1 INTRODUCTION

Bristol’s diverse and dynamic community of over 170,000 alumni and friends is the University’s largest stakeholder group, and this influential and far-reaching network comprises the University’s greatest ambassadors. The wish is that all Bristol graduates will find value and relevance in staying closely connected with the University and that they will, in turn, be inspired to play an active role in the institution’s continuing success. The Chair and members of the Alumni Association Committee are key contributors to this ambition, helping to ensure that the University continues to grow and flourish alongside its alumni community.

2 ROLE DESCRIPTION

| Job Family: | Voluntary |
| Salary range: | Unremunerated – reasonable expenses may be claimed |
| Work pattern: | 3 meetings per year (minimum) | Term of office: 3 years minimum, 6 years maximum |

2.1 Role Purpose, Responsibilities and Duties

Committee members will play a key role in delivering the Alumni Association’s mission to build an engaged and supportive alumni community by working in partnership with alumni, alumni networks, the Development and Alumni Relations Office (DARO) and the wider University. Committee members will provide expert advice, strategic insight and specialist contributions, and act in an ambassadorial capacity within the alumni community and for the University as well as supporting the delivery of the Alumni Association’s mission.

With respect to the University, the Committee will specifically help to support and develop the alumni engagement strategy, meet alumni needs and interests, and build mutually supportive relationships between alumni, the University and both prospective and current students. The Committee will help to deliver the University’s strategic priorities and ensure their University continues to grow and flourish.

The role of Committee member is a rewarding voluntary position which makes an important contribution to alumni, the University, students and stakeholders, and members are recognised as key volunteers within the University community.

2.2 Committee Responsibilities

Engaging productively in partnership with DARO to;

- raise awareness and visibility of alumni contributions and support, and the University by advocating for and championing the alumni community
- help support and develop DARO’s mission to connect communities to transform lives through the provision of strategic and specialist advice
- contribute to the development of the alumni engagement and events programme and support activity through participation as prominent hosts, champions and ambassadors
• direct and approve the use of Alumni Association funds in accordance with the purpose of the Alumni Association
• act in accordance with the University’s governing documents and manage personal behaviour as members of the Committee in accordance with the University’s Code of Conduct.

2.3 Relationships

Alumni: regular contact as the stakeholder community
DARO: regular contact as principal strategic partner and key point of liaison and delivery
Professional Services Staff: occasional contact for specialist activity e.g. Careers for matters relating to employability
Academic community: occasional contact for specialist activity e.g. lectures, research updates
Alumni networks: branches, hall and sports associations, clubs, societies and informal groups: occasional contact

2.4 Time commitment

The Committee typically meets three times a year, with most meetings taking place mid-week. Members are asked to hold up to 4 hours in their diaries for these meetings. The typical cycle of meetings is September; June (the Alumni Forum); and March.

There are many other opportunities for Committee members to engage with, and support University and alumni events: including graduation ceremonies, alumni awards, a variety of other alumni and student networking and promotional events.

The estimated time commitment range for Committee members is 5-8 days a year.

3 PERSON SPECIFICATION

3.1 Relevant Experience, Skills and Knowledge

Required

c. General experience

- A demonstrable enthusiasm for the work of the University and the importance of higher education, and ability to develop an in-depth understanding of the University Strategic Plan, DARO Plan, Alumni Engagement Strategy and the wider strategic perspective including the key challenges and opportunities for HE today and in particular the University of Bristol
• Commitment to promoting, advocating and supporting the mission and vision of the Alumni Association and the University, with an understanding and enthusiasm for developing alumni and friends’ relations through strong social and professional networks
• Extensive experience in a non-executive role for a similar complex organisation at Board level or similar
• An inclusive and motivational style with the ability to optimise the contributions of Committee members, and the ability to establish and maintain positive relationships with a wide range of people and communities internally and externally
• The ability to understand and connect with the student community as part of the alumni engagement lifecycle
• The ability to demonstrate high standards of conduct and integrity with a high level of credibility at a senior level
• The ability to recognise, understand and respond to different social and cultural perspectives, specifically recognising the diversity of the university and alumni communities

d. **Specialist experience**, preferably with strategic accountability, in **one or more** of the following areas. The Committee will benefit most from people with the skills to inspire, engage and value volunteers in the specific fields included below.

• Growth and development of alumni, membership, community or stakeholder groups and organisations
• Enterprise and innovation as an entrepreneur/intrapreneur, innovator, business angel or advising on business start-ups and growth
• Graduate recruitment and employability for business/government/third sector
• Marketing and communications including digital transformation
• PR, media, and major events
• International working in a professional capacity, particularly in SE Asia, China or the USA

**Desirable**

• Experience working in a voluntary or non-executive board level role for major companies or leading organisations
• Developing or leading major volunteering initiatives and programmes for leading business, governmental organisations or charities
• Experience of Philanthropic fundraising for HE or the charity sector