1. Advertisement

Ref: 1462

Development & Alumni Relations Office/School of Law, Politics and Sociology (LPS)
Graduate Intern (LPS Alumni Relations) – Development & Alumni Relations Office
Full-time, Fixed term for 1 year
Salary: £15,500 per annum
Closing date for applications: 01 December 2016
Expected Interview date: 13 December 2016

**Open to students who graduated in the winter of 2015, summer 2016 and graduating in the winter 2017**

The Development and Alumni Relations Office at the University of Sussex is seeking a friendly, motivated graduate to work on a number of alumni relations projects to increase alumni engagement with the University and the School of Law, Politics and Sociology (LPS).

Report to the Alumni Relations Manager and working closely with LPS colleagues, you will help to foster life-long relationships and create opportunities for alumni engagement through communications, events and volunteering.

Your role will provide the main link between LPS and our alumni with the purpose of facilitating fruitful relationships that enhance student employability, the student experience, and the curriculum.

An 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.

For full details and how to apply see www.sussex.ac.uk/jobs

*The University of Sussex is committed to equality of opportunity*
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.

4. Job Description for the post of:

Graduate Intern (LPS Alumni Relations) – Development & Alumni Relations Office

Department: Development & Alumni Relations Office (DARO)

Responsible to: Alumni Relations Manager

Also working with: Alumni Relations & Events Coordinator, LPS Information Coordinator and LPS School Projects Officer

Purpose of the post:

The Graduate Intern (LPS Alumni Relations) will be based within the Alumni Relations and Events team and will be the key liaison point with LPS colleagues on Alumni Relations activities, supporting them and working with DARO on the activities.

4.1 Key Responsibilities:

4.2 Administration

a) Ensure that communications regarding LPS alumni projects are responded to in a timely and professional manner.
b) Support bespoke alumni initiatives within LPS, such as:
   - Providing assistance to academics undertaking overseas visits where an alumni event is included in the trip.
   - encouraging alumni involvement in volunteer programmes, including the overseas Alumni Consuls network and Alumni Careers network and raising awareness of these via the current student community.
   - assisting with the stewardship of selected LPS alumni including welcoming them on campus for visits, careers events etc.

c) Ensure that full and accurate records of alumni activity / correspondence are noted on the database.

d) Help ensure that alumni data contained within the database is accurate and reliable.

e) Support the stewardship of stakeholders in the School Clinical Legal Education (SCLE) programme.

4.3 Communications

a) Assist with sourcing case studies and images from LPS alumni for use in University displays, publications and web pages, taking into consideration our diverse, multi-cultural alumni community.

b) Liaise with academic and professional services staff within the School of LPS and DARO, as well as student societies, to identify appropriate alumni for speaker events, future prospects, marketing collateral and interesting news stories.

c) Liaise with LPS alumni to encourage their participation and support for LPS and University events or other activities that may arise.

d) Maintain an active use of social media, in collaboration with the LPS Information Co-ordinator, to raise awareness of developments at LPS and communicate activities in the School (both subject-specific and open events for a wider audience) that are open to alumni.

e) Communicate relevant DARO activities to staff and students within LPS.

f) Ensure a regular communications channel with current students to raise awareness of the alumni network and the benefits of staying in touch with the University after graduation.

g) Liaise with faculty and LPS staff to help promote events involving LPS alumni, such as Alumni Masterclasses, to current students.

h) Work with LPS and DARO staff to create a termly eNewsletter for LPS alumni.

4.4 Events

a) Work with the Alumni Relations Manager, LPS, and relevant student societies to support events involving alumni, such as the Law Masterclasses, Draper and ICJ Lectures, careers events.

b) Participate at Applicant Visit Days and Open Days throughout the year

c) The position requires a flexible approach to work, which will entail occasional evening and/or weekend commitments, for which time off in lieu will be given.

4.5 General responsibilities

(a) Attend staff meetings and training as required.
(b) As a member of the broader Development and Alumni Relations team, help as required with any projects that be assigned from time to time.
(c) Represent the University of Sussex and LPS to a very high standard.
(d) Report to the Alumni Relations Manager.

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.

Date: November 2016

5. **Person Specification**

**SKILLS / ABILITIES**

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

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<tr>
<td>An understanding of the structure and who’s who in the School of LPS</td>
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<td>An understanding of the benefits are of being a member of the Sussex Alumni Network</td>
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<td>An understanding of communications, marketing or PR</td>
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**EXPERIENCE**

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<td>Experience of working with a customer relationship management database</td>
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<td>Experience of working with or managing volunteers</td>
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<td>Experience of maintaining social media groups and/or webpages</td>
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**PERSONAL ATTRIBUTES AND CIRCUMSTANCES**

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<td>An enthusiastic and positive approach, and committed team player</td>
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<td>A flexible approach to work, which will entail occasional evening and weekend commitments</td>
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**QUALIFICATIONS**

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<td>Educated to degree level or equivalent, preferably with a LPS qualification</td>
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