

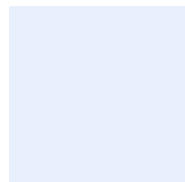
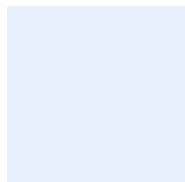
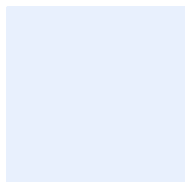
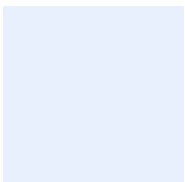
Appointment details

Alumni Relations Officer



Closing date
6th December 2013

REF:R130379



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▶ About Aston University

At a time of significant change within the Higher Education sector, with more emphasis being placed on widening participation, graduate employment, the student experience and the impact of research on society, Aston looks forward to the future with confidence.

Aston's vision is to be the UK's leading University for business, enterprise and the professions, where original research has a positive impact on the world around us. Aston's strategy 'Forward to 2020' describes Aston as a top research-led international University renowned for developing future leaders of business and the professions.

We already 'punch above our weight' and have high, yet realistic, aspirations for 2020 that include:

- ▶ Ranked within the top 1% of universities in the world, and consistently in the Top 20 in the UK
- ▶ In the Top 5 for Graduate Employability in the UK and Top 40 worldwide
- ▶ Focussed on the needs of business and the professions, with all Aston undergraduate students taking part in integrated work experience
- ▶ Carrying out world class research that leads to the creation of practical and applicable

solutions for the challenges of the future, and contributes to the development of research leaders and entrepreneurs

- ▶ Providing an inspiring, challenge-based education for students, equipping them to develop into global citizens, with the skills, knowledge and confidence they will need to achieve their goals and reach their full life potential
- ▶ Engaging with our community and city, recruiting students with talent regardless of income and background, and partnering with business, the professions and the public sector
- ▶ Putting sustainability at the centre of all we do, ensuring that Aston is one of the greenest and most sustainable of all UK universities, in the Top 5 of the People and Planet League.

Students are at the heart of everything we do within Aston's small and friendly community – in the way we think and in the way we act. The student experience is distinctive and unique at Aston because it is built and lived by students and staff as equal partners in the relationship. Our students are engaged in all aspects of their academic and social lives at Aston; our staff are genuinely interested in their students, their success and their welfare, and are universally approachable and friendly.



Welcome from Professor Dame Julia King

Dear applicant

The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty. Those universities able to adapt swiftly to a changing and increasingly competitive market will thrive. As a small, focussed University we have the advantages of agility, innovation and team working that some of our competitors do not. Our integrated placement year, our applicable, exploitable research, and our commitment to widening participation all help to make Aston distinct.

Our research legacy will be determined by our performance in the REF. If we perform to our true potential we will have a successful outcome, with greater and more stable income streams, growing numbers of links to business and a stronger international research reputation. Teaching quality and the student experience must also continue to be an important focus. Like a number of other highly ranked institutions, we need to continue to improve student feedback and assessment, and we must continue to do all we can to address the needs of students.

Development and Alumni Relations are playing an increasingly important role for Aston, both in terms of diversifying (and increasing) our income streams and in terms of enhancing Aston's brand and reputation. We have enjoyed some considerable success over recent years, and we believe that we have significant potential for further growth.

We very much look forward to receiving your application and learning more about how you would contribute to Aston's continuing success

Professor Dame Julia King
Vice-Chancellor

▶ Job description

The Alumni Relations Officer will be responsible for fostering excellent relations between alumni and friends of Aston University.

With experience in event management, the post holder will develop and implement a programme of successful alumni events in the UK and overseas, increasing participation amongst all audiences. In order to grow and develop the programme, the post holder will be expected to implement strategies to trace lost alumni and increase the number of contacts on the database. Through the development of a network of chapters and groups, the post holder will also be required to facilitate networking opportunities between Aston and its alumni.

The post is based in the Development & Alumni Relations Office and reports to Sarah Pymm, Deputy Director Development & Alumni Relations.

Responsibilities

- ▶ Devise and implement a programme of UK and overseas events including reunions, networking receptions with Aston staff, and the Annual General Meeting of Convocation.
- ▶ Develop overseas chapters and networks. Establish new chapters in key strategic localities. Maintain existing overseas chapters and networks by facilitating their activities, growing membership, and liaising with chapter representatives.
- ▶ Implement strategies to trace lost alumni and keep contact details up to date.
- ▶ Contribute to the maintenance and integrity of data recorded on Raiser's Edge ensuring that records are updated as appropriate.
- ▶ Contribute to the development of the web site by producing relevant content and ensuring events and engagement pages are up to date.
- ▶ Organise graduation activities including the marketing of opportunities through the alumni network and sales of the University Ring.
- ▶ Act as the main point of contact for all alumni relations enquiries, including Aston Graduates' Association. Oversee the generic alumni mailbox and ensure all correspondence is replied to or allocated to the most relevant person for action.



