

Making the Leap.

Role Title	Alumni Coordinator
Reporting to	Head of Delivery
Location	Kensal Green, London and remotely. Currently three days a week in the office.
Working hours	Monday to Friday, 9.00am to 5.00pm
Salary	£30k to £35k per annum, depending on experience
Pension Scheme	8% contribution (5% non-contributory)

We are looking for a highly motivated and organised coordinator to support young people after they complete our programme. The prospective candidate will coordinate and facilitate activities for our Alumni.

Making The Leap is a small and innovative societal change charity that aims to make a big difference. From direct delivery, to advocacy and leadership, we refuse to stay in our lane and believe passionately that those we exist to serve have the right to be anything they want to be. To say that this is an exciting time for the organisation would be an understatement, as our incredible funders, donors, partners and supporters have given us the chance to move to the next level, and have further influence and delivery nationally.

The shared soul of the organisation is to be passionate about helping young people from less-advantaged backgrounds; build up other charities and community groups and want to partner with them or support them; want to work with businesses and organisations to get things done; and care deeply about addressing racial inequity generally (and anti-Blackness in particular). The people here work hard, are good at what they do, and for so many it is 'home', with an average tenure of 11 years. It's a nice environment to be in, friendly, flexible and one that gives you the reward of making a tangible difference in people's lives – it's great.

The organisation has a number of strands: core Making The Leap; the UK Social Mobility Awards; the Social Mobility Podcast and our brand new initiative Black Charity Leaders.

PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

- Be the point of contact for Making The Leap Fellows
- Coordinate the Fellows network
- Ensure Fellows are fully informed of available job opportunities
- Facilitate the involvement of Fellows in MTL activity, both in delivering and marketing
- Ensure that social media is utilised effectively
- Run the Fellows Board and organise Board Meetings
- Organise Fellows social events and meetings
- Provide support to secure progression in their career
- Participate in MTL promotional activities
- Ad-hoc duties as directed

PERSON SPECIFICATION

Experience of:

- 5 years professional work experience
- Professional use of MS Word and Excel or equivalent, and databases
- Building relationships and engagement with stakeholders at all levels

Skills and knowledge:

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Excellent organisational skills
- Reliability
- Self-motivated, energetic and able to use own initiative
- Professional approach to all tasks, flexible and self-demanding of excellence
- Excellent telephone manner

Personal attributes:

- Passionate about enabling social change and supporting young people to achieve the best from life
- A purpose-driven mindset and commitment to an ethical approach
- Proactive, self-starter with energy and drive
- Professional, approachable and compassionate
- A flexible attitude with a curious mindset and ability to keep learning
- A problem-solver, able to solve and engage in long-term, strategic thinking and programme planning
- Ability to identify, plan and prioritise own work
- Ability to meet set targets
- Ability to work to and achieve deadlines
- Ability to work as part of a team and on own initiative
- Ability to maintain a professional image

If you wish to be considered, please apply by e-mail to Paola Contessi, paola.contessi@mtl.org.uk, with your CV and a covering letter explaining why you are interested in this position and why you want to work for Making The Leap. The covering letter is your opportunity to talk yourself into an interview: please use it.

*Please note: Any application that does not include a covering letter will not be considered.

Due to the large number of applications we receive, we regret that only shortlisted candidates will be notified.