

## Alumni Programme Coordinator– FTC Up To 12 Months 4-5 Days Per Week

### About *Be the Business*

Led by Sir Charlie Mayfield (Chairman) and Chief Executive Tony Danker, *Be the Business* was launched in November 2017 with funding and support from the UK government and some of Britain's leading companies. We work with the entire business community to share what works for today's best businesses with every company that wants to learn and improve.

### Role Purpose

The Alumni Programme coordinator will support the design and delivery of our Alumni proposition in collaboration with the Alumni programme lead and our PtP delivery partners across the UK.

### What You Will Do

- Support the development of the strategy for the Alumni programme at national scale, working closely with the Alumni programme lead.
- Develop relationships with existing regional delivery partners and understand the delivery schedule of the PtP programmes.
- Work with Marketing team, PR team, Networks team and external partners to ensure recruitment of SME leaders to events and interventions and to promote the benefits of Involvement in the Alumni network.
- Work with the delivery partners and local providers to ensure regional interventions are delivered on time and to budget.
- Support the evaluation of the programme by ensuring that all necessary data is available about the Alumni participants, that we are GDPR compliant and that feedback is received and collated about all Alumni events.
- Produce report and scorecards that show performance against our targets for the alumni programme, including recruitment/acquisition, impact and sustainability.
- Be an active member of the Programmes team and look for opportunities for cross programme collaboration and learning.
- Develop and maintain programme plans for the Alumni networks and the regional events.
- Work with the Marketing team to promote and showcase the Alumni programme via social media and or other suitable channels.
- To liaise with the Marketing team to brief and develop new content that is tailored to the particular audience, channel and the subject matter.
- To perform interviews, write case studies and identify businesses within our communities who have great stories we can tell.
- To tailor existing business improvement content to the specific communities we are speaking to, ensuring it is engaging, inspiring and of high quality.
- To attend events, interviews, research focus groups and externally run events in order to identify new topics to cover and gather opportunities for collaboration or input from third parties and partners.
- To manage an online presence for the PtP Alumni community, including community management and moderation.
- Build partnerships at a working level that will help us deliver our objectives for the alumni programme.
- Ensure delivery partners are well managed, procured properly and ensure value for money is delivered.

### What We're Looking For

- Understanding of SMEs and their needs.
- Strong IT and organisational skills.
- Delivery management experience.
- Collaborative team member and strong interpersonal skills.
- Verbal and written communications.
- Alignment with BtB values.

### What We Offer

- A rewarding job with the opportunity to have your voice heard and really make a difference.
- We're a mission-driven, entrepreneurial team, and we thrive on leading and driving projects that will positively impact UK businesses and the economy.
- Competitive salary and benefits.



If you're interested in joining our team at *Be the Business*, please send your details to:

[careers@bethebusiness.com](mailto:careers@bethebusiness.com)

We are looking forward to hearing from you!