



UNIVERSITY OF  
LIVERPOOL

# Volunteering with the Development and Alumni Relations team at the University of Liverpool

*Connect Learn Develop*  
WITH YOUR ALUMNI NETWORK

The Development & Alumni Relations team manages the University's single largest stakeholder group of more than 220,000 alumni worldwide. Our activity seeks to establish and maintain a connection with our alumni post-graduation, with the aim to create a community of engaged graduates that are willing to support the University through either time, expertise, advocacy, or financial support.

Through an ambitious volunteering engagement strategy the team aim to build relationships with alumni to encourage them to become active volunteers by supporting key activities such as mentoring, e-networking, careers talks, profiles, and offering placement and graduate vacancies, which all aim to positively impact the University's key strategic priorities such as enhancing employability, student

### **Purpose of our volunteer policy**

The University of Liverpool appreciate the time and expertise given by our alumni volunteers and this document aims to outline how we will work collaboratively with our alumni volunteers to support and create meaningful volunteering activities and projects. This policy also aims to outline what is expected from alumni volunteers and the University's commitment to alumni volunteering to help ensure that experiences are enjoyable and worthwhile.

### **Offering your support**

Alumni can [register their interest in volunteering here](#). We will keep you informed of relevant opportunities to match your expertise and experiences. Alumni can also register for Liverpool Connect and offer their career insights and guidance through e-networking. For more information please visit: [www.liverpool.aluminate.net](http://www.liverpool.aluminate.net).

### **What can you expect from the University of Liverpool?**

- The team will work collaboratively with alumni and colleagues across the University to develop and implement volunteering activities, which impact University strategic priorities such as employability and student experiences
- The Development and Alumni Relations team will showcase alumni volunteering programmes across University communication channels
- The Volunteer Engagement Manager is a key point of contact for alumni volunteering activities at the University of Liverpool and will be your key relationship manager that you can contact for feedback, advice or support
- The Development and Alumni Relations team will seek to provide information, support and resources to help volunteers to perform their roles
- The Volunteer Engagement Manager will work with you to resolve any problems, grievances and difficulties you may have while you volunteer with us
- Alumni volunteers can request a reference following the completion of a minimum of 10 hours volunteering within two years
- The Development and Alumni Relations team aim to keep volunteers informed of key University news and developments through our regular newsletters and communications.

## What does the University of Liverpool expect from our alumni volunteers?

The University of Liverpool recognises that alumni are vital to helping the University achieving its strategic aims and objectives. As an alumni volunteer we would expect you to:

- Stay informed of key University news and developments
- Respect the organisation's values and principles and to adhere to the organisation's rules and procedures
- Perform assigned volunteering roles to the best of their abilities
- Meet time commitments and standards agreed with the Volunteer Engagement Manager
- Acknowledge and respect the input of fellow volunteers and University staff
- Treat confidential matters and materials with the highest degree of integrity
- Not derive any personal profit or gain, directly or indirectly, in relation to this voluntary role and report any potential conflicts of interest that may impede the performance of your duties as a volunteer
- Advise students, prospective students and alumni to the best of your ability, but do not make any guarantees or promises that may not be in your power to uphold
- Forward any prospective student enquirers to the Volunteer Engagement Manager and do not make any promises or guarantees to prospective students
- Do not undertake actions or publicly say anything that would bring the University of Liverpool, its staff, students, alumni or reputation into disrepute.

## Contact

To discuss alumni volunteering initiatives at the University of Liverpool contact Caroline Mitchell, Volunteer Engagement Manager via email: [caroline.mitchell@liverpool.ac.uk](mailto:caroline.mitchell@liverpool.ac.uk) or call: +44 (0)151 795 5575.