

JOB DESCRIPTION

Job Title: Alumni Officer	Department: Admin
Reports to: Head of Communications	
Role: The role requires an articulate communicator with strong interpersonal skills who can develop and implement the alumni relations strategy to strengthen our thriving alumni network and build a strong collaborative bridge between the network and the school. Comfortable in social and collaborative environments, the post holder will possess the ability to identify and leverage partnership and collaboration opportunities within and outside the school community to add value to TBS students.	
Key Responsibilities: <ol style="list-style-type: none">1. Steer existing alumni programmes, services and communications to support the school’s vision and strategic plan2. Develop and promote initiatives that leverage alumni expertise and create opportunities for them to engage with the school, contribute to its growth and build their network3. Produce feature-rich newsletters by curating, designing and editing content4. Develop and implement creative modalities to enhance connection and engagement with the alumni community5. Leverage use of technology to showcase alumni, build connections and enhance contribution to school6. Organise alumni reunions, networking events and milestone celebrations7. Work closely with the Alumni Association and help build a structured network of our global alumni, connected with the alma mater8. Support the work of the Alumni association and assist with the promotion of their events9. Attend Alumni association meetings as and when required10. Develop and implement a strategy to work proactively with current students to raise awareness and engagement with the alumni network post-graduation or when they leave the school.11. Update and analyse alumni data regularly, optimise database management system to leverage alumni connections and networks for the benefit of the school12. Manage alumni archives and process requests for documentation13. Organise alumni visits and conduct school tours14. Support the department with internal and extern communications as required <p><i>This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role. The school may review and modify or amend the Job Description as needed after discussion with the position holder.</i></p>	
Experience: <ul style="list-style-type: none">• 3-5 years of relevant experience in alumni relations or communications• Background in schools or educational institutes preferred	
Qualifications and skills: <ul style="list-style-type: none">• Degree in marketing, business or relevant field• Basic knowledge of design apps such as Canva and Illustrator	

**Personal Attributes:**

1. Strong interpersonal and problem-solving skills
2. Ability to work efficiently in a collaborative setting
3. Excellent writing, editing and communication skills in English
4. Ability to juggle multiple tasks and go beyond the call of duty

Safeguarding Information

The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.