



# **Alumni Development Officer Time to Shine Leadership Programme London or Penrith**

## **Recruitment Pack**



October 2024

## Contents

Thank you for your interest in the post of **Alumni Development Officer** at the Rank Foundation. In this Information Pack, you will find the following documents:

- Letter to applicants from Caroline Broadhurst, Deputy CEO
- Further information about the Rank Foundation and the Time to Shine Programme
- Job description, person specification
- How to apply and recruitment timetable

The job description describes the main responsibilities of the post; the person specification relates directly to the job description and is a list of the skills and experience that we consider necessary for the post. Please read these documents carefully. The applicants who fit the person specification most closely will be shortlisted for interview so please make sure you tell us everything relevant to your application in your CV and covering letter.

**\*Please note we will not be able to accept your application if you have previously taken part in the Time to Shine Leadership Programme.**

The Rank Foundation is committed to a policy of equal opportunities, and we ensure that all applicants are treated fairly and equally.

Dear Applicant,

Thank you for your interest in the position of Alumni Development Officer. The post will be based either in our co-working space in Shoreditch, London or in our Penrith office.

The Rank Foundation works in communities across the UK to encourage leaders, develop entrepreneurial mindsets and form strong networks that enhance communities. At the heart of the Foundation, is our supportive Network of over 1,200 leaders working in communities across the UK. Together, they learn, share and connect to tackle society's challenges. We build deep and lasting relationships of support with our Network, going beyond traditional funding to relational philanthropy based on mutual respect, trust and empathy. Inspired by the faith of our founder, we care about the people and communities working with us for social good. We believe in their collective power to make a difference.

The position is offered on a 12-month, full time basis and is part of the Rank Foundation's Time to Shine (T2S) Leadership Programme. Your personal development will be supported through the programme which includes a two-day residential launch conference, a two-day review event, the Rank Conference in October 2025 as well as four additional leadership days. You will be part of a cohort of other Time to Shine leaders, in similar roles in other charities. You must be able to join this programme in January 2025 – for the London cohort (in London 27<sup>th</sup> – 29<sup>th</sup> January) and for the Penrith cohort (in Leeds 20<sup>th</sup> – 22<sup>nd</sup> January).

The Time to Shine Leadership Programme is focused on developing talent in the non-profit sector in the U.K., helping charities and social enterprises to build capacity and business skills. In this role, you will have the opportunity to test your existing skills and ideas, build confidence and learn from others taking part in the programme. During the 12 months, we hope you will help us to develop and reconnect with our Alumni, supporting us with research which will help to reestablish links with them. There will be a particular focus on working with the Fellowship, a body of over eight hundred former award holders, three hundred of whom are in active contact with the Foundation. At the end of the 12 months, you will be in a stronger position to pursue your career aspirations in the research and charity sector.

If you have a passion for a career in research and development, charity impact and are a creative and organised individual with a willingness to learn and acquire new skills, I encourage you to apply.

The Rank Foundation is committed to safeguarding and promoting the welfare of the young people with whom it interacts. We kindly request all candidates to disclose any spent or unspent convictions, cautions, or any other relevant information that may impact their eligibility for this position in line with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.

We hope our Information Pack inspires you to pursue your application. If you would like to know more about the role, please email [recruitment@rankfoundation.com](mailto:recruitment@rankfoundation.com). For further information please visit the website at [www.rankfoundation.com](http://www.rankfoundation.com)

We very much look forward to meeting you.

Caroline Broadhurst  
Deputy CEO

## **About the Rank Foundation**

The Rank Foundation works in communities across the UK to encourage leaders, develop entrepreneurial mindsets and form strong networks that improve life.

Our grant programmes focus on:

- Leadership – nurturing purposeful, confident and inspiring leaders who drive positive change.
- Enterprise – developing resilient, impactful organisations that contribute positively to the people and places they serve.
- Community – building on and investing in a community's strengths.
- Faith – engaging in respectful conversations about faith in all its forms.

At the heart of the Foundation, is our supportive Network of over 1,200 leaders working in communities across the UK. Together, they learn, share and connect to tackle society's challenges. We build deep and lasting relationships of support with our Network, going beyond traditional funding to philanthropy based on mutual respect, trust and empathy.

Our thriving Network leads positive change to improve life in the communities they cherish.

## **About Time to Shine**

The Time to Shine (T2S) leadership programme has been running for over ten years and helps unemployed and underemployed individuals into roles within the charity sector through a 12-month paid placement. We are therefore keen to hear from candidates who are currently unemployed, or who feel that their current role does not make the most of their skills.

