



WORK WITH US

Job Description – HtG:M Alumni Team Officer



HELP TO GROW.
MANAGEMENT COURSE

JOB DESCRIPTION

Job Title	HtG:M Alumni Team Officer
Contract	Full-time FTC 35 hours per week up to 31 March 2026 (hybrid working available, London-based)
Salary	£37,670 - £45,205 per annum, subject to experience
Reports to	Head of Alumni Events & Business Operations

About CABS

Chartered ABS is the representative body for the UK's business school sector. Our award-winning team support our world-class business schools through lobbying, conferences, events, research, and national programmes such as the Help to Grow: Management Course. We are passionate about delivering a programme with a purpose. As the Relationship and Partnership Manager, you will play a critical role in making the UK-wide Help to Grow: Management programme a success.

What is the Help to Grow: Management Course?

The Help to Grow: Management Course is a nationwide leadership course created to help small business leaders boost their leadership skills and the performance of their business. It consists of 12 modules, 1-to-1 mentoring and a peer network. The course is delivered by more than 60 business schools across the UK who are members of the Chartered Association of Business Schools (Chartered ABS) and have been accredited with the Small Business Charter.

The programme is promoted through a wide range of marketing activity which is delivered by the Chartered ABS Help to Grow: Management Demand Generation team and the business schools' marketing teams. Small business leaders completing the course become members of the Help to Grow: Management Alumni Network, a network which will extend beyond the life of government funding for the course to become a continued source of support and growth for thousands of small business leaders. Over 10,000 business leaders have already enrolled on the course; this number grows by the week.

Purpose of the Post

The Alumni Team Officer will support the Head of Alumni Events and the wider team in delivering all aspects of the Help to Grow: Management Alumni programme. They will be responsible for supporting our delivery partners (SBC accredited business schools) in their ongoing support of alumni and keeping up-to-date records relating to alumni activity. The Officer will help ensure we comply with strict DBT and UK GDPR guidelines. They will also provide day-to-day administrative support to the team around events and content delivery. The ideal candidate will have a history of strong administrative skills and have significant experience in dealing with multiple stakeholders, project management, and excellent knowledge of Microsoft 365.

Principal Job Functions and Main Tasks

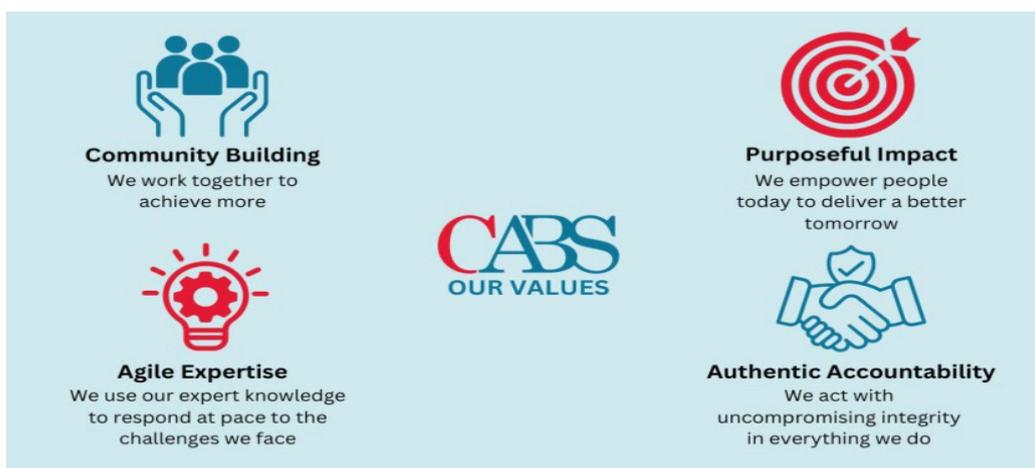
- Design, implement and optimise administrative systems, workflows, and SOPs; lead process improvement initiatives that measurably increase efficiency and reduce risk.
- Governance and compliance: prepare board papers, support executive meetings, maintain statutory records, taking meeting notes
- Financial process support that contributes to annual budgeting and forecasting with the Head of Alumni Events.
- Project support: plan and deliver projects with clear milestones, risks, and internal stakeholder reporting.
- Stakeholder management: act as liaison with senior leaders at business schools and external partners.
- Data and reporting: produce executive dashboards, KPIs, and management reports; ensure data integrity and confidentiality.
- Cover executive functions when required, including diary management, briefing notes, and confidential correspondence.
- Process improvements for the business school events, overseeing application process of 60+ schools and all this entails including CRM data

Experience, Skills and Abilities	Essential/Desirable
Degree or equivalent; professional qualifications in business administration, project management, or finance preferred, however 3+ years' experience acceptable	Essential
3+ years progressive administrative experience with at least 2 years in a senior role; demonstrable track record of working independently of a senior manager	Essential
Advanced organisational leadership: proven experience managing tasks and driving measurable improvements in service delivery	Essential
Strategic systems expertise: deep knowledge of office systems (CRM, finance systems, 365) and ability to lead stakeholder relationships	Essential
Financial literacy: competent in budget management, and reconciliations	Essential
Project management: certified or demonstrable experience delivering multi-stakeholder projects on time and budget	Essential
Governance and compliance: experience preparing board materials and managing audit processes	Essential
Communication and influence: exceptional written and verbal skills; confident briefing senior executives and external stakeholders	Essential
Problem solving and judgement; anticipates issues, proposes solutions, and escalates appropriately	Essential

Our Values

At Chartered ABS we offer flexible working and a friendly, performance driven and collegiate environment. you will be expected to be in the office near Cannon Street a minimum of 2 days per week.

Our values are very important to us at the Chartered ABS, guiding how we work with each other every day.



How to apply

Applicants must have the right to work in the UK as we are unable to sponsor work visas.

For a successful application, please send your **CV (2 pages max.)** and a **covering letter (no more than one page)** explaining how you meet the person specification to **Joshua Carr** at joshua.carr@charteredabs.org

Application Closing date: 12 April 2026

Applications will be reviewed as they are received and we may close the vacancy early if a suitable candidate is identified.

The Chartered Association of Business Schools is an equal opportunities employer committed to creating an inclusive environment. We welcome applications from people of all backgrounds and abilities. Reasonable adjustments will be made throughout the recruitment process where required.