

**Swyddog Cyswllt Alumni
Datblygu a Chysylltiadau Alumni**
Gradd 5: £21,843 - £24,565 y flwyddyn

I hyrwyddo gweithlu hyblyg, bydd y Brifysgol yn ystyried ceisiadau gan unigolion sy'n ceisio am swydd gyda threfniadau gweithio llawn amser, rhan amser, rhannu swydd, neu yn ystod y tymor yn unig.

Mae hwn yn gyfle rhagorol i ymuno â'r Swyddfa Datblygu a Chysylltiadau Alumni (DARO) ar gyfnod cyffrous yng nghynlluniau'r adran wrth i ni fynd ati i ymgysylltu ymhellach gyda'n 60,000 o gyn-fyfyrwyr ar draws y byd a sicrhau eu cefnogaeth i'r Brifysgol a'i myfyrwyr drwy godi arian, gwirfoddoli a dylanwadu. Bydd yr ymgeisydd llwyddiannus yn gyfrifol am gyflenwi cynlluniau a gweithgareddau i gynyddu cyfraniad alumni i nodau strategol y Brifysgol drwy feithrin perthynas a chefnogaeth weithredol drwy gyfathrebu rheolaidd, digwyddiadau a gweithgareddau ymgysylltu a mentrau a phrosiectau gwirfoddoli wedi'u targedu mewn meysydd blaenoriaeth.

Bydd deiliad y swydd yn atebol i'r Rheolwr Cyswllt Alumni a Rhoddion Unigol ac yn cydweithio'n agos gyda chyd-aelod o'r tîm, y Swyddog Rhoddion Unigol, gan weithio gydag amrywiaeth eang o randdeiliaid mewnol, gan gynnwys swyddfa'r Is-Ganghellor, y timau Cyfathrebu a Marchnata, Undeb y Myfyrwyr ac Adrannau Academaidd yn ogystal â rhanddeiliaid allanol, gan gynnwys alumni a rhoddwyr.

Mae'r adran yn ymrwymo i hyfforddi staff mewn amrywiaeth o ffyrdd creadigol i'w galluogi i ddatblygu eu cyfraniad a'u datblygiad proffesiynol yn y swydd.

Ceir rhagor o wybodaeth am y Swyddfa Datblygu a Chysylltiadau Alumni yma: <https://www.aber.ac.uk/en/development/about/>.

Gellir gwneud ymholiadau anffurfiol drwy gysylltu ag Louise Jagger ar lmj23@aber.ac.uk.

Cyf: DARO.17.1576

Am fwy o wybodaeth ac i ymgeisio, ewch i <http://jobs.aber.ac.uk>.

Sefydliad Dwyieithog sy'n gweithredu Cynllun Iaith Gymraeg ac yn ymroddedig i Gyfle Cyfartal.

FEL ARFER FE BENODIR I SWYDDI O FEWN 4-8 WYTHNOS WEDI'R DYDDIAD CAU.



Alumni Engagement Officer
Development and Alumni Relations Office
Grade 5: £21,843 - £24,565 per annum

To promote a flexible workforce, the University will consider applications from individuals seeking full time, part time, job share, or term time only working arrangements.

This is an excellent opportunity join the Development and Alumni Relations Office (DARO) at an exciting stage of the department's plans as we aim to further engage with our 60,000 alumni around the world and secure their support of the University and students through fundraising, volunteering and influence. The successful candidate will be responsible for delivering plans and activities to increase the contribution of alumni to the University's strategic goals by building affinity and active support through regular communications, engagement events and activities and targeted volunteering initiatives and projects in priority areas.

Reporting to the Alumni Engagement and Individual Giving Manager and working closely with a fellow team member of the Individual Giving Officer, the post-holder will work with a wide range of internal stakeholders, including the Vice- Chancellor's Office, Communications and Marketing teams, Student Union and Academic Departments as well as with external stakeholders, including alumni and donors.

The department is committed to training staff in a range of creative ways to enable them to develop their contribution and professional development in the role.

Further information on DARO can be found at <https://www.aber.ac.uk/en/development/about/>.

To make an informal enquiry, please contact Louise Jagger at lmj23@aber.ac.uk.

Ref: DARO.17.1576

For information and to apply, please go to <http://jobs.aber.ac.uk>.

