

## Director of Alumni Relations



**OPPORTUNITY**

Where change  
gets real.



**Reference: 0891-25**

**Grade: Grade 10**

**Salary: £58,225 - £67,468 Depending on experience**

**Contract Type: Permanent**

**Basis: Full Time**

**Job Purpose:**

The Director of Alumni Relations will lead the development and delivery of a dynamic, inclusive, and impact-driven engagement strategy for Aston University's global alumni community. The postholder will be responsible for building lifelong relationships with graduates and leveraging alumni networks to create value across key institutional priorities.

Reporting to the Director of Business Development and Advancement, the role holder will lead on all aspects of alumni engagement while also playing a pivotal supporting role in the delivery of key strategic objectives across the University. This includes enhancing Aston's reputation and reach to support student recruitment; connecting alumni with opportunities for further study, professional development and executive education as part of the University's lifelong learning ambitions; and working closely with the Director of Development to cultivate alumni as potential donors and supporters of philanthropic initiatives. Performance across these areas will be driven by clearly defined, measurable KPIs, with regular monitoring and reporting to track progress and impact.

**Main Duties/Responsibilities:****Strategic Leadership:**

- ▶ Develop and lead a comprehensive alumni engagement strategy aligned with Aston 2030 and cross-institutional priorities.
- ▶ Serve as the University's strategic lead for alumni relations, ensuring alumni voices, contributions, and potential are embedded in planning and delivery across the institution.
- ▶ Work closely with colleagues across student recruitment, executive education, development, and careers to align alumni activities with strategic outcomes.

**Alumni Engagement:**

- ▶ Deliver an innovative programme of alumni engagement through platforms such as Aston for Life and the Alumni Club, encompassing communications, events, volunteering, and networking opportunities.
- ▶ Champion alumni as mentors, ambassadors, advocates, and contributors to student success, institutional reputation, and commercial engagement.

**Support for Strategic Priorities (with measurable KPIs):**

- ▶ Collaborate with Marketing, Student Recruitment and International teams to leverage alumni as brand ambassadors and supporters of recruitment outreach.
- ▶ Promote opportunities for alumni to access lifelong learning and further study through executive education and CPD.
- ▶ Partner with the Director of Development to identify, steward, and engage alumni prospects for philanthropic giving.
- ▶ KPIs will include targets around alumni participation, engagement reach, student conversion impact, returner rates, and fundraising support.

## **Leadership and Management**

- ▶ Lead and manage the alumni relations team, setting clear objectives and maintaining a high-performance culture.
- ▶ Lead and manage the Development Services team, managing the alumni database, ensuring data quality and GDPR is monitored, and providing reporting & tracking on engagement/philanthropy etc.
- ▶ Manage budgets and resources effectively to deliver impact within allocated funding.
- ▶ Build internal advocacy for alumni engagement across Schools and professional services.

## **External Representation**

- ▶ Represent Aston University at alumni events, sector forums, and professional networks in the UK and internationally.
- ▶ Build strong relationships with alumni stakeholders, fostering long-term connections and institutional pride.

## **Additional responsibilities:**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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
<b>Education and qualifications</b>	<ul style="list-style-type: none"><li>▶ Degree or equivalent professional qualification</li></ul>	Application form and interview
<b>Experience</b>	<ul style="list-style-type: none"><li>▶ Significant experience in a senior alumni relations role or equivalent</li><li>▶ Demonstrable success in aligning alumni engagement with student recruitment, lifelong learning, or philanthropic outcomes.</li><li>▶ Strong strategic planning skills and experience working with KPIs</li><li>▶ Proven ability to lead, motivate, and manage teams</li></ul>	Application form and interview
<b>Aptitude and skills</b>	<ul style="list-style-type: none"><li>▶ Excellent interpersonal and communication skills, able to work credibly with senior stakeholders</li><li>▶ High-level project and stakeholder management capabilities</li></ul>	Application form and interview

<b>Experience</b>	<ul style="list-style-type: none"><li>▶ Experience working in a global or international alumni context</li><li>▶ Knowledge of the UK higher education sector and emerging trends in alumni and stakeholder engagement</li></ul>	Application form and interview
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## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.



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 [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

**Name:** Steve Statham

**Job Title:** Director Of Business Development

**Email:** s.statham@aston.ac.uk

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@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:** [Benefits and Rewards | Aston University](#)

**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:**

Non-UK/Irish nationals will require a visa or immigration permission that allows them to work in the UK.

The most common work visas are the [Skilled Worker](#), [Global Talent](#) and [Graduate](#) immigration routes. You can find more information about these visa categories on our [web page for candidates](#). The [UKVI website](#) provides further detail about different work visas and the eligibility criteria for each.

### **Academic Technology Approval Scheme (ATAS):**

If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

### **Before you start and Right to Work**

#### 90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

#### Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the



standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

### **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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