



Job Title: Alumni Communications Assistant

Role Summary

About University College Dublin (UCD) Foundation

UCD Foundation works to support University College Dublin in its pursuit of world-class education, teaching, research and innovation. The Foundation is engaged in fundraising activity for transformational, multi-year development programmes. Within UCD Foundation this role sits within the Alumni Development team, which aims to grow alumni engagement and affinity through events, volunteering, donations, and supporting student employability and recruitment.

Purpose of the role

The successful candidate will support the Alumni Communications team to enhance digital engagement within the UCD alumni community, and grow its portfolio of alumni benefits.

The Alumni Communications Assistant will proactively liaise with members of the Development and Alumni Relations team, relevant UCD Units, Colleges and Schools to support an annual programme of activity, events and communications helping to build and strengthen lifelong relationships between UCD and its alumni worldwide.

Main Responsibilities and Duties

Reporting to the Alumni Communications Manager, the Alumni Communications Assistant will:

- Manage, build, and promote the Alumni Benefits Programme
- Build relationships with stakeholders across the University to support alumni benefits and programming
- Create content for alumni websites and social media channels
- Create and review email communications to alumni
- Contribute towards alumni social media reports and digital campaign reports
- Support the creation of the annual alumni magazine - UCD Connections
- Support reunions, events and webinars managed by the Alumni Relations team
- Provide some administrative and finance support to the office
- Collaborate with colleagues on the UCD Alumni Network - an online platform to help alumni connect
- Collaborate with the Alumni Volunteering Team to create social media campaigns and Alumni Network emails to grow the community of alumni volunteers
- Update the alumni database (CRM) to ensure alumni activity is captured in a timely manner
- Manage the alumni communications inbox and ensure timely response to queries.



Person Specification

UCD Foundation seeks a self-motivated, resourceful, creative and diligent person with first class writing skills to support our digital strategy for alumni engagement, and develop our alumni benefits programme to deepen engagement with UCD.

Education and Experience:

- A third level qualification and relevant professional experience
- Relevant experience of building and maintaining relationships
- A background in alumni relations, event support and/or communications, business development, data control or customer service
- Computer literate – experience in Microsoft Word, Excel and PowerPoint.
- Experience with social media and website editing
- Strong data analysis skills.

Personal characteristics/competencies:

- Excellent communication skills, both verbal and written
- Strong interpersonal skills, ability to work with a team, and creatively engage with colleagues and volunteers
- Strong administration and organisation skills
- Self-motivated, enthusiastic, and driven
- Capable of working on own initiative
- Ability to prioritise and successfully manage several competing projects at a time while communicating frequently and concisely with managers and stakeholders
- Ability to prioritise to meet deadlines.

Desirable attributes:

- Experience of UCD internal systems
- Experience with Raiser's Edge or a similar database
- Experience with digital content creation tools e.g. Mailchimp, Canva, Wordpress, Hootsuite, Sprout Social.

All applicants must have a current work permit which allows them to work in Ireland.

What You Can Expect from Us

UCD Foundation is excited to be recruiting for this role. In return for enthusiasm and a willingness to learn from your colleagues, you can expect the opportunity to develop and thrive in a positive and collaborative work environment where each team member's contribution is valued and acknowledged.

We are committed to providing you with the knowledge and experience that will equip you to carve out a career in communications, development and not-for-profit operations, as well as transferable skills that would be attractive to future employers across every sector.

UCD Foundation employees are located in Ardmore House on the UCD Belfield campus, which is open five days a week. We currently take a hybrid approach to being on site.

**Salary and Benefits:**

- Salary dependant on experience
- 21 days annual leave plus additional days (e.g. Good Friday, Christmas period)
- Opportunities for 'time in lieu' for specific volunteering days
- Generous paid sick leave entitlement
- Pension – defined contribution – 10% employer contribution, on completion of a successful 6-month probationary period
- Employee assistance programme
- Cycle-to-work scheme
- Opportunity for hybrid working
- Reduced employee rates for UCD Sports & Fitness
- International partnerships and knowledge networks (e.g. CASE).

Additional details/ Application process

This role is a three-year contract, with the possibility of renewal and potential for future opportunities for growth as part of UCD Foundation's performance development programme.

To apply, send a cover letter and CV to Caroline Doran, Human Resources Manager via email. caroline.doran@ucdfoundation.ie with the subject line 'Application: Alumni Communications Assistant.'

The closing date for applications for this role is Friday, 10th November 2023.

UCD Foundation is an equal opportunities employer which welcomes applications from any individuals with the relevant skills and abilities to help make its diverse workforce more effective.

Further information on the work we do can be found on the following websites:

www.ucd.ie/alumni www.ucdfoundation.ie www.ucd.ie