We are a Bilingual Institution which operates a Welsh Language scheme and is committed to Equal Opportunities.

APPOINTMENTS ARE NORMALLY MADE WITHIN 4-8 WEEKS OF THE CLOSING DATE.



Manylion Pellach (English below)

Y mae'r disgrifiad swydd hwn yn amodol ar ei adolygu a'i ddiwygio yng ngoleuni anghenion cyfnewidiol y Brifysgol, i ddarparu cyfleoedd datblygu priodol ac/neu i ychwanegu dyletswyddau ychwanegol eraill.

Bydd deiliad y swydd yn cyflenwi cynlluniau a gweithgareddau i gynyddu cyfraniad alumni i nodau strategol y Brifysgol drwy feithrin perthynas a chefnogaeth weithredol drwy gyfathrebu rheolaidd, digwyddiadau a gweithgareddau ymgysylltu a mentrau a phrosiectau gwirfoddoli wedi'u targedu mewn meysydd blaenoriaeth.

Bydd y swydd yn atebol i'r Rheolwr Cyswllt Alumni a Rhoddion Unigol ac yn cydweithio'n agos gyda chyd-aelod o'r tîm, y Swyddog Rhoddion Unigol a bydd hefyd yn helpu i gyflawni a datblygu cynlluniau integredig i gynyddu incwm codi arian, ochr yn ochr â chynlluniau i gynyddu ymgysylltu, perthynas a chymorth gwirfoddol gweithredol.

Bydd deiliad y swydd yn cydweithio'n agos gyda Rheolwr Cronfa Ddata DARO i sicrhau bod data ar alumni'n cael ei gofnodi a'i ddadansoddi'n effeithiol i gefnogi cynlluniau a gwerthuso a chyflwyno hyn i randdeiliaid mewn adrannau yn PA (gan gynnwys Marchnata, Gyrfaedd, y Swyddfa Ryngwladol, Swyddfa'r Is-Ganghellor) ac adrannau ac Athrofeydd academiaidd, gan gynnwys ar lefel Rheolwr.

Prif Ddyletswyddau a Chyfrifoldebau

- Cryfhau cysylltiadau a meithrin perthynas a chefnogaeth drwy ddatblygu a chyflawni cynllun cyfathrebu alumni a thrwy ymateb yn effeithiol i amrywiaeth eang o ymholiadau post, ebost a ffôn gan alumni, yn uniongyrchol a thrwy gydlynu gydag eraill yn yr adran a'r Brifysgol.
- Datblygu'r cynllun cyfathrebu ag alumni (cynnwys a chyfryngau) yn unol ag ymarfer gorau a chyfleoedd buddsoddi.
- Cydlynu cynnwys ac amserlenni cynhyrchu'r cylchgrawn blynyddol (PROM) a'r ebost misol, ac eitemau newyddion arbennig achlysurol.
- Diweddarau cynnwys ar wefan DARO a sianeli cyfryngau cymdeithasol, ymateb i ymholiadau gan y gymuned alumni ar-lein a'u prosesu.
- Darparu cefnogaeth i Swyddogion Pwyllgor Cymdeithas Cyn-fyfyrrwyr Aberystwyth ac aelodau yn unol â chynlluniau a gweithgareddau partneriaeth y Brifysgol a chynorthwyo Cymdeithas Cyn-fyfyrrwyr Aberystwyth i gydlynu eu derbyniad a'u cinio blynyddol a'r penwythnos aduniad ehangach.
- Cydlynu cyfathrebu gyda chynrychiolwyr alumni rhyngwladol a Chymdeithasau Alumni'r Brifysgol a chysylltu â'r Swyddfa Ryngwladol ac adrannau academiaidd i gyfoethogi cyfraniad yr alumni hyn i gynlluniau recriwtio ac enw da.
- Cynllunio a chydlynu digwyddiadau dan arweiniad adran DARO, gan gynnwys digwyddiadau Diwrnod y Sylfaenwyr, Sioe Frenhinol Cymru, yr Eisteddfod ac aduniadau mawr, gan gynnwys digwyddiadau rhyngwladol. Gweithio gyda Swyddog Digwyddiadau (Marchnata)'r Brifysgol a Gweinyddydd/Cynorthwydd Personol DARO ar ddigwyddiadau uchel eu proffil dan arweiniad y Cyfarwyddwr.
- Cefnogi digwyddiadau a drefnir gan alumni e.e. drwy hyrwyddo digwyddiadau a chyflenwi deunyddiau.
- Cydlynu ymweliadau unigol a grŵp gan alumni i'r Brifysgol, cysylltu â chydweithwyr DARO ac adrannau PA yn unol â chynlluniau ar gyfer y berthynas alumni benodol.
- Cydlynu dylunio a chynhyrchu a storio a benthyca deunyddiau gan gynnwys stondinau naid, posterï a thafleuni a chysylltu â chyflenwyr mewnol ac allanol.



