



UNIVERSITY OF LEEDS

CANDIDATE PACK

# Senior Alumni Engagement Manager (Leeds University Business School)



Valued.



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## Welcome from the Director of External Engagement, (Partnerships and Executive Education)

**We are delighted that you are interested in applying for the role of Senior Alumni Engagement Manager (Leeds University Business School).**

As a Business School we are very proud of our alumni and supporter community. We pride ourselves in developing and nurturing engaged alumni that advance the global community, strategy and reputation of the Business School and wider University. We do this by providing tailored benefits and services, mutually beneficial relationships and meaningful opportunities that enrich the student and graduate experience to make a positive impact on the economy, society and the planet.

We have over 40,000 Leeds University Business School alumni located in 145 countries. The alumni website, [business.leeds.ac.uk/alumni](https://business.leeds.ac.uk/alumni), is the gateway to the network.

We are a passionate, dedicated team focused on nurturing strong relationships and a sense of belonging within our global community, using creatively all the communications, events and wider engagement tools and expertise at our disposal to build on the sense of pride our alumni often already have.

If you would like to come and be part of this amazing community, we would welcome your application.

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**Catherine Thristan**



## Welcome from the Head of Alumni and Supporter Engagement

**Thank you for your interest in the Senior Alumni Engagement Manager (Leeds University Business School) role at the University of Leeds.**

Leeds has one of the largest and most globally diverse alumni and supporter communities of any UK university, and in particular, a very loyal and engaged community of Leeds University Business School alumni.

We aim to create and strengthen relationships between our alumni and supporters and the University, creating meaningful ways to be involved in the life of Leeds and our wider University community. Over the coming years we are keen to enhance the opportunities for our global community to play a part in the University's mission to make a positive change in the world.

The Leeds University Business School Alumni Relations team works alongside teams responsible for communications; events and programmes; volunteering; and global

networks. It also has a direct connection to the Business School, its alumni and students.

This dual relationship has opened up significant future opportunities to strengthen and grow relationships with Business alumni and the wider business community, and to develop new and creative ways to engage our Business audience, to the benefit both of the School and the University more widely.

We embrace the values of equality, diversity and inclusion in our community and strive to provide an inclusive environment where everyone feels involved and supported to make a difference. If the opportunity to join us at Leeds excites you, then my colleagues and I look forward to hearing from you.

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**Phil Steel**



# Senior Alumni Engagement Manager (Leeds University Business School)

**Are you a senior relationship management professional with experience of managing and leading successful teams to deliver innovative and engaging experiences for a wide range of stakeholders?**

The University of Leeds has one of the largest alumni constituencies in the UK, with a global community of more than 340,000 alumni in 190 countries. Alumni play a pivotal role in the life of the University and its mission to make a positive global impact, as stakeholders, advocates, ambassadors, supporters and lifelong learning participants. Alumni of Leeds University Business School are an important part of this community, with a strong affinity to both the University and the Business School.

Developing lifelong, mutually-beneficial relationships with its graduates is critical for a world-class Business School and we aim to maximise their experience, knowledge and diversity to enhance our school's reputation, student experience, research agenda and add value to the experience of alumni themselves as members of a lifelong community.

This new role will enhance the strategic impact of our alumni to both the Business School and the University more widely through creative and collaborative working, and evaluating and prioritising activity to best effect.

Working in a matrix-management environment, you will be based in the Business School, reporting in to the Director of External Engagement (Partnerships and Executive Education) and will also be part of the University's Advancement Team with professional accountability to the Head of Alumni and Supporter Engagement. The post holder will therefore work in close partnership both with staff in the Business School (in particular External Engagement, key undergraduate and postgraduate programmes, Executive Education and the marketing and communications team) as well as with Advancement colleagues.



You will be responsible for leading and managing the Business School's alumni relations team, translating the School and University strategies into meaningful action, across two key areas of focus:

1. Building our alumni community through a programme of engagement, events and communications that enhance our community engagement, identifying opportunities to maximise the impact within the context of Advancement and Business School strategies.
2. Increasing the strategic impact of alumni engagement on research and student experience objectives, particularly through volunteering and advocacy.

Working with the team, you will play a critical role in adding strategic value to the Business School from alumni engagement, and developing how Business School engagement, content and activity can benefit the student and alumni community more widely.



You will also be delivering against the strategic needs of the wider University, as we enhance our engagement of alumni and supporters (donors and volunteers). You will therefore have a proven approach to collaborative working and developing successful partnerships across organisations.

You will have significant experience of managing relationships and influencing senior stakeholders, both internally and externally, to deliver value-adding projects and initiatives. You will have experience of developing strategies, and translating these into activity, maximising events, communications and face-to-face relationship building activity to achieve strategic aims.

