Aston University
BIRMINGHAM UK

Where change gets real.

OPPORTUNITY

Project Manager (Aston for Life)

Reference: R220020
Salary: £34,304 to £40,927, per annum. Grade 8, depending on experience
Contract Type: Fixed Term for 12 months
Basis: Full Time (36.5 hours per week)

Job description

Job Purpose:

Aston University's vision is to create an engaged alumni community who know that Aston is committed to their personal and professional development throughout their lives. In turn, they will be actively contributing to their alumni community, the University and our beneficiaries to achieve clearly defined outcomes. The Alumni Relations & Development (ARD) team leads the delivery of this vision and champions the interests and potential of alumni and supporters within the University.

The Project Manager (Aston for Life) will own delivery of the *Aston for Life* platform for alumni: the major initiative in Aston's five-year strategy for alumni and development. *Aston for Life* will offer all Aston graduates the opportunity to access personalised professional and personal development, with innovative Aston content, global alumni networks and exclusive events. Working with the Alumni Relations & Development team (ARD), the Project Manager will undertake extensive consultation and engagement with alumni, mapping and sourcing content, produce the brief, identify potential solutions and suppliers, oversee the procurement process and develop a comprehensive plan for an exciting and inspiring launch.

Main duties and responsibilities

- ► Create comprehensive project plan and stakeholder map for the Aston for Life platform.
- ► Identify, establish and manage a suitable Project Team for delivery, and a senior Project Board for oversight. Create and propose Terms of Reference for each and provide leadership to the Project Team and support for both.
- ► Consult stakeholders through surveys, focus groups and 1:1 interactions, including alumni, staff and students.
- ► Identify interdependencies and supporting technology opportunities e.g. Raiser's Edge to ensure platform is as automated as possible.
- ► Determine and propose KPIs and measurable outcomes for the platform once launched.
- ► Create a brief for the platform, identify potential suppliers and manage the procurement process.
- ► Create and oversee a budget for the project, including costs of the platform, content creation. Identify ongoing future costs and staff time required to ensure sustainable management after platform launch.
- ► Set the content standards, communicate across university and identify content providers (staff and alumni).
- ► Identify required content, source that which is already available, map gaps and source content accordingly.
- ► Create the alumni network volunteer structures, role description and recruitment, selection, management and stewardship processes.
- ► Identify and appoint alumni network volunteers.
- ► Develop comprehensive implementation and communications plans.
- ► Champion within ARD and the wider University to ensure the *Aston for Life* platform is included in forward planning, and establish resources and responsibilities for management after the implementation is completed.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Degree or substantial relevant experience	Application form
Experience	Delivery of projects in a complex and diverse organisation as a Product Owner, Project Manager or similar. Engaging and consulting stakeholders, seeking and acting on feedback and championing their interests within the project. Engaging and motivating project personnel and other stakeholders. Delivery of projects through utilising part time / disparate resources (rather than full-time project teams). Interpreting complex requirements into a clear and well-structured series of objectives and deliverables.	Application form and interview
Aptitude and skills	The ability to communicate appropriately with a range of people, including students and recent graduates, senior alumni, academic staff and Professional Services colleagues. Excellent written communication skills. Application of project management methods, tools and techniques. Highly motivated, confident, resilient and possessing a positive attitude.	Application form and interview

	Essential	Method of assessment
	Ability to work independently and meet set deadlines. A positive attitude with a flexible approach to working with others. Critical thinking and problem solving, with the ability to objectively analyse and evaluate situations in order to identify solutions. Good attention to detail and accuracy. Excellent administrative, organisation and time management skills.	

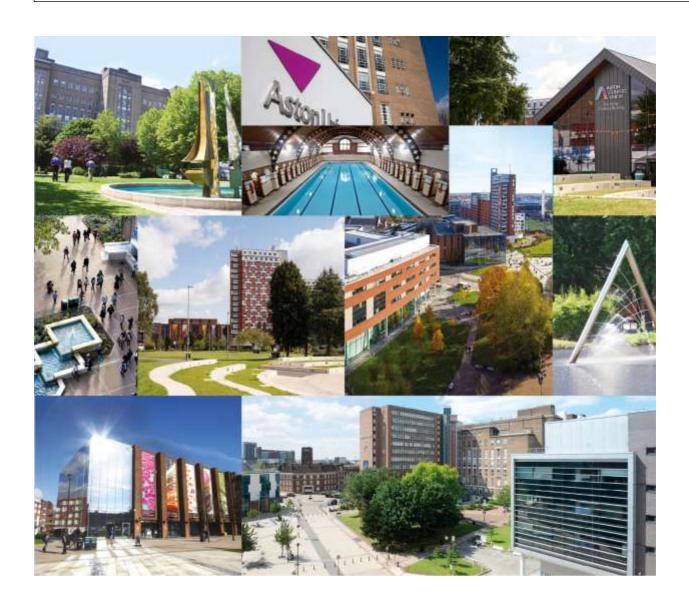|	Desirable	Method of assessment
Experience	Experience of the Higher Education Sector. Experience of projects with a core IT / technology component. Experience in one or more of Alumni Relations, Engagement, Communications, Marketing, Volunteer Management or Fundraising. Experience of developing and delivering training and development programmes, online engagement platforms or initiatives.	Application form and interview

How to apply

You can apply for this role online via our website https://www2.aston.ac.uk/staff-public/hr/jobs.

Applications should be submitted by 23.59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Kerrie Holland
Job Title: Director of Alumni Relations and Development
Email: k.holland@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:
Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website https://www2.aston.ac.uk/staff-public/hr for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index

Benefits: https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index

Working in Birmingham: https://www2.aston.ac.uk/birmingham

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:
Post-Brexit transition period / EU Settlement Scheme
The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage https://www.gov.uk/settled-status-eu-citizens-families
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website https://www.gov.uk/browse/visas-immigration/work-visas. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa
https://www.gov.uk/skilled-worker-visa

Global Talent Visa
If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.
https://www.gov.uk/global-talent

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 student 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.

An Equal Opportunities Monitoring Form is included within the application form. 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, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at https://www2.aston.ac.uk/data-protection. 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.

Full details of our terms and conditions of service and associated policies and procedures are available online at https://www2.aston.ac.uk/staff-public/hr/policies

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