

|                      |  |
|----------------------|--|
| Job title            | Alumni Engagement Time2Shine Leader  |
| Department           | Development  |
| Reporting to         | Director of Development  |
| Location             | Home-based with some UK travel   |
| Salary               | £21,840 (Living Wage)  |
| Benefits             | 30 days' annual leave (including public holidays), plus 6 days at Christmas/New Year   |
| Contract type        | 12-month fixed term, full-time   |
| Start date           | Early January 2025   |
| Main purposes of job | <ul style="list-style-type: none"> <li>• Development and implementation of our Alumni strategy</li> <li>• Increase Alumni engagement</li> <li>• Develop an Alumni legacy fundraising strategy</li> <li>• Support the development and implementation of a comprehensive donor journey</li> </ul>  |
| Key tasks            | <ul style="list-style-type: none"> <li>• Scope out, present and implement opportunities for development of our Alumni strategy</li> <li>• Increase Alumni engagement</li> <li>• Explore opportunities to further engage with our Alumni, including organising and facilitating events</li> <li>• Represent Project Trust at Alumni meetings</li> </ul> |

|                                 |   |
|---------------------------------|---|
|                                 | <ul style="list-style-type: none"> <li>• Contribute to the development and implementation of Project Trust's fundraising strategy</li> <li>• Contribute to research into determining factors necessary to fundraising success</li> <li>• Support with the development and implementation of a comprehensive donor journey</li> <li>• Develop relationships with potential education and youth sector funders</li> <li>• Support in development and delivery of existing administration processes on the CRM to facilitate donor engagement</li> <li>• Identify supporters to maximise income and build long term relationships</li> <li>• Attend leadership development sessions with the Rank Foundation</li> <li>• Participate in the selection, training and debriefing of Volunteers</li> <li>• Within the job holder's skills and abilities, support the CEO as required in other tasks which contribute to the achievement of Project Trust's objectives and its development</li> </ul> |
| Key results/objectives          | <ul style="list-style-type: none"> <li>• Development and implementation of an Alumni strategy</li> <li>• Demonstrable increased levels of Alumni engagement</li> <li>• Successful development of an Alumni legacy fundraising strategy</li> <li>• Demonstrable contribution to the development and implementation of a comprehensive donor journey</li> </ul>   |
| Responsible for staff/equipment | <ul style="list-style-type: none"> <li>• None</li> </ul>  |

|                                    |  |
|------------------------------------|--|
| <b>Qualifications &amp; skills</b> |  |
| <i>Essential</i>                   | <ul style="list-style-type: none"> <li>• Commitment to Project Trust's purpose, approach, ethos</li> <li>• Excellent planning and organisation skills, with the ability to prioritise workload</li> <li>• Ability to work autonomously on own initiative and as part of a remote, multi-disciplinary team</li> <li>• Excellent interpersonal and communication skills, written and verbal, and ability to communicate with a range of audiences</li> </ul> |

|                              |   |
|------------------------------|---|
|                              | <ul style="list-style-type: none"> <li>• Good judgement and decision-making skills with the ability to work under pressure</li> <li>• Demonstrable experience in fundraising</li> <li>• Working knowledge of Microsoft packages and a variety of social media platforms</li> <li>• Ability to work remotely from a home base with occasional UK travel</li> <li>• The right to work in the UK</li> </ul>  |
| <i>Desirable</i>             | <ul style="list-style-type: none"> <li>• Experience of Alumni Engagement</li> <li>• Experience of using a Customer Relationship Management (CRM) database</li> <li>• Project management experience</li> <li>• Experience of working or volunteering in an international environment</li> <li>• Knowledge and understanding of the charitable sector</li> <li>• Recognised education qualification, or demonstrable equivalent experience</li> </ul> |
| <i>Conditions of service</i> | <p>The appointment will be made subject to Project Trust's detailed terms and conditions of employment and to the conditions of the Rank Foundation's Time2Shine Leader programme.</p> <p>The post holder will be required to obtain an enhanced Disclosure Scotland check (PVG).</p> <p>Any offer of appointment will be made subject to the receipt of satisfactory references.</p>   |