You will be an experienced leader, able to manage and inspire a motivated, high performing, purpose-driven team with a culture of collaboration and a creative approach to opportunities and problem-solving.

*The nature of the role means that there will be a requirement for occasional weekend and evening working in the UK and possibly some international travel.*

Learn more about the Business School Alumni team and what we do [here](#).

Learn more about the Advancement team, what we do, and what it's like to work with us [here](#).



# What does the role entail?

## The Senior Alumni Engagement Manager (Leeds University Business School) will be responsible for:

- Leading and overseeing the strategic planning, delivery, evaluation and reporting of Leeds University Business School alumni engagement activity to effectively support the strategic priorities of both the Business School and the wider University.
- Developing the Business School's alumni engagement and development strategy, ensuring that engagement and relationship building activity is structured and equally supports the School's strategic priorities including enhancing LUBS position in key rankings, and the objectives of the University's Advancement Strategy.
- Developing the School's student engagement strategy in order to build awareness of the alumni community at key points during the student journey, and to identify and build relationships with influencers.
- Working in partnership with colleagues across Advancement to set, deliver and report on strategic priorities, objectives and measures in support of the University's Advancement Strategy, identifying, championing and taking forward opportunities to work collaboratively, support the implementation of cross-campus initiatives and share best practice.
- Leading, developing and motivating the Business School's Alumni Relations team to ensure a strategically-aligned high standard of service and understanding how team members' performance and contribution relates to the achievement of both School and University strategic objectives.
- Managing and contributing to team activity and providing 'surge support' to the team at times of peak demand to ensure business continuity across the Business School's alumni engagement team; identifying opportunities to increase operational efficiencies and overall impact by adapting and developing new processes, working across both the Advancement and Business School teams.
- Developing and maintaining highly effective working relationships across the Advancement Team, Business School, and wider University, and externally with key alumni; identifying, creating and maximising new opportunities, processes and ways to deliver activity to greatest strategic impact.
- Providing regular key performance reports, including responsibility for reporting on performance against the School's alumni KPIs and against Advancement measures.
- Managing the Business School alumni relations budget.
- Understanding our alumni audience and contributing to market research projects as part of the Advancement team, using data insight to further enhance the impact of activity.

*You will be expected to maintain a regular presence in both the Leeds University Business School and the Advancement Team offices alongside any remote working as part of your working pattern.*

*These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.*





# What will you bring to the role?

## Essential

- Experience of successfully leading, managing and coaching team(s) to create a positive, effective team culture that delivers effectively against multiple objectives as well as experience of working as part of a management team at senior level.
- Experience of overseeing the delivery of events and communications campaigns to large and diverse audiences and face-to-face relationship-building activity, to deliver against strategic objectives.
- Ability to translate organisational strategy into specifically focused action plans, with measures and outcomes.
- Excellent interpersonal and communication skills with the proven ability to develop positive, collaborative working relationships and personal networks, particularly with colleagues at a senior level, across organisations and beyond immediate areas of responsibility, and to influence others.
- Project management experience including creating and managing project teams, identifying and mitigating problems and using collaborative project management processes, systems and tools (eg Trello).

## Desirable

- Experience of working in alumni relations, volunteering, fundraising or related roles.
- Experience of working in a matrix management environment.
- Experience of working in Higher Education.





# Our Culture

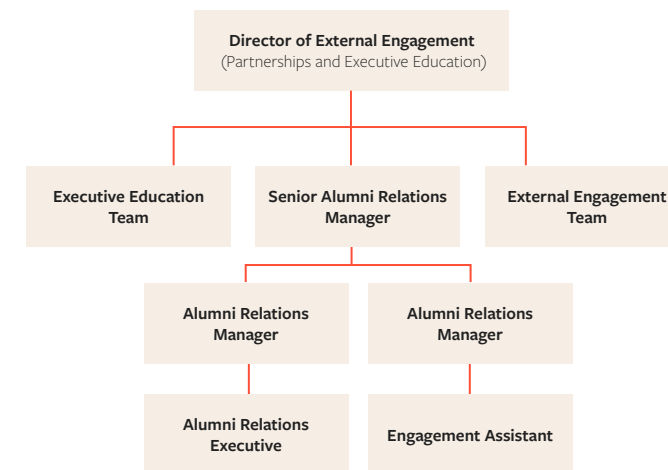


Here at the University of Leeds, the way we work together is shaped by our values of academic excellence, community, professionalism and integrity. We are committed to providing a culture of inclusion, openness, respect and equality of opportunity that attracts, supports, and retains the best students and staff from all backgrounds and from across the world.

