**UCL Alumni – Recent Graduate Network Volunteer Lead**

**Volunteer Role Description**

**Role description**
UCL Alumni Relations is committed to supporting our alumni community, in particular our recent graduate community.

This new volunteer position will support the development of a new stream of programming, aimed particularly at supporting recent graduates. The aim of this will be to:

- Facilitate alumni-to-alumni connections and networking, expanding their personal and professional networks.
- Support recent graduate employability, linking in with the UCL Connect professional development programme.

This role will be a leader from the recent graduate community, who is willing to work collaboratively with the UCL Alumni Relations team in support of the objectives of the network. Although the programme is still in development, it is expected to include some social activities (pub trips, walking tours or museum visits) as well as a strong link to the existing UCL Connect programme.

*NB – while this volunteer will lead on this activity, the overall responsibility for the recent graduate network will remain with UCL throughout. This ensures the sustainability of the programme.*

For the purposes of defining a ‘recent graduate’, this usually includes grads from the previous 10 years.

**Time commitment**

- Duration: we expect the role to last one year, with the potential to extend to two years.
- Frequency: we expect the role to require approximately two to three hours per week, on a flexible basis as per the volunteer's diary commitments.
- Location: home-based

Both the volunteer and UCL Alumni Relations will be given the opportunity to end the relationship if it is felt to not be meeting the objectives as outlined above.

**Volunteer responsibilities**

- Be the lead individual for advising and planning on new activities for recent graduates. The first phase will likely be focussed in London, but will include digital elements to bring in our global alumni community.
- Recruit and be a key contact for other volunteers who will also support the Recent Graduate network
- Organise events and activities related to the aims of the UCL recent graduate network

**Benefits of being involved**

- Give back to the UCL alumni community
- Develop leadership skills
- Build your network, both personally and professionally
- Re-connect with UCL
- Briefing and training from your Alumni Relations contact

**Suggested skills**

- Confident to lead others, with support from the Alumni Relations team
- Collaborative and willing to work with others
- Organisation
- Event management experience is desirable, but not essential

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<thead>
<tr>
<th>How we will support you</th>
<th>Named Alumni Relations contact – Alumni Relations Manager (New Graduates)</th>
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<tbody>
<tr>
<td></td>
<td>Briefing and training provided on the role</td>
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<td>Provide overall support for the recent graduates programme.</td>
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