



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>ALUMNI RELATIONS OFFICER</b>
<b>REPORTS TO:</b>	Chief Executive Officer
<b>TYPE OF CONTRACT:</b>	<b>Fixed Term until 31<sup>st</sup> March 2025</b>
<b>HOURS OF WORK:</b>	<b>36 hours per week</b>
<b>LOCATION:</b>	<b>Work from home.</b> To include time travelling nationally where applicable (expenses covered).
<b>SALARY:</b>	£26,000 per annum, plus 25 days holiday, plus bank holidays, private healthcare

## **CONTEXT AND BACKGROUND**

The BAC exists to represent the interests of athletes by providing them with independent, confidential support and expert advice. Providing quality, expert advice, signposting and support in the areas of mediation, health and wellbeing and integrity issues, the BAC could help athletes with, for example, issues they may have with their sport's selection process, a grievance with a team member, a disciplinary, a duty of care or welfare issue or concern over their mental health and wellbeing.

The BAC works in collaboration with others within the high-performance system, including the National Governing Bodies of Sport, the Home Country Sports Institute, the British Olympic Association, British Paralympic Association and UK Sport as well as key partners such as UK Anti-Doping, Professional Players Federation, MIND and the NPSCC Child Protection in Sport Unit and Ann Craft Trust.

## **JOB PURPOSE**

We are seeking a talented and organised Alumni Relations Officer to help us launch and grow our alumni offering. The postholder will run an online platform for the community of retired elite athletes, and act as the primary contact for most alumni queries.

We're looking for someone who understands online communities and is excited to empower people, conversations and experiences in collaboration with our members. The right candidate will be enthused by the prospect of drawing together the retired athlete community, and have their best interests at heart by ensuring they are engaged, heard, and can quickly access community resources and support. The right candidate thrives on action, while drawing on learnings from key metrics and data for greater community growth.

### Responsibilities

- Owning the BAC's version of the online engagement platform, during set up and when live
- Owning and executing on the roadmap for promotion of networking, collaboration, and mutual support across the alumni community
- Cultivating and growing the network, and validating new registrations
- Promoting the app's mentoring framework across the alumni community
- Collecting and reporting on feedback from participants and programme impact
- Creating subgroups and empowering subgroup initiatives
- Assisting the team in creating events, projects, news, and supporting materials to encourage community development
- Managing inbound communications to the platform
- Working with the team to develop push communication and polling initiatives
- Working with the CEO to develop online presence of partnership programs

### Desired Skills

- 5+ years' experience in community development, digital/online engagement, or elite sport
- Highly organised, with strong administration skills
- Track record of delivering projects with significant degree of independence
- Strong programme management and collaboration skills with internal team members
- Analytical mindset
- Demonstrated affinity with technology; ability to manage the online platform
- Excellent written and verbal communication skills
- Possess a high level of professional and personal integrity
- Experience working with the Hivebrite community platforms is a plus
- Digital design skills are a plus
- Understanding of athlete community is a plus
- Motivation and desire to be at the centre of building something new; evidence of ability to work pro-active

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation through appropriate processes of consultation and the mutual agreement of both parties.



The BAC promotes inclusion and diversity and welcomes applications from everyone. If you have any particular requirements in respect of the recruitment or interview process, please mention this in your covering letter.

We encourage you to apply for this role as early as possible as we may bring the deadline forward if a suitable candidate is found. Please send a covering letter/email along with your CV with the subject header ALUMNI RELATIONS OFFICER to [recruitment@britishathletes.org](mailto:recruitment@britishathletes.org) by the closing date of **5pm on Friday 15<sup>th</sup> July 2022**.