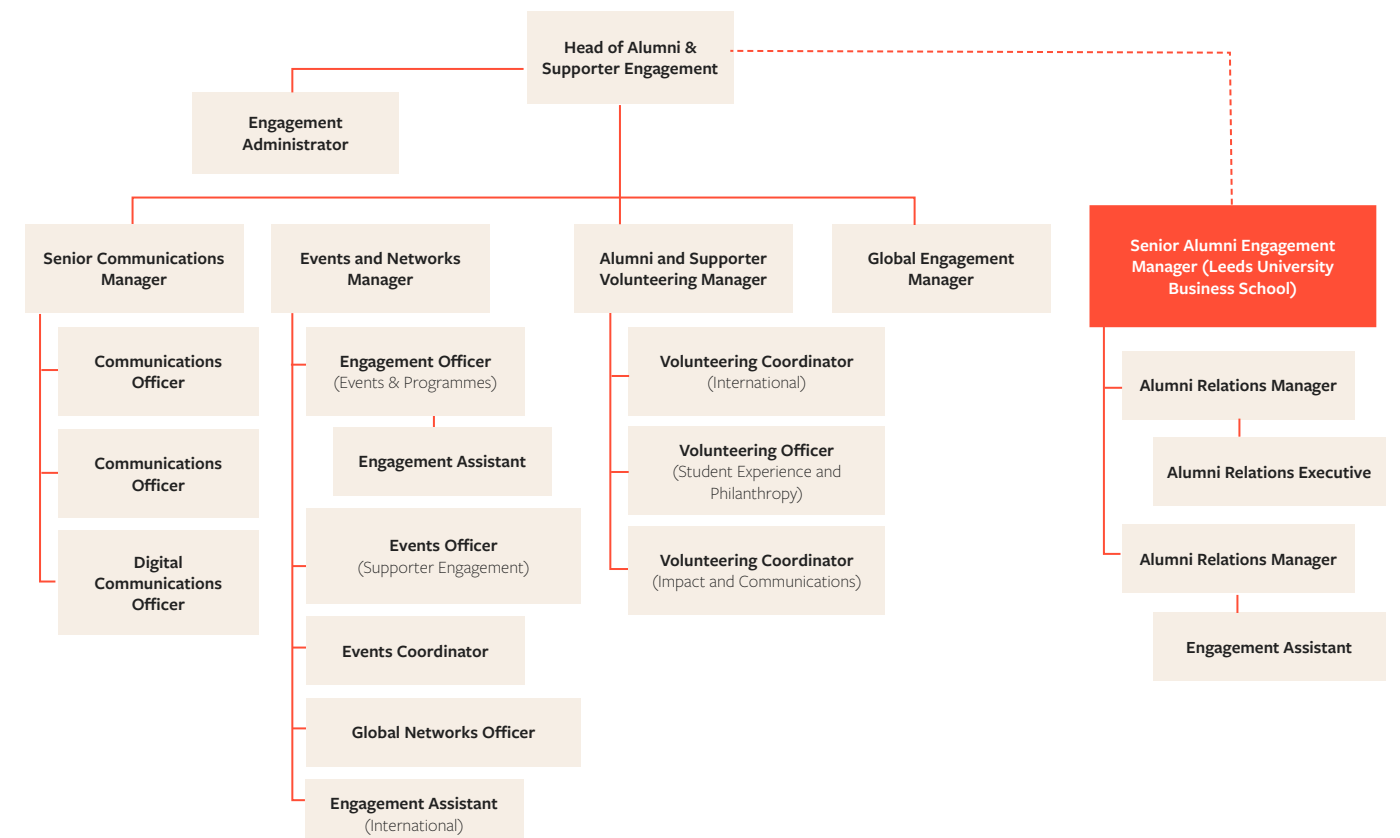
Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