- Cydlynu gweithgareddau a deunyddiau ar stondinau'r adran yn ystod graddio a digwyddiadau'r Brifysgol ac Undeb y Myfyrwyr (Diwrnodau Ymweld, Wythnos y Glas, digwyddiadau Myfyrwyr Rhyngwladol).
- Cydlynu a chefnogi cyflwyno prosiectau gwirfoddol yn cynnwys alumni a chyfeillion y Brifysgol gan gynnwys Rhwydwaith Cyfleoedd Aber a phrosiectau i gyfoethogi mentrau recriwtio a chysylltu â'r adrannau academiaidd a gwasanaethau i gefnogi cynlluniau a gweithgareddau gwirfoddoli.
- Cyflenwi dulliau creadigol, cymhellol a chost effeithiol i ddiolch a chydabod eu cyfraniad.
- Adrodd ar gynnydd yn erbyn gweithgareddau a phrosiectau i'r Rheolwr Cyswllt Alumni a Rhoddion Unigol a chynnig mesurau adferol lle bo angen.
- Cysylltu â'r Swyddog Rhoddion Unigol i gryfhau synergedd pob cyfathrebu a gweithgaredd.
- Cysylltu â'r Cynorthwydd Cronfa Ddata i sicrhau'r cyfle gorau ar gyfer cipio a chyfoethogi data o bob cyfathrebu a gweithgaredd yn unol â pholisi PA a DARO ar ddiogelu data a rheoliadau preifatrwydd ac i gynorthwyo gyda dadansoddi a gwerthuso.
- Darparu briffiadau i'r Rheolwr Cyswllt Alumni a Rhoddion Unigol a'r Cyfarwyddwr ar alumni unigol er mwyn cefnogi eu perthynas gydag alumni allweddol.
- Hysbysu'r Rheolwr Cyswllt Alumni a Rhoddion Unigol am unrhyw risgiau posibl i enw da'r Brifysgol yn codi o gŵyn/pryder a fynegir gan alumnus.
- Gweithio'n hyblyg o fewn tîm DARO a chyfrannu at ddatblygu a chyflenwi strategaeth adrannol DARO.
- Nodi a chynnig prosiectau AberYmlaen a GwaithAber addas a goruchwylio a chynorthwyo myfyrwyr ar gynlluniau o'r fath lle bo angen.
- Ymgymryd â dyletswyddau a chyfrifoldebau iechyd a diogelwch sy'n briodol i'r swydd.
- Ymrwymo i Bolisi Cyfle Cyfartal ac Amrywiaeth y Brifysgol ynghyd â deall y modd mae'n gweithredu o fewn cyfrifoldebau'r swydd.
- Ymrwymo i'ch datblygiad eich hun a datblygiad eich staff drwy ddefnydd effeithiol o adolygiad datblygiad a pherfformiad staff y Brifysgol.
- Unrhyw ddyletswyddau eraill y gofynnir amdanynt yn rhesymol.

Manylion Person

Hanfodol	Dymunol
Cymwysterau <ul style="list-style-type: none"> • Addysg i lefel gradd neu brofiad perthnasol cyfatebol; 	<ul style="list-style-type: none"> • Cymhwyster marchnata neu reoli prosiect;
Profiad <ul style="list-style-type: none"> • Profiad o gyfathrebu gydag unigolion i gyfoethogi perthynas a lefelau o ymgysylltu gweithredol a chymorth mewn amgylchedd gwirfoddoli, codi arian, gwerthiant/marchnata neu gyfathrebu; • Profiad o gynllunio a chydlynu digwyddiadau a gweithgareddau i derfynau amser a safonau uchel o gywirdeb a gweinyddiaeth; • Profiad o weithio yn ôl cynlluniau adrannol a thargedau a gytunir; 	<ul style="list-style-type: none"> • Profiad o gydlynu rhaglenni gwirfoddoli a neu godi arian; • Profiad o weithio mewn lleoliad Addysg Uwch; • Profiad o weithio gyda chyflenwyr ar gynhyrchu Print;



