



| Global Alumni Groups: Event Lead(s) Volunteer Role Description | |
|---|---|
| Role description | Responsible for organising one or more events, which appeal to, support, and increase engagement with alumni in group location. The event will form part of a series of social, cultural, and professional development events agreed with the group. There may be multiple event leads in one group. |
| Time commitment & Volunteer responsibilities | <ul style="list-style-type: none"> • Oversee the planning, promotion, delivery and review of the event – working in partnership with UCL Alumni Relations – as outlined in the events section in the guidance for global alumni groups. • Design the event to <ul style="list-style-type: none"> ○ provide support and development for alumni ○ enable the group and UCL to recruit and cultivate new volunteers • Ensure the event is accessible and inclusive to engage the wider alumni community in group location (including alumni not in the group) • Collaborate with the President and Social Media Lead to ensure the event contributes to sustaining group membership, alumni engagement and profile-raising for UCL in group location • Engage speakers and develop volunteers to support the events as appropriate • Support other group volunteers with their areas of responsibility as appropriate |
| Eligibility criteria & skills sought | <ul style="list-style-type: none"> • Must be a UCL alumni based in group location • Organisation and project management experience. Understanding of event management is desirable. • Ability to lead others, particularly on event days • Ability to support other team members to succeed in their roles and responsibilities |
| Benefits of being involved | <ul style="list-style-type: none"> • Give back to the UCL alumni community • Develop communication skills • Develop project management skills • Develop organisational skills • Build your network, both personally and professionally • Re-connect with UCL and UCL's community abroad |
| How we will support you | <ul style="list-style-type: none"> • Briefing and training from your Alumni Relations contact • Responding to requests within three working days • Helping to promote events through posting on the UCL alumni website, and where appropriate sending invitations through UCL's up-to-date alumni database and promoting through official UCL channels (including social media) • Connecting new volunteers to groups leadership and assisting with seeking new volunteers as necessary • Connecting alumni groups to relevant contacts within the university as appropriate • Providing an opportunity to bid for funding to support alumni activities through the Annual Review • Supporting and thanking our volunteers • Providing UCL brand guidance and materials as necessary |

| | |
|--|---|
| | <p><i>Please note: UCL may cease its formal affiliation and support of an alumni volunteer and remove them from their leadership role if they do not adhere to the <u>volunteer agreement</u> and UCL's <u>official guidance for alumni groups</u>.</i></p> |
|--|---|