# Organisational Chart

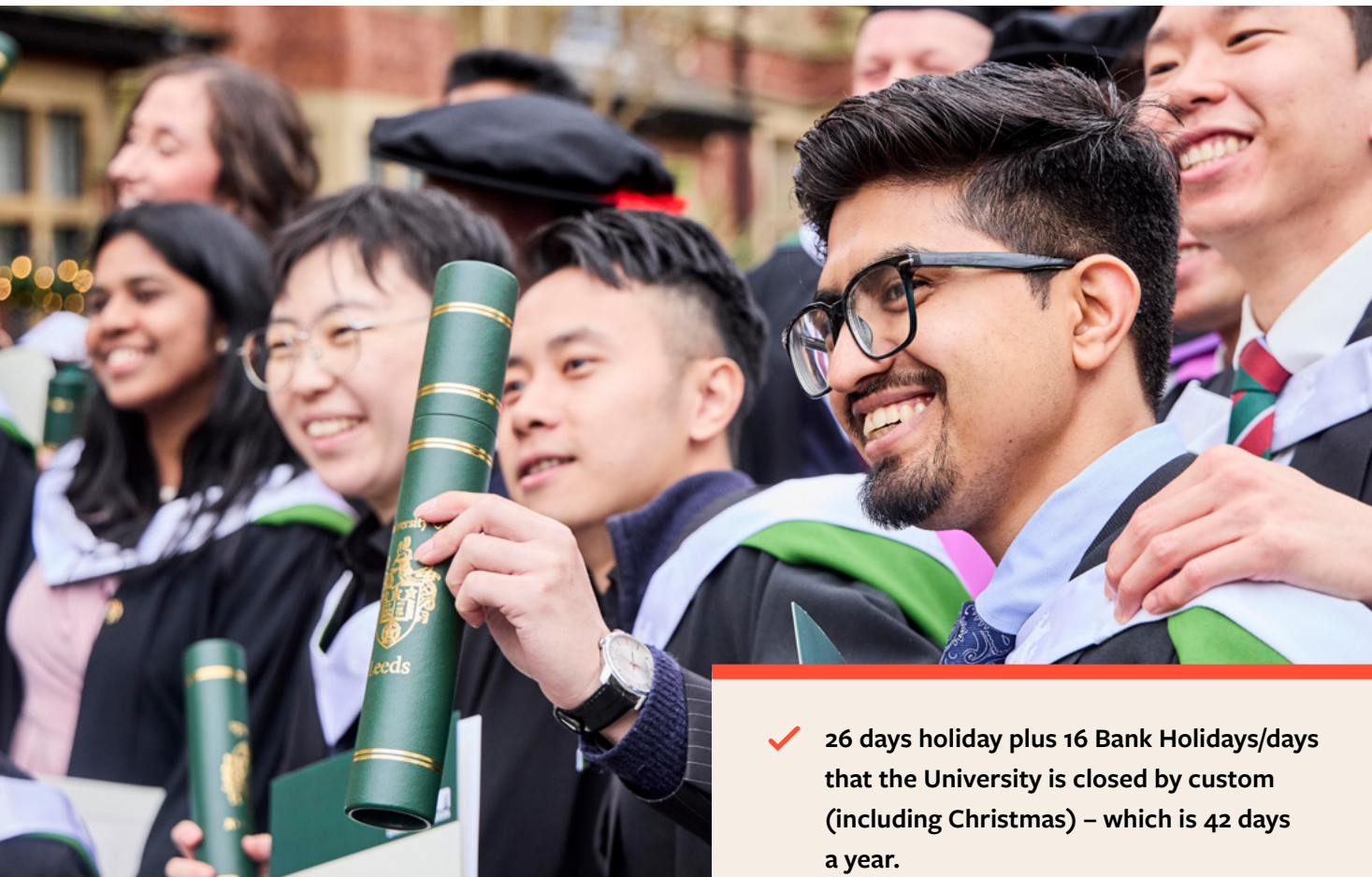
## Leeds University Business School Partnerships & Executive Education



## Advancement Team



# Our Benefits



**We are a large and diverse organisation – with more than 10,000 staff from more than 100 different countries, and one of the largest employers in Leeds. We offer a range of generous benefits for our employees, which include:**

- ✓ **26 days holiday plus 16 Bank Holidays/days that the University is closed by custom (including Christmas) – which is 42 days a year.**
- ✓ **Pension benefits and maternity, paternity and adoption leave.**
- ✓ **On-campus childcare facilities.**
- ✓ **Flexible working opportunities – not every job needs to be in the office 5 days a week.**
- ✓ **A range of wellbeing services, including discounted healthcare.**
- ✓ **A raft of offers for shopping and leisure.**
- ✓ **Travel discounts and sustainable Cycle to Work scheme.**

# How to apply

Valued Recruitment is working exclusively with the University of Leeds to recruit for their Advancement team. We are an ethical recruitment company, intent on hiring inclusively and transparently.

**The closing date for this role is 12<sup>th</sup> September 2025.**

To apply, we welcome a CV and a 1-2 page covering letter detailing your interest in the role. Please send this to [anna@youarevalued.co.uk](mailto:anna@youarevalued.co.uk)

There will be two stages of interview, the first one virtual and the second stage will be in person.

Accessibility is incredibly important to us here at Valued Recruitment and at the University of Leeds. If you would like any accessibility amendments or support throughout the application and interview stage, please don't hesitate to let us know. No question or request is too big or too small. We want this process to be comfortable and enjoyable and a chance for you to bring your best self to the process.

## Terms and Conditions

- **Contract – Permanent contract.**  
Full time hours (we are open to discussing flexible working arrangements).
- **Salary – Grade 8 (£48,149 - £57,422).**
- **Annual leave – 26 days annual leave + bank holidays + additional University leave = 42 days per annum.**
- **Hybrid working.**