

**LONDON’S GLOBAL UNIVERSITY**

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| **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** | * 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
	+ 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
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| **Eligibility criteria & skills sought** | * **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
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| **Benefits of being involved** | * 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
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| **How we will support you** | * 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

*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 terms of the* [*volunteer agreement*](https://aoc.ucl.ac.uk/alumni/alumni-relations/professional-development/alumni-volunteer-agreement-) *and UCL’s* [*official guidance for alumni groups*](https://www.ucl.ac.uk/alumni/clubs-and-networks/guidance-global-alumni-groups)*.* |