The programme incorporates a range of personal development activities. You must be available to attend a two-day residential launch conference (Penrith 20<sup>th</sup> - 22nd January or London 27<sup>th</sup> - 29th January 2025, a two-day review event (week of 11th June or 18th June 2025), the Rank Conference in October 2025 as well as four additional leadership days (exact dates and venue to be agreed at the launch conference). Budget will be provided for all events and your manager will support you to attend and will in some cases attend with you.

Through T2S, you will also have the opportunity to benefit from additional support provided by an experienced mentor from within the Rank network and will have access to the Foundation's online community platform (RankNet) to gain help, advice and support from a network of experienced individuals working in the community sector across the whole of the UK.

## ROLE PROFILE – Alumni Development Officer

Salary: Living Wage - Penrith based: £23,000 per annum or London based: £25,500 per annum

<b>Job Title</b>	Alumni Development Officer
<b>Job Reports To</b>	Events Manager (Penrith) or Assistant Director of Operations (London)
<b>Business Unit/ Department</b>	Operations/Events
<b>Date Completed</b>	October 2024
<b>Dimensions of Role</b>	Full time – 35 hour a week (office based either in Penrith or London) Fixed Term – 12 months contract
<b>Working Relationships</b>	<ul style="list-style-type: none"> <li>• With the Executive, Fellows Leadership Team, Events &amp; Operations teams</li> <li>• With those we support, within the Rank network</li> </ul>
<b>Purpose Statement</b>	<p>The postholder will play a pivotal role in strengthening relationships between the Foundation and its alumni community. The postholder will support the development and implementation of a range of activities to engage and connect with the Rank Fellows to foster long lasting relationships.</p> <p>This post holder must be willing to occasional out of hours work and as/ when required and to undertake occasional UK wide travel with overnight stays.</p>
<b>Key Accountabilities</b>	<p><b>Alumni Programme Research &amp; Development:</b></p> <ul style="list-style-type: none"> <li>- To assist with the identification of and engagement with the wider alumni community</li> <li>- To implement a range of activities to engage with Rank’s alumni community;</li> <li>- To design, plan and deliver Fellowship events, webinars, and other programmes that promote networking and professional development opportunities among Fellows/alumni;</li> <li>- To create and develop relationships with the Fellows/alumni to increase involvement in the Foundation’s activities;</li> <li>- To administer the mentoring programme connecting older Fellows with younger ones at the beginning of their professional careers;</li> <li>- To liaise with the Comms team to raise the social media profile of the Rank Fellowship Alumni Network;</li> <li>- To serve as the primary point of contact for alumni inquiries, communications, and requests;</li> <li>- To be the secretariat for the Fellows Leadership Team, drafting agendas, minute taking, and following up on actions</li> <li>- To design, plan and deliver School Leadership events with support from the Finance &amp; Operations Officer</li> </ul>

	<p><b>Data &amp; Reporting:</b></p> <ul style="list-style-type: none"> <li>- Manage the Fellowship database, ensuring it is kept up to date</li> <li>- Send out digital surveys, monitor and track key deliverables;</li> <li>- Collect achievements and contributions from Fellows to showcase impact;</li> <li>- Collate and prepare reports based on survey outcomes to assess the effectiveness of the programme.</li> </ul> <p>This job description is not necessarily an exhaustive list of tasks but is intended to reflect a range of duties the post-holder will perform.</p>
<b>Skills, Knowledge &amp; Expertise</b>	
<b>Knowledge Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of Microsoft packages (essential)</li> <li>• Understanding of the charitable and philanthropic sector (desirable)</li> <li>• Knowledge of alumni/network relationship building (desirable)</li> </ul>
<b>Skills/ Abilities</b>	<ul style="list-style-type: none"> <li>• A positive team member</li> <li>• Willingness to help colleagues, 'can-do' approach</li> <li>• Adaptable, flexible, and willing to learn/develop skills</li> <li>• Strong relationship-building, communication, and interpersonal skills</li> <li>• Ability to work independently and collaboratively with internal and external stakeholders</li> <li>• Ability to develop and implement new ideas</li> <li>• Skilled at organising and managing events and ensuring arrangements are communicated to all stakeholders</li> </ul>
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>• Paramount that the postholder works in a highly confidential way</li> </ul>