<ul style="list-style-type: none"> • Profiad o ofal i gefnogwyr neu gwsmeriaid; • Profiad o weithio a chyd-drafod gyda chyflenwyr allanol; 	
<p>Gwybodaeth</p> <ul style="list-style-type: none"> • Gwybodaeth am gronfeydd data perthynol neu barodrwydd i dderbyn hyfforddiant mewn prosesu a dadansoddi data sylfaenol ar gronfa ddata berthynol; • Y gallu i ddefnyddio Microsoft Word, Excel a PowerPoint neu barodrwydd i dderbyn hyfforddiant; 	
<p>Sgiliau</p> <ul style="list-style-type: none"> • Sgiliau cyfathrebu llafar ac ysgrifenedig cryf gyda'r gallu i ddrafftio llythyrau ac argymell i staff uwch yn yr adran ynghylch dull ac arddull cyfathrebu; • Y gallu i ddrafftio testun sy'n berthnasol i weithgaredd neu ymgyrch gwirfoddoli; • Y gallu i ddatblygu a chynnal perthynas gref gydag amrywiaeth eang o bobl, ac ysbrydoli ymddiriedaeth a hyder drwy lefelau uchel o effeithiolrwydd, sensitifrwydd, barn, doethineb a disgresiwn personol; • Y gallu i weithio a blaenoriaethu ar eich liwt eich hun, gweithio'n hyblyg a rheoli blaenoriaethau niferus gan gynnwys dan bwysau; • Y gallu i ddefnyddio menter a chyflwyno opsiynau ar gyfer datblygiad parhaus a gwella gweithgareddau; • Y gallu a pharodrwydd i deithio a mynychu ymrwymadau y tu hwnt i oriau swyddfa arferol; 	
<p>Iaith Gymraeg</p> <ul style="list-style-type: none"> • Lefel Cymraeg Llafar (siarad) a Ysgrifenedig C1.* 	<ul style="list-style-type: none"> • Lefel Cymraeg Llafar (siarad) a Ysgrifenedig C2.**

*Lefel Cymraeg Llafar (siarad) a Ysgrifenedig C1. Rwy'n gallu:

- mynegi fy hunan yn rhugl ac yn ddigymell.
- defnyddio iaith yn hyblyg ac yn effeithiol at ddibenion cymdeithasol a phroffesiynol, gan gyfrannu'n hyderus at gyfarfodydd a chyflwyniadau ar lafar.
- ffurfio syniadau a barnau, gan sicrhau bod fy nghyfraniadau'n berthnasol i siaradwyr eraill.
- ymateb yn briodol i sefyllfaoedd diwylliannol a chymdeithasol gwahanol.



- cyflwyno disgrifiadau clir a manwl o bynciau cymhleth gan gyflwyno is-themâu, gan ddatblygu pwyntiau penodol, ynghyd â chloi'r cyflwyniad â chasgliad priodol
- ysgrifennu testunau wedi'u strwythuro'n glir, ynghyd â mynegi safbwyntiau am gyfnod hir.
- ysgrifennu esboniadau manwl ar bynciau cymhleth ar ffurf e-bost, llythyr, traethawd neu adroddiad, gan danlinellu'r materion perthnasol.
- ysgrifennu gwahanol fathau o destunau mewn arddulliau sy'n briodol i'r gynulleidfa sydd mewn golwg

