**Alumni Engagement Manager**

**Closing date:** 12pm on Monday 14 August **Start Date:** As soon as available **Contract:** Permanent

**Location:** Holborn, London **Salary:** £27,000-£36,000 depending on experience (+11% employer pension contribution)

Ark is an education charity and one of the country’s top performing academy operators. Our academies are situated in areas of high disadvantage, with over 30% of Ark pupils eligible for free school meals, compared with 16% nationally. We currently work with 36 primary and secondary schools across London, Hastings, Portsmouth and Birmingham. Our vision is to create a group of outstanding schools that radically improve our pupils’ life chances.

We believe that education isn’t simply about passing exams; it’s about enabling students to learn the skills and qualities they need to be successful at school and beyond. Our mission as an organisation is to ensure that every pupil does well enough to go to university or pursue the career of their choice. To support this, our schools ensure that alongside setting high expectations for academic progress, we also focus on building the habits and skills most desired by employers and universities, guarantee access and exposure to the experiences that will help them to shape a vision for their own future and guide their decisions about their university or career pathway after school. In the last two years, we have also developed a strategy to work more closely with our students once they have left school as part of our Alumni Engagement strategy.

The Ark Alumni Engagement Manager is responsible for implementing Ark’s strategy for fostering engagement and support with our growing student alumni community, ensuring that they have access to support and opportunities which enables their long term success into a career of choice. The role sits within the Pathways and Enrichment team at Ark which is responsible for enabling success and choices for all students from primary through to the age of 25.

Responsibilities

**Support school level engagement with their alumni**

* Support all secondary schools to build engaged and thriving alumni communities
* Provide ongoing support to schools to plan and evaluate their engagement with alumni through the Future First platform, developing and sharing best practice examples to inspire engagement
* Track school level engagement with their alumni, generating network level analysis that can be shared at senior management, regional director and school principal level

**Create and Deliver Alumni Support and Engagement Programmes**

***Oversee the delivery and development of the Ark student bursary programme***:

* Market the bursary programme effectively to Ark schools, Year 13 students and parents, maximising this interaction by building out information and guidance about financial presentations and materials for these groups
* Manage the awarding of over 50 financial need bursaries to Year 13 students ensuring: student eligibility criteria targets students most in need; application process is fair and equitable; efficient tracking and handling of student applications and ongoing payments
* Manage relationships with senior stakeholders and donors, developing a cultivation plan to engage them with the application process and students once they receive their bursaries
* Manage the relationship with the finance team and oversee the process to ensure that students receive their payments on time
* Develop relationships with bursary students, acting as their first point of contact at Ark for any queries

***Develop and deliver the Ark Relatable Role Models programme which engages Ark alumni and corporate volunteers from diverse backgrounds to deliver one off talks or bespoke coaching and mentoring for vulnerable student groups***

* Oversee the recruitment of up to 50 new role models each year, ensuring there is a robust application process in place, including carrying out DBS checks for all volunteers
* Develop a process for schools to engage with relatable role models and request their services
* Create alumni case studies and other online materials to inspire current students
* Deliver training and create high quality resources for role model programmes including writing resources for bespoke mentoring and coaching programmes
* Monitor engagement with the programme and evaluate the impact of longer term engagements
* Foster and maintain positive relationships with all stakeholders including finding ways for them to engage and learn from each other and for them to receive recognition for their involvement in the programme

***Develop a support programme to support alumni whilst they transition from school into university and/or employment***

* Create communications processes to engage with the wider Ark alumni community and share information about existing support programmes or opportunities
* Build and facilitate the development of smaller networks of alumni who are at the same university or working at the same employer to foster peer support
* Build relationships with expert organisations and develop priority partnership agreements to benefit alumni students
* Work closely with the development team and the partnership engagement coordinator to create bespoke work experience, internship or networking opportunities for up to 100 Ark alumni each year

**Tracking and Communicating Alumni Progression**

Support the Head of Pathways and Enrichment and the Data team to develop network level systems for tracking the longer term success of Ark alumni.

* Develop destinations tracking functions through Future First platform and generating network level reporting
* Support with conversations with HESA and DfE to understand how we can track students longer term
* Develop qualitative methods for analysing student progression through student engagement surveys, focus groups and other methods
* Create case study materials and ensure that alumni are showcased as part of the organisational communications on our success and priorities

The Alumni Engagement Manager will be able to draw on the support of the Partnership Engagement Coordinator and the Events team for certain programmes, but does not currently line manage anyone directly.

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**Person Specification and required experience**

We are looking for candidates who possess the following:

Knowledge and skills

* An understanding of the challenges that students may experience through school, university and other post-18 pathways, and into careers
* A passion for improving the life chances of disadvantaged students and increasing social mobility
* Excellent organisational skills and attention to detail
* Ability to project manage multi-layered and complex programmes on time and to budget
* Excellent communications skills and ability to deliver training and talks to different audiences
* Ability to relate well to people of all backgrounds
* Self-motivated with ability to work autonomously as well as a willingness to contribute to and support wider team objectives

Experience

* Experience of working in the education sector in the UK
* Experience of successfully delivering multiple programmes/projects concurrently
* Experience of and ability to translate an idea into a project/programme and achieve KPIs
* Experience of effective stakeholder management and donor stewardship, particularly with corporate partners
* Experience of engaging students or colleagues through an event, programme or activity

**Other requirements**

* Must have right to work in the UK
* Educated to degree level or above

To apply, please go to <https://goo.gl/GxHLFY>. Please submit your application by **12pm** on **Monday 14th August.**

If you would like to discuss the role, or have any queries, please contact the recruitment team on 0203 116 6345 or [recruitment@arkonline.org](mailto:recruitment@arkonline.org).

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**Interviews:** First round interviews will take place on 18 August. Second round will happen in the following week

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*