<b>Key Leadership Behaviours</b>		
<b>Heading</b>	<b>What do we mean</b>	<b>Leaders of Self</b>
<b>Team Work</b>	Promote an environment with a strong mission focus, a sense of unity, common purpose and mutual support.	<ul style="list-style-type: none"> <li>• Seek help from others when needed.</li> <li>• Offer help and support when capacity / demand allows.</li> <li>• Adopt a 'can do' attitude with regards to organisational need: what needs to be done and can I help?</li> </ul>
<b>Stronger Together</b>	Create and sustain an open, collaborative environment, harnessing the collective strength of the foundation to achieve as	<ul style="list-style-type: none"> <li>• Adapt my behaviour to be more effective with different people?</li> <li>• Think: how can I help to improve what I do and how I do it?</li> </ul>

	much as we can: raise the bar and reach new heights.	<ul style="list-style-type: none"> <li>• Contribute ideas, thoughts and suggestions on positive improvements.</li> <li>• Be sensitive to the needs of others</li> </ul>
<b>Be Professional</b>	The Rank Foundation should strive to act as thoroughly professional in all aspects of what we do: internally and externally.	<ul style="list-style-type: none"> <li>• Be mindful of the welfare issues and needs of others.</li> <li>• Take responsibility for your work, ensuring attention to detail.</li> <li>• Be consistent, be punctual, be timely</li> </ul>
<b>Leadership &amp; Enterprise</b>	Be mindful of Rank's current strategy in all that we do.	<ul style="list-style-type: none"> <li>• Can I take a more leading role in developing my work in support of the foundation?</li> <li>• How can we improve what we do and how we support our organisations?</li> </ul>
<b>Distinctive &amp; Transparent</b>	Recognise and value Rank's distinctive approach, to share our experiences, successes, and failures in an open and productive way	<ul style="list-style-type: none"> <li>• Be open and honest with colleagues and those we support.</li> <li>• Communicate clearly: with care and consistency.</li> </ul>
<b>Proud of our past, focused on the future</b>	Value the strong family ethos that has shaped our past but remain firmly focused on current and future challenges, adapting to meet the changing needs of society, proud of what we do and how we do it.	<ul style="list-style-type: none"> <li>• Be flexible. Recognise and value the fact that 'needs' change and embrace the opportunities this presents.</li> <li>• Be dynamic. Challenge convention: try to think differently about what you do and how you do it.</li> <li>• Be professional: maintain the highest of standards</li> </ul>
<b>Demonstrate our social ethos &amp; seek to add value through knowledge &amp; networks</b>	Learn and Share. Communicate better, within the organisation and beyond. Seek to harness the power of a growing network: to enrich, enable and inspire. Demonstrate our passion and authenticity with regard to key and relevant social issues.	<ul style="list-style-type: none"> <li>• What aspects of my work could help or assist with RankNet?</li> <li>• How can I contribute by adding value to our work?</li> <li>• Can I do more to better understand our work and our role in supporting organisations to fulfil their mission.</li> </ul>
<b>Seeks to increase impact through our engaged approach</b>	Value partnerships and collaboration. Practice what we preach, both internally and externally. Help to develop our 'engaged approach'. Ask the question: does this add value to our work? If so, how? If not, why not?	<ul style="list-style-type: none"> <li>• Do I understand my role in the wider organisational plan? If not, seek clarity or further guidance.</li> <li>• Keep my colleagues informed as to progress on key issues, projects or concerns as they arise.</li> </ul>

<p><b>Be yourself – maximise your contribution</b></p>	<p>Understand and value your role in the organisation: how can you contribute to mission success with your individual passion, knowledge and commitment? How can we help you to do this better?</p>	<ul style="list-style-type: none"> <li>• What do I need to do to improve my performance?</li> <li>• What do I need to be more effective in my current post?</li> <li>• What can I do more to help Rank achieve its mission?</li> </ul>
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### How to apply and recruitment timetable

If you would like to apply, **please state the role you are applying for** and send your **CV together with a supporting statement no longer than 2 sides of A4** that clearly demonstrates how you meet the knowledge, skills, and experience requirements of the role to [recruitment@rankfoundation.com](mailto:recruitment@rankfoundation.com)

The important dates for you to note in the recruitment timetable are highlighted below for your diary.

Closing date for applications: by 5pm on 21<sup>st</sup> November 2024

Interviews: In-person London, 3<sup>rd</sup> December 2024 (pm)

(we will refund reasonable travel costs within UK)

If you would like to have a chat about the role or require any support through the recruitment process, please contact: [recruitment@rankfoundation.com](mailto:recruitment@rankfoundation.com)

**May we take this opportunity to thank you for your interest in the Rank Foundation and for your time in considering applying to work with us.**