****Lefel Cymraeg Llafar (siarad) a Ysgrifenedig C2. Rwy'n gallu:**

- deall adroddiadau ac erthyglau yr wyf yn dod ar eu traws yn fy ngwaith, gan gynnwys syniadau cymhleth wedi'u mynegi mewn iaith gymhleth.
- cymryd rhan yn ddiymdrech mewn trafodaeth.
- mynegi fy hunan yn rhugl a chyfleu arlliwiau ystyr yn gywir.
- addasu ac ailstrwythuro fy nghyfraniad wrth imi gwrdd ag unrhyw anhawster a wynebier, mor esmwyth fel braidd nad yw pobl eraill yn ymwybodol ohono.
- cynghori ar faterion cymhleth, anodd a chynhennus megis materion cyfreithiol neu ariannol, i'r graddau y mae fy ngwybodaeth arbenigol yn ymestyn.
- cyflwyno disgrifiadau neu ddadleuon yn dda, yn llyfn ac yn glir, yn y cywair sy'n briodol i'r cyd-destun, ac sydd â strwythur rhesymegol ac effeithiol sy'n helpu i dynnu sylw'r sawl sy'n gwrando ar y pwyntiau arwyddocaol
- cymryd nodiadau llawn a chywir a pharhau i gymryd rhan mewn cyfarfodydd a seminarau.
- ysgrifennu testunau wedi'u strwythuro'n dda ac yn llyfn ac yn y cywair priodol.
- ysgrifennu adroddiadau neu erthyglau technegol gymhleth strwythuredig sy'n helpu i dynnu sylw'r sawl sy'n darllen, at y pwyntiau arwyddocaol.
- ysgrifennu adolygiadau o weithiau proffesiynol a/neu rai llenyddol.

Further Particulars (Yn Saesneg yn Unig)

This job description is subject to review and amendment in the light of the changing needs of the University, to provide appropriate development opportunities and/or the addition of any other reasonable duties.

The post-holder will deliver plans and activities to increase the contribution of alumni to the University's strategic goals by building affinity and active support through regular communications, engagement events and activities and targeted volunteering initiatives and projects in priority areas.

Reporting to the Alumni Engagement and Individual Giving Manager and working closely with a fellow team member of the Individual Giving Officer, the role will also help to deliver and develop integrated plans to increase fundraising income alongside plans to increase engagement, affinity and active volunteering support.



The post holder will work closely with the DARO Database and Insights Manager to ensure the effective recording and analysis of data on alumni in support of plans and evaluation and presentation of this to stakeholders in AU departments (including Marketing, Careers, International Office, Vice-Chancellor's Office) and academic departments and Institutes, including at Manager levels.

Main Duties & Responsibilities

- To enhance relationships and build affinity and support through the development and delivery of an alumni communications plan and by responding effectively to a wide range of postal, email and telephone alumni enquiries, both directly and by co-ordinating with others in the department and University.
- To develop the alumni communications plan (content and media) in line with best practice and investment opportunities.
- To co-ordinate the content and production schedules for the annual magazine (PROM) and monthly e-newsletter, and occasional special news items.
- To update content on the DARO website and social media channels and respond to and process enquiries from the on line alumni community.
- To provide support to Officers of the Old Student Association Committee and members in line with the University's partnership plans and activities and support the Old Students Association in the co-ordination of their annual reception and dinner and wider reunion weekend.
- To co-ordinate communications with the University's international alumni representatives and Alumni Associations and liaise with International Office and academic departments to maximise the contribution of these alumni to recruitment plans and reputations.
- To plan and co-ordinate alumni events led by the DARO department, including Founders Day events, Royal Welsh, Eisteddfod, and major reunions, including international events. To work with the University's Events Officer (Marketing) and DARO Administrator/PA on high profile events led by the Director.
- To support events organised by alumni e.g. through the promotion of events and supply of materials.
- To co-ordinate individual and group visits by alumni to the University, liaising with DARO colleagues and AU departments in line with plans for the particular alumni relationship(s).
- To co-ordinate the design and production and storage and loan of materials including pop up stands, posters and leaflets and liaise with internal and external suppliers.
- To co-ordinate activities and materials at the department's stands at graduation and University and Student Union events (Visiting Days, Freshers' Week, International students events).
- To co-ordinate and support the implementation of volunteer projects involving alumni and friends of University including Aber Opportunities Network and projects to enhance recruitment initiatives and liaise with the academic and services departments in support of volunteering plans and activities.
- To deliver creative, motivating and cost effective ways of thanking and recognising their contribution.
- To report on progress against activities and projects to the Alumni Engagement and Individual Giving Manager and propose remedial measures where required.
- Liaise with the Individual Giving Officer to maximise synergies of all communications and activities.



