

In2research Alumni Officer

Job Description

Reports to: Head of Programmes

Part Time (0.6) - £27,675 per annum FTE (9 month fixed-term contract)

In2research is a high impact and evidence informed social mobility programme for socioeconomically disadvantaged people to access and progress in postgraduate study. Our mission is to drive sector change across institutions towards an inclusive research culture. We strongly believe that it is not enough to guide underrepresented people into postgraduate study, but to ensure that the culture they are entering is inclusive and a place where they can thrive. Over a year, we support participants to gain vital access to both knowledge and opportunities including a paid 8-week research placement and subject specific mentoring.

As the In2research Alumni Officer, you will deliver a programme of continued support for the In2research participants increasing their ability to apply and be admitted to postgraduate research degrees and opportunities, as well as supporting our mission to foster an increased sense of belonging within the research community for individuals from minority groups. The post holder will have strong knowledge and understanding of the barriers facing young people from low socioeconomic and minority backgrounds accessing postgraduate research degrees and research opportunities.

The post holder will be someone who thrives working with young people and is passionate about supporting them progress to postgraduate research opportunities as well as supporting to achieve the In2research vision of creating a more diverse culture in academia.

In2scienceUK is a remote-based organisation, that requires occasional travel across the UK for events, internal & external meetings and staff co-working days.

Your specific duties will include:

- Delivering a high quality programme experience to support In2research alumni, aligned with learning objectives, beneficiary insights, our theory of change and resource.
- Develop and deliver engaging alumni communications e.g. newsletters, email updates, linkedin group posts, to keep In2research alumni informed of relevant news, opportunities and events.
- Maintain and develop new relationships with relevant partners to secure deliver online and in-person workshops and events aligned to In2research alumni progression milestones. e.g. "What is a viva and how to prepare for one" & PhD retreats.
- Work with our delivery partners to provide students application support e.g. application clinics.
- Support the delivery of one off in person events, e.g. the In2scienceUK celebration event.
- Maintaining up to date alumni records, in accordance with data protection, as well as working closely with the Data, Impact and Evaluation Manager to evaluate and report on In2research participant progression.
- Support with the collection and creation of case studies and alumni stories to promote alumni achievements and strengthen the community.
- Support the planning and delivery of organisational in-person events e.g. celebration days/conferences.
- Work closely with the In2research programme, fundraising teams and wider organisation to ensure funder requirements are met, and activities communicated.
- Support the wider In2research team with the current programme, and development of future aspects of the programme, where relevant.

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder. The post holder will carry out any other duties that are within the scope, spirit and purpose of the job as requested by the line manager. All staff must undertake all mandatory training, checks and compliance as instructed by the organisation.

Essential:

- Prior experience managing alumni communities.
- Prior experience of working with students transitioning from higher education to postgraduate research degrees and detailed understanding of PGR pathways.
- A clear understanding of the social and economic barriers that prevent individuals from progressing into postgraduate research opportunities.
- Excellent organisational skills, able to multitask and manage a varied workload while paying attention to the details.
- Experience developing and maintaining strong working relationships with internal and external stakeholders at various levels.
- Experience designing and delivering events, both online and in-person, such as workshops and networking events.
- Excellent written and verbal communication skills, with strong presentation skills and an ability to adapt to a range of audiences.
- Flexible and adaptable, with an ability to pick up new tasks quickly, showing resilience when faced with challenges.
- Knowledge, understanding or experience of programme or project evaluation.
- Working collaboratively and supporting fostering a collegiate workplace environment.
- Upholds the values of our code of conduct and is respectful to all.
- Competent user of Google Suite, Canva, email marketing software.

Desirable:

- Prior knowledge or experience of GDPR and safeguarding.
- Experience of using task/project management software and databases.
- Experience delivering programmes and/or projects within the education and academic sector.

Benefits:

At In2scienceUK we practise what we preach by giving all staff opportunities to progress in their careers. You will have the opportunity to develop your career with guidance from your line manager to get you to the next level from day one.

Although we take our career development seriously we also value work life balance. You will have the opportunity to work flexibly from home, balancing your caring responsibilities, volunteer commitments, hobbies and anything else that makes you happy.

In2scienceUK offers a Pension Salary Sacrifice Scheme along with other staff benefits. These include financial and wellbeing support through our employee assistance programme (EAP) and 100's of retail and high street discounts.

You will have 28 days of annual leave per annum (pro rated to 0.6 FTE equivalent), plus bank holidays.

Commitment to Safeguarding:

In2scienceUK is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in Working Together to Safeguard Children. We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks will be undertaken as applicable:

- References
- DBS check and/or Overseas criminal records check where applicable
- Self-Disclosure
- Identity check
- Right to work in the UK
- Evidence of qualifications applicable to the role
- Confirmation of registration with applicable registered body where applicable

Many of our roles involve working with children and we will therefore take up references prior to your appointment. You should provide details of referees including your current and previous employers, covering the last 5 years. Your current or

previous employer will be asked about disciplinary offences relating to children, if the role involved working with children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.