

Future of London Alumni Representative x2

Future of London is seeking two ambitious alum to become new Alumni Reps for 2020-22.

Alumni Reps are the voice of more than 500 FoL Leaders alumni and candidates coming through the London and Greater Manchester leaders courses. Reps work over two-year tenures in overlapping pairs, with a new pair starting each year to share the load and help build knowledge. They are members of FoL's [Steering Group](#) and have the opportunity to attend events and network with senior cross-sector urban professionals.

Reps are volunteers who work closely with the FoL team to organise practical events, develop ideas and share news and career opportunities. This is great experience, a chance to enhance industry knowledge, make cross-sector connections and is a valuable CV builder.

The role

- You'll volunteer part-time over a two-year tenure in overlapping pairs, with a new pair starting each year to share the load and build knowledge. Current Reps are listed in the [Alumni Network](#) webpage.
- You're expected to be actively involved in all alumni-related activities (further details on responsibilities on the next page)
 - a) coordinating events with your fellow Reps
 - b) participating in quarterly Alumni Rep meetings
 - c) speaking at leaders course launches and graduations, and the summer party
 - d) attending quarterly events as a member of FoL's [Steering Group](#)
 - e) [using alumni digital and social media channels](#)
- The time commitment is approximately half-a-day a month, but this does vary.

Benefits

- **Professional development:** opportunity to enhance your knowledge of current and emerging challenges facing the built environment; learn from a wide range of peers and subject matter experts; develop your leadership, public speaking, chairing, interviewing and organisational skills.
- **Connections:** opportunity to engage with alumni and other next-wave urban leadership networks through the [City Makers' Forum](#); opportunity to attend quarterly meetings as a member of FoL's senior Steering Group with a say in FoL programming; engagement with FoL's wider network through priority FoL event access.
- **Profile:** speaking at and chairing alumni events; demonstrating sector knowledge and profile with event write-ups/blogs; contact details and headshot on the alumni network webpage; listing on FoL's steering group page and monthly alumni network bulletin.
- Above all fun, great experience and a valuable CV builder. Many Reps add the role to LinkedIn.

Useful resources

- [Alumni Network webpage](#)
- [Alumni listing \(by course, by round\)](#)

Alumni channels

- Twitter: [@fol_alumni](#)
- LinkedIn: www.linkedin.com/groups/7441399/ (closed group, you must be signed in to LinkedIn)
- Monthly bulletin: futureoflondon.org.uk/subscribe

How to apply

Complete and email an application form to [Oli Pinch](#) before Wednesday 30 September, 5 pm. We welcome applications from individuals or pairs. If you'd like to learn more, contact our [current reps](#) or Head of Networks, [Oli Pinch](#).

Your responsibilities

Working closely with the Future of London team, the two new Reps (2020-22) will work with the current Reps (2019-21) to:

- Organise four or more alumni events a year.
 - Working in pairs, each Rep leads one event per year (one lead, one support).
 - Reps choose the topic (based on alumni feedback and/or industry knowledge and experience), format (roundtable, panel, webinar, etc.) create a brief, and source speakers (supported by FoL), and write a short, post-event blog post for [FoL's website](#).
 - FoL finds a host, promotes the event and manages event sign-ups/joining instructions.
- Attend quarterly Alumni Rep meetings with Alumni [board directors](#). Reps share their news, recent event feedback and upcoming event progress. FoL chairs and takes notes.
- Speak at FLL & LP launches/proposals for London, plus the summer party. All events arranged by FoL. Reps are given advance notice and take turns to speak.
 - Launches (four per year, five-minute presentation).
 - Proposals for London (four per year, two-minute presentation)
 - Alumni/Mentor summer party (one per year, two-minute presentation)
- Reps are also encouraged to keep an eye on FoL programme themes and events. We prioritise alumni participation wherever possible, e.g. speaking at conferences, guiding field trips, recording podcasts, etc.
- Attend Steering Group events, these are quarterly events with an invited guest speaker. Limited spaces but two are reserved for Alumni Reps (Reps rotate).
- Contribute to an annual programming workshop (Jun/Jul) for Steering Group, sponsors and alumni. Opportunity to feedback and have a say in FoL's forthcoming programme.
- Share news with FoL to post on FoL's website, monthly bulletin, podcasts and social media channels. Managed by FoL, Reps can post content such as alumni event promos at any time on alumni social media channels.