- Liaise with the Database Assistant to ensure maximum opportunity for data capture and enhancement from all communications and activities in line with AU and DARO policy on data protection and privacy regulations and to support analysis and evaluation.
- To provide briefs to the Alumni Engagement and Individual Giving Manager and Director on individual alumni to support their relationships with key alumni.
- To alert the Alumni Engagement and Individual Giving Manager of any potential risks to the University's reputation arising from a complaint/ concern expressed by an alumnus.
- Work flexibly within the DARO team and contribute to the development and delivery of the DARO departmental strategy.
- To identify and propose suitable Aber Forward and Aber Works projects and supervise and support students on such schemes where required.
- To undertake health and safety duties and responsibilities appropriate to the post.
- To be committed to the University's Equal Opportunities and Diversity Policy, together with an understanding of how it operates within the responsibilities of the post.
- To be committed to your own development and that of your staff through the effective use of the University's staff development and performance review.
- Any other duties reasonably requested.

Person Specification

Essential	Desirable
Qualifications <ul style="list-style-type: none"> • Educated to degree level or equivalent relevant experience; 	<ul style="list-style-type: none"> • Marketing or project management qualification;
Experience <ul style="list-style-type: none"> • Experience of communicating with individuals to increase affinity and levels of active engagement and support in a volunteering, fundraising, sales/marketing or communications environment; • Experience of planning and co-ordinating events and activities to deadlines and high standards of accuracy and administration; • Experience of working to departmental plans and agreed targets; • Experience of supporter or customer care; • Experience of working and negotiating with external suppliers; 	<ul style="list-style-type: none"> • Experience of co-ordinating volunteering and or fundraising programmes; • Experience of working in a Higher Education setting; • Experience of working with suppliers on Print production;
Knowledge <ul style="list-style-type: none"> • Knowledge of relational databases or willingness to be trained in basic processing and analysing of data on a relational database; • Ability to use Microsoft Word, Excel and PowerPoint or willingness to be trained; 	



<p>Skills</p> <ul style="list-style-type: none"> • Strong verbal and written communications skills with the ability to draft letters and to recommend on the approach and style of communications to senior staff in the department; • Ability to draft text relevant to a volunteering activity or campaign; • Ability to develop and maintain strong relationships with a wide range of people, and inspire trust and confidence through high levels of personal effectiveness, sensitivity, judgment, tact and discretion; • Ability to work and prioritise on own initiative, to work flexibly and to manage multiple priorities including under pressure; • Ability to use initiative and to present options for continual development and improvement in activities; • Ability and willingness to travel and to attend commitments outside normal office hours; 	
<p>Welsh Language</p> <ul style="list-style-type: none"> • Oral (spoken) and Witten Welsh Level C1.* 	<ul style="list-style-type: none"> • Oral (spoken) and Witten Welsh Level C2.**

*Oral (spoken) and Witten Welsh Level C1. I can:

- express myself fluently and unprompted.
- use language flexibly and effectively for social and professional purposes, and contribute confidently to meetings and oral presentations.
- formulate ideas and opinions, and ensure that my contributions are relevant to others.
- respond appropriately to different cultural and social situations.
- present clear detailed descriptions of complex subjects, integrating sub-themes, developing particular points, and rounding off with an appropriate conclusion.
- write clear well-structured texts, expressing points of view at some length.
- write detailed explanations of complex subjects in the form of email, letter, essay or report, underlining the salient issues.
- write different types of texts in styles that are appropriate to the reader in mind.

**Oral (spoken) and Witten Welsh Level C2. I can:

- understand reports and articles I come across in my work, including complex ideas expressed in complex language.
- take part effortlessly in any discussion.
- express myself fluently and convey finer shades of meaning precisely.
- If I do have a problem I can revise and restructure around the difficulty so smoothly that other people are hardly aware of it.
- advise on complex, difficult and contentious matters such as financial or legal matters, to the extent that my specialised knowledge allows me



- present descriptions or arguments well, smoothly and clearly, in the appropriate register and context, and with a logical and effective structure which helps to draw the listeners' attention to relevant points
- take full and accurate notes and continue to take part in meetings and seminars.
- write well-structured and smoothly flowing texts in the appropriate register.
- write complex technical reports or articles which helps the recipients to notice significant points.
- write reviews of professional and/or literary works.

