International Alumni Ambassador Volunteers

**Role Description**

International Alumni Ambassadors are our network of key contacts in different geographical areas across the world. The role of an International Alumni Ambassador is varied, depending on the University’s regional priorities but can be broken down into the following three parts:

**Provide local insight and advice**
- Advise about cultural expectations and local norms.
- Provide suggestions of suitable venues and activities for University of Bristol visits.
- Offer insight into country-specific job markets and employability advice.

**Organise on-the-ground activity**
- Assist with hosting small alumni get-togethers.
- Encourage fellow alumni to host alumni get-togethers, promoting the Alumni Association Initiative Grants as a means by which they can do this.
- Attend and assist at regional University-organised events to network and build communities.

**Promote the University of Bristol**
- Share the University’s Global Engagement Division (GED) and wider University events, activities and news with your own networks.
- Lead and engage conversations in our Bristol Connects online Networks.
- Support US Foundation Board in their work.
- Attend recruitment fairs and events (in-person or online).
- Raise awareness and visibility of alumni contributions and support, and the University, by advocating for and championing the alumni community.

**Role requirements**
- Be a University of Bristol alumni who is willing to share your passion for Bristol with others.
- An understanding of, and commitment to, the University of Bristol’s vision, strategy and goals.
- Have a good understanding and knowledge of local venues and/or local customs and/or local job market and employability expectations.
- Be able to work with others in a positive and inclusive way.
- Be confident in speaking to others, both one to one and in groups.
- Be organised and able to respond in a timely manner.
- Agree to receive regular email communications regarding GED’s activities.
- Have a profile on Bristol Connects.
- Adhere to the Alumni Code of Conduct.
- Agree to provide feedback.

**Time Commitments:**
- Respond to ad-hoc enquiries in a timely manner
- Complete a brief report after contact with an alumni or attending an event
- Lead and engage conversations on Bristol Connects (approx. 2 hours per month)
- Provide support at alumni events, as needed (occasional and ad-hoc)

*We estimate that the role of Alumni Ambassador should take up no more than approx. 30 hours per year.*
Benefits of being an Alumni Ambassador

- Build your personal and professional network.
- Opportunities to meet and engage with University of Bristol alumni, staff, students and guests.
- Invitations to be part of exclusive University events.
- The chance to develop personal and professional skills.
- Share your Bristol experience and passion with others from around the world.
- Recognition as a Bristol Volunteer.

Length of volunteer term

- One year (or less if applying mid-year), with the opportunity to renew annually in July, based on mutual agreement.

Application and Selection process

Interested applicants should complete this form. Shortlisted applicants will be invited to attend a short, online informal conversation.

The number of International Alumni Ambassadors is limited. If we do not have a vacancy in your area, or feel that you might be better suited to a different volunteering role, we will be in touch to discuss other possible volunteering options with you.

Alumni Ambassadors could use their networks to help achieve some of our key priorities in North America, including:

- Establishing connections with high schools, particularly high school college counselors, to promote University of Bristol for US students.
- Developing University partnerships for study abroad, research, and post-graduate recruitment.
- Connecting recent graduates with established professionals for career opportunities in the United States.
- Strengthening the alumni network and bringing more alumni into the fold.
- Leveraging industry connections between Bristol and North America to increase cooperation.
- Promoting the city of Bristol as a “brand”; increasing awareness of the city in North America to drive interest in student recruitment and partnerships.