



Person Specification

This form lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: TRIUM Alumni Engagement Lead		
Department/Division: TRIUM Executive MBA (Department of Management) Accountable to: Director of Student and Alumni Experience		
Competency	Evidence	E/D
Knowledge and experience	Educated to degree level or equivalent	E
	Experience in alumni relations & fundraising, events or marketing, preferably in a higher education or executive education setting	E
	Experience of managing fundraising initiatives and/or events	E
	Experience of contributing to a strategic plan and supporting its implementation	E
	High level IT skills including experience with all MS software	E
	Proven accuracy and attention to detail Excellent project management skills	E E
	Experience of working in an international environment and an awareness of cultural issues	D
	Experience of fundraising prospect development or undertaking research in a professional or academic capacity (e.g. market research, academic research, evaluations of projects/services)	D
Communications and marketing	Excellent verbal and written skills and the ability to communicate effectively and confidently at all levels	E
	Experience of writing for the web, social media and newsletters	E
	Experience of delivering presentations to a range of stakeholders	E



Planning and organising resources	Excellent organisational skills and the ability to work to deadlines and prioritise multiple tasks whilst maintaining attention to detail	E
	Ability to effectively determine when it is appropriate to change workload priorities	E
Teamwork and motivation	Evidence of a proactive and positive attitude	E
	Evidence of exhibiting flexibility in the workplace	E
	Ability to work with limited supervision, problem solve and use own initiative	E
	Experience of participating in, and actively contributing to a cross-functional team	D
Service delivery	Ability to provide a high standard of customer service and to provide information accurately and promptly to internal and external customers	E
	Demonstrable skill in working efficiently, with tact and diplomacy and able to deal with people from different backgrounds and with different needs	E
Relationship management	An ability to negotiate, motivate, and influence	E
	Experience of building and developing networks with internal and external contacts	E
	The confidence to represent a Department / Team as an ambassador to external and internal stakeholders with professionalism.	E
Initiative and problem solving	Ability to evaluate issues from a number of options, take the most appropriate course of action and recognise when appropriate for referral	E
	Ability to solve day to day problems as they arise	E
Data and reporting	Strong analytical and research skills, including the ability to collect, assess, and analyse information rapidly, identifying key points and drawing conclusions in order to make recommendations.	E



	Knowledge and understanding of Data Protection regulations as well as experience maintaining sensitive data to a high standard	E
	Experience of using databases and managing data resources	D

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.