sophisticated development strategy, the University of Sussex is in a strong position to exploit the success of its anniversary programme and increase its fundraising potential. This is an excellent opportunity for someone interested in pursuing a career in communications and events coordination to join our friendly and enthusiastic team to support the Graduation, Alumni and Corporate team in delivering the programme of Sussex events and in engagement with our current students and staff.

4. Job Description for the post of:

Graduate Intern (Alumni and Corporate Events) – Development & Alumni Relations Office

Department: Development & Alumni Relations Office (DARO)

Responsible to: Head of Graduation and Corporate Events
Also working with: Deputy Head of Corporate and Alumni Events/Alumni Relations Manager

Purpose of the post:

The Graduate Intern (Alumni and Corporate Events) will be based within the Graduation, Alumni and Corporate Events team and will have close working relationship with colleagues in the Alumni Relations team on Alumni Relations activities, supporting them on the arrangements for School Reunions and Events as well as working on graduation, alumni and corporate events and activities.

4.1 Key Responsibilities:

STRATEGIC

- Assisting with identifying new event opportunities to maximise their PR benefit and foster alumni engagement based on research and institutional trends.
- Assisting with the identification of new activities that will improve awareness of the Alumni Network amongst the student body.
• Assisting with the development and implementation of a strategy for the promotion of public events to obtain buy-in to Sussex activities and increase participation and attendance to events and alumni relations activities. This should include social networking.

DELIVERY

• Assisting with the organisation and management of a broad range of alumni relations and corporate events (including public lectures, graduation, networking events and alumni reunions), from initial planning and bookings' handling, to the provision of relevant audio/vision material, and staging. This is supported by a professional network of teams at the University (e.g. Media Services, Conference Office, etc).
• Supporting the Graduation, Alumni and Corporate Events colleagues in the delivery of the events programme.
• Assisting with the management of events for professional networking alumni groups and the organisation of events overseas.
• Assisting with the implementation of a strategy for alumni relations events and activities aimed at engaging the student body and raising awareness of the Alumni Network.
• Working with academic and administrative staff across the University, and relevant external service providers, to ensure that high-profile University events are run to a high standard.
• Supporting the administrative processes around the organisation of graduation ceremonies as and when needed and especially at peak times in the run up to graduation dates.

GENERAL

• Ensuring that all relevant event information and guests’ contact details are added and kept up to date on the Raiser’s Edge database.
• Data management of event responses and efficient use of the events module on Raiser’s Edge.
• Contributing to the regular maintenance of alumni social networks such as Facebook by posting relevant news relating to corporate and alumni events and related University activities.
• Providing the necessary administrative support to ensure the programme of alumni and corporate events is delivered in the most efficient way possible.
• Liaising with University staff, guests and supporters at events and leading up to them.
• Onsite support of all events organised by DARO.
• Assist with emails and telephone queries about our activities and events.
• Assist with the production of event related online and printed materials including invitations, targeted emails and other related materials.
• Liaising with some senior members of staff and external key contacts.
• Assisting with the training and supervising stewards and volunteers as and when appropriate.
• Attend staff meetings and training as required.
• Represent the University of Sussex to a very high standard.
• As a member of the broader Development and Alumni Relations team, helping as required with any projects that might be assigned from time to time.
Given the nature of the job, the position requires a flexible approach to work, which will entail occasional evening and/or weekend commitments, for which time in lieu will be given.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Person Specification**

**SKILLS / ABILITIES**

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<th>Desirable</th>
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<td><strong>Excellent interpersonal, written and verbal communication skills</strong></td>
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<td><strong>Proficient with Office computer software, the internet and social media</strong></td>
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<td><strong>Excellent organisational skills and the ability to manage and prioritise a diverse workload</strong></td>
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<td><strong>Strong attention to detail</strong></td>
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<td><strong>Able to use own initiative and judgement, especially in relation to cross-team work</strong></td>
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<td><strong>Able to generate creative ideas</strong></td>
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**KNOWLEDGE**

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<tr>
<td><strong>An understanding of the University structure and what the benefits are of being a member of the Sussex Alumni Network</strong></td>
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**EXPERIENCE**

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<td><strong>Experience of working with a customer relationship management database, preferably Raisers Edge</strong></td>
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<td><strong>Experience of organising events and activities</strong></td>
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<td><strong>Experience of maintaining social media groups and/or webpages</strong></td>
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**PERSONAL ATTRIBUTES AND CIRCUMSTANCES**

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<td><strong>An enthusiastic and positive approach, and committed team player</strong></td>
<td>x</td>
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<td><strong>A flexible approach to work, which will entail occasional evening and weekend commitments</strong></td>
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<td><strong>a ‘customer-service-orientated’ perspective</strong></td>
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**QUALIFICATIONS**

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<td><strong>Educated to degree level, with either an undergraduate or postgraduate qualification from University of Sussex</strong></td>
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