



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

International Alumni Engagement Officer, Alumni and Development Team



Salary: Grade 7 (£33,199 - £39,609 p.a)

Reference: CSADT1051

We will consider flexible working arrangements

International Alumni Engagement Officer Alumni and Development Team

Can you help grow and build an engagement programme for a diverse alumni community across the world? Can you develop the relationships necessary to maintain and grow an active international alumni network, delivering value both to individuals and the University?

The University of Leeds maintains contact with more than 260,000 alumni. A quarter of them live and work outside the UK.

You will provide a lead on our engagement of international alumni to support the University's international strategic objectives, creating and implementing a plan to maximise the role they can play as advocates, influencers and supporters.

You will possess outstanding interpersonal skills and the ability to create external and international relationships at all levels, particularly with individuals in senior and influential positions, and across the University. Our alumni community is geographically and cultural diverse and you will possess the international and cultural understanding to ensure that our alumni engagement activity is locally relevant, effective, and provides value to alumni themselves in different countries.

You will be able to think strategically but you'll also be committed to getting actively involved in the delivery of events and other activity on the ground.

You will be expected to undertake travel for approximately 6-7 weeks across the year, but you will be as adept at building up connections on the Leeds campus as you are with alumni internationally.

What does the role entail?

As International Alumni Engagement Officer your main duties will include:

- Providing a lead on the University's approach to engaging and developing impactful relationships with international alumni;
- Creating and implementing an engagement plan for international alumni, with appropriate measures and targets, to support the University's international strategic aims;



- Through face-to-face meetings and other communications, engaging alumni based outside the UK, developing opportunities for them to support the University through alumni community development, philanthropy, volunteering, advocacy and influence;
- Identifying how alumni can best provide particular strategic influence, developing and implementing plans and strategies to engage them;
- Working with internationally-focused colleagues (particularly those in the International Office) to maximise the impact of links between international staff and alumni, facilitating engagement between academic staff and international alumni through meetings and events;
- Providing input into communications, events and engagement planning in using targeted channels, messages, and activities to ensure that activity represents, speaks to, and is relevant to a genuinely international and diverse community;
- Representing the University at international events; managing and running international alumni events 'on the ground', co-ordinating staff and suppliers as required;
- Managing the relationship with international alumni groups and associations through regular communication, and the development of processes, procedures and resources;
- Strengthening and maintaining the relationship between the ADT and other key parts of the University, including Faculty and School International leads; Leeds University Union and International Student Societies;
- Developing engagement plans for transnational alumni, such as online distance-learners and former students from the joint-Engineering School at Southwest Jiao Tong University, to ensure the alumni relationship is meaningful, relevant and provides value.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As an International Alumni Engagement Officer you will have:

- A proven ability to think strategically and develop and implement plans to meet strategic objectives, including devising and reporting against measures and metrics;



- Understanding and experience of managing differences and sensitivities in international cultures;
- Experience of relationship building (including with individuals at Senior and influential levels) in an international context;
- Experience of working collaboratively across different levels, teams and departments;
- The ability to think creatively and solve problems;
- Outstanding interpersonal skills, with the diplomatic skills to represent the University of Leeds at high levels;
- Excellent written and oral communications skills, including experience of delivering presentations, writing and presenting reports and producing communications for audiences outside the UK;
- Excellent organisational, planning and time management skills including the ability to prioritise and the flexibility to reprioritise and be reactive when required;
- An ability to work under pressure within a complex organisation, including working independently and using initiative;
- Understanding of the importance of maintaining confidentiality and data protection;
- A strong commitment to team working, collegiality and working together;
- A flexible approach to work, including a willingness to travel independently internationally and to work outside normal office hours when required;
- Excellent IT Skills, including Microsoft Office packages;
- Experience of budget management.

You may also have:

- Experience of working outside the UK;
- Fluency in a language other than English;
- Experience of working in an alumni relations context.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



Contact information

To explore the post further or for any queries you may have, please contact:

Michelle Calvert, Director of Development

Tel: +44 (0) 113 343 6109

Email: m.calvert@leeds.ac.uk

or

Phil Steel, Head of Alumni Engagement

Tel: +44 (0) 113 343 7520

Email: p.j.steel@leeds.ac.uk

Additional information

Find out more about the University's [alumni engagement programme](#) and the [University's fundraising campaign](#).

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.



Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

