Jacari Alumni Engagement Officer

Pay: £21,000-£22,000 (pro rata) dependent upon experience
Hours: Part Time, 0.2 FTE
Holiday: 25 per annum (pro rata)
Contract Length: 12 months
Interviews: w/c 27 July, 2020 over video call
Start Date: 18 August, 2020

Overview

Jacari, Oxford's oldest student-founded charity with a second branch in Bristol, is now hiring an Alumni Engagement Officer. The post holder must be a confident, self-motivated, Oxford-based individual with exceptional interpersonal and written/verbal communication skills. The Alumni Engagement Officer will work on a range of activities and campaigns to engage Jacari alumni (both former volunteers as well as pupils) and will be the focal point for inquiries relating to all aspects of alumni engagement. The primary focus of the role will be cultivating strong relationships with Jacari's alumni across a wide array of cultural backgrounds and professional levels.

This newly created position, sponsored by the Oxford Scholastica Academy, is an excellent opportunity to creatively develop an alumni database and engagement programme from the ground up and is a unique role for anyone interested in working in the voluntary sector. The position is designed for 1 day/week and is on a 12-month contract with possibility for extension depending on performance, fundraising, and organisational need.

Jacari provides home teaching for disadvantaged local children in Oxford and Bristol who speak English as an additional language. We recruit volunteer tutors from University of Oxford, Oxford Brookes University, University of Bristol, and University of the West of England and match them 1-1 with a first- or second-generation migrant, asylum-seeking, or refugee child attending one of our local partner schools and identified by teachers as needing additional academic support. Volunteer tutors visit pupils in family homes or schools for an hour per week to help improve pupils' English proficiency and general confidence. Since the advent of the COVID-19 pandemic, Jacari has continued to support its pupils through online tutoring and letter writing. We will be looking to maintain such support in combination with our traditional, in-home/-school programme during the 2020-21 academic year.

The following is an outlined job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with service priorities. Duties may change and new duties may be introduced after consultation with the post holder. As a term of your employment, you may be required to undertake other duties and/or hours of work as may reasonably be required. Line management is provided directly by the Jacari Oxford Coordinator. Remote, supplementary support from the Bristol-based Jacari Senior Coordinator, Oxford-based Chair of Trustees, and active Trustee Board is also available. While the post holder will be expected to work remotely, the candidate should be based in Oxford so as to have access to universities' colleges, departments, and libraries as well as the Jacari Oxford office, located at the Old Music Hall, Cowley, OX4 1JE (as of 5 August, 2020).

Job Description

The Jacari Alumni Engagement Officer will be the focal point for inquiries relating to all aspects of alumni engagement and will work on a range of activities/campaigns aimed at cultivating ongoing connections between Jacari alumni in the UK/overseas and Jacari as an organisation. The primary focus of the post holder will be relationship building with our alumni (both former volunteers as well as pupils). To that end, role responsibilities include:

- Developing an alumni database system collating alumni information (currently held in both print and electronic formats) in a GDPR compliant manner
- Liaising with university/college alumni relations departments (primarily those in Oxford, but extending to those in Bristol if possible) for research and advertisement purposes
- Creating and disseminating concise and engaging alumni communications to raise alumni awareness of Jacari's current work as well as encourage donations of funds/gifts in kind
- Developing an alumni network through which current Jacari volunteers/pupils might be signposted to internship/job/volunteering opportunities
- Identifying and cultivating strong relationships with individual alums (both former volunteers and pupils) particularly capable of becoming major donors to Jacari to enable the continued running of its tuition and affiliated event schemes
- Identifying how Jacari might engage alumni through events/other means and helping design a strategic plan for future alumni engagement and fundraising

The Jacari Alumni Engagement Officer will work remotely (though be Oxford-based) and operate in direct communication with the Jacari Oxford and Jacari Bristol Coordinators.

Person Specification

The post holder must be a confident, self-motivated individual with exceptional interpersonal, communication, and presentation skills that can be put to use cultivating relationships with and soliciting donations from Jacari alumni. Additionally, the post holder must be a proficient and organised researcher and record keeper with an eye for detail.

At Jacari, we encourage and welcome applications from everyone without discrimination and regardless of gender, race, religion, marital status, disability, age, and sexual orientation.

Essential Criteria:

- Exceptional interpersonal and written/verbal communication skills
- Ability to work independently and remotely with aptitudes for multitasking and prioritising workloads
- IT skills, including experience of working with a Customer Relationship Management (CRM) system
- Copywriting and editorial skills
- Confidence in interacting with individuals across a range of professional levels and cultural backgrounds
- Honed project management skills
- Capacity and flexibility to meet deadlines as required
- Understanding of and passion for equality and diversity, especially in the educational sector
- Creativity and an eye for detail

Desired Criteria:

- Experience of administrative, marketing, and/or fundraising duties, particularly as related to educational/university spheres
- Degree-level qualifications in areas such as social science, business, and marketing
- Professional qualifications in areas such as administration, marketing, and fundraising
- Experience of organising and managing events

TO APPLY, please submit a cover letter and CV to oxford@jacari.org by 5pm on 20 July, 2020.