► Person specification

	Essential	MOA
Education and qualifications	Degree or equivalent	Application form
Experience	<p>Management of events both in the UK and overseas, including identifying appropriate events to suit specific audiences, undertaking all administration prior to and after events, and ensuring the smooth running of activities during events.</p> <p>Working with partners, volunteers, or colleagues overseas.</p> <p>Working in alumni relations, membership management, or volunteer management</p> <p>Using large relational databases, preferably Raisers Edge, to extract data and inform objectives.</p> <p>Contributing to content on websites within a content management system.</p>	Application form, Interview and presentation
Aptitude and skills	<p>Excellent organisational, project and event management skills.</p> <p>Excellent interpersonal and communication skills.</p> <p>Excellent prioritising skills in order to meet tight deadlines</p> <p>Excellent negotiation and persuasion skills with ability to engage colleagues and partners in new initiatives.</p> <p>Able to demonstrate an innovative approach to work.</p> <p>Able to demonstrate excellent attention to detail.</p> <p>Excellent IT skills (MS Office: Word, Excel, PowerPoint, etc) and competence in relational databases.</p>	Application form, Interview and presentation
Other	<p>Excellent team working spirit.</p> <p>Occasional evening and weekend work when required (for example during alumni events.)</p>	Application form, interview and presentation

	Desirable	MOA
Education and qualifications		Application form
Experience	Dealing with Freedom of Information and Data Protection issues.	Application form, Interview and presentation

	Desirable	MOA
Aptitude and skills	Knowledge of relationship marketing principles.	Application form and interview

► Salary & benefits

This post is offered on a permanent basis. The appointment is grade 7 and the salary range for this grade is £24,049-£28,685 per annum.

Holiday entitlement	30 days per annum, in addition to 13 days public and university holidays.
Pension	Eligible staff are offered a defined benefit pension with the Aston University Pension Scheme (AUPS).
Contribution pay	The University's Performance Development and Reward Scheme provides for salary enhancement for staff who are considered to be performing at an exceptional level on a consistent basis.
Relocation	Newly-appointed staff are required to establish their homes within reasonable daily travelling distance to and from the University. The University operates a relocation scheme to assist newly-appointed staff in meeting this requirement.

Visit our website: aston.ac.uk/hr for full details of our [salary scales](#) and the [benefits](#) Aston University staff enjoy.

► How to apply and the selection process

Please visit our website aston.ac.uk/jobs to apply online. If you do not have internet access, call 0121 204 4500 and leave your name and address quoting the job title and reference number.

Closing date for applications 6th December 2013

First stage interview date 9th January 2014

Second stage interview date 16th January 2014

Please contact Sarah Pymm, Deputy Director Development & Alumni Relations for an informal discussion about the role.

Tel: +44(0) 121 204 4541 Email: s.e.pymm@aston.ac.uk**Error! Bookmark not defined.**

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

Bhandna Bagga
HR Advisor (Aston Business School)
Aston University
Human Resources
+44 (0) 121 204 4586

► Outline terms and conditions of the appointment

Qualifications Successful candidates will be required to produce evidence of their qualifications upon joining the University

Medical examination It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.

Eligibility to work in the UK Candidates who are not citizens of the United Kingdom, or of another EEA member country, should ensure that they meet the requirements of one of the 5 tiers of the immigration points based system.

Candidates should check their eligibility to enter or remain in the UK in advance of making any job application using the [points-based calculator](#) on the UK Border & Immigration Agency (UKBA) website. If you do not meet the minimum points requirement, you will not be able to work in the UK and any application for employment would be unsuccessful.

Document checks As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the [UK Border Agency website](#).

Equal opportunities

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston.

An Equal Opportunities Monitoring Form is included with the application form.

Data Protection Act 1998

Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Disclosure and Barring Service (DBS)

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.

Since this post may involve substantial unsupervised contact with young people and/or vulnerable adults, it is an exception under the act and the successful applicant will be required to undergo a DBS check

Research start up fund for new academics (Aston Business School)

All academic staff joining Aston Business School receive a start-up fund of £3,000 (for Lecturers and Teaching Fellows) and £6,000 (for Senior Lecturers). This fund must be used to cover the cost of any IT equipment required, but any unused money can be put towards research costs.

Alternatively Individuals who have not previously held an academic appointment are eligible for a research start-up fund of £10,000 if laboratory based and £5,000 otherwise (pro rata for part time), in accordance with the rules of the University's scheme. This fund must be spent on research activities and must be used within 18 months of starting the academic appointment at Aston University.

Research start up fund for new academics

Individuals who have not previously held an academic appointment are eligible for a research start-up fund of £10,000 if laboratory based and £5,000 otherwise (pro rata for part time), in accordance with the rules of the University's scheme. This fund must be spent on research activities and must be used within 18 months of starting the academic appointment at Aston University.

Research start up fund for new academics (School of Engineering & Applied Science)

Individuals who have not previously held an academic appointment are eligible for a research start-up fund of £10,000 if laboratory based and £5,000 otherwise (pro rata for part time), in accordance with the rules of the University's scheme. This fund must be spent on research activities and must be used within 18 months of starting the academic appointment at Aston University. All other academics joining the School will receive a start-up fund of £5,000 per year for 2 years.

Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr.

Aston University
Employable Graduates
Exploitable Research

Aston University
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www.aston.ac.uk

