

**RALEIGH HEAD OFFICE
VOLUNTEER JOB DESCRIPTION**

Role Name	Alumni co-ordinator
Role Purpose	<ol style="list-style-type: none">1. Research Raleigh's environmental and community projects including recent updates, photos, news from Field base where possible, update Google Earth.2. Contact with alumni (first of all from own expedition and then extend) and use research and Google Earth to promote Raleigh's need for (a) alumni to help with external presentations, (b) leads for recruitment, (c) volunteering3. As part of Raleigh's 25th Anniversary in 2009, play a key role in the organisation of a national community volunteering day in November 2009 for all Raleigh alumni and a recruitment drive for as many alumni as possible to do a school talk in September 2009
Person Spec	This role is primarily aimed at returning Volunteer Managers and Graduate venturers, ideally who have experience in a sales capacity or office based environment. However we will be pleased to discuss interest from all returning alumni.
Duration	3 months
Hours	25-35 hours per week Flexibility is possible if volunteer looking for work or involved with study or other personal development activity.
Reporting To:	Alumni Manager
Remuneration	Expenses paid, including commuting. Payment for certain external presentations according to Raleigh scale.
Responsibilities	<p>Provide updates on environmental and community projects.</p> <p>Work with web officer to upload project updates and photographs to Google Earth.</p> <p>Arrange informal reunion events, to facilitate contact between alumni and to generate support for Raleigh</p> <p>Make contact with all alumni, initially by email with telephone follow up, informing them of Google Earth and using this contact as opportunity to seek their involvement in Raleigh.</p> <p>Contact with alumni also to be used as opportunity to update their profile including details of current employer</p>
Other	Raleigh will provide an appropriate reference at end of assignment.