



Position Description

Title	Alumni & Community Engagement Officer
Reports to	COO
Location	Melbourne or Sydney (with travel between cities as required)
Scope	12-month contract (with potential for extension)
Type	Part-time contract (0.4-0.6 FTE)

OVERVIEW OF STAND UP

PURPOSE

As Jews, we carry a responsibility to help build a better world. Stand Up exists to channel the leadership, values and conviction of the Australian Jewish community into genuine partnership with others, creating a more connected, fair and just Australian democracy.

VISION

A robust Jewish community standing in lasting partnership with communities across Australia - together shaping a country where everyone is safe to belong and thrive.

MISSION

Stand Up develops leaders rooted in Jewish identity and ethical tradition, and builds deep, lasting relationships across communities. Through leadership programs and genuine cross-community partnerships, we strengthen social cohesion and contribute to a more just and connected Australia.

PURPOSE OF THIS ROLE

This is a meaningful new role at Stand Up to activate Stand Up's alumni engagement approach.

The Alumni & Community Engagement Officer will lead the development of a clear and sustainable strategy for engaging past program participants and their families, while also delivering immediate engagement initiatives across Melbourne and Sydney.

This role will play a critical part in strengthening Stand Up's leadership pipeline by deepening relationships with alumni and creating meaningful pathways for ongoing involvement, leadership and impact.



SCOPE OF WORK

1. Alumni Engagement Strategy

- Develop a clear and practical alumni engagement strategy across all Stand Up programs, including:
 - Young adult programs (e.g. Trailblazer Retreats, Derech Eretz, future Fellowship programs)
 - Family and youth programs (e.g. Step Up, Parent Child Retreats, Tikkun Giving Circles)
 - Parents and broader family networks
- Map alumni cohorts and identify key segments, needs and engagement opportunities
- Design sustainable engagement pathways (e.g. leadership opportunities, volunteering, social enterprise support, events, learning opportunities)
- Recommend systems and processes to support ongoing alumni engagement (CRM use, communications cadence, ownership across team)

2. Alumni Relationship Management

- Establish and maintain regular communication with alumni across programs
- Build strong, ongoing relationships with key alumni cohorts
- Support alumni in continuing their social justice journeys, including:
 - Mentoring or connecting participants progressing social enterprise ideas
 - Identifying leadership opportunities within Stand Up programs and initiatives
- Maintain accurate alumni records and engagement tracking in CRM systems

3. Events & Activation (Melbourne & Sydney)

- Plan and deliver a series of alumni engagement events across Victoria and New South Wales, such as:
 - Social connection events
 - Cross-cultural exchange opportunities (e.g. Break Bread-style gatherings)
 - Learning or leadership-focused gatherings
- Manage event logistics, communications, and follow-up
- Work with internal team and partners to maximise participation and impact

4. Program Pathways & Integration

- Work closely with program leads to ensure strong alumni pathways from current and upcoming programs (e.g. Fellowship, Common Ground)
- Identify opportunities to connect alumni across different programs and life stages
- Support integration of alumni engagement into program design where relevant

5. Reporting & Recommendations

- Provide regular updates on engagement activity and participation
- Track key engagement metrics (e.g. event attendance, alumni participation, re-engagement rates)
- Deliver an end-of-contract report outlining:
 - Strategy recommendations
 - Key insights and learnings
 - Opportunities for future investment and growth



6. Professional Standards

- Maintain confidentiality of participant data
- Represent Stand Up professionally with alumni and stakeholders
- Operate collaboratively with staff and partners

KEY PERFORMANCE INDICATORS

- Delivery of a clear, actionable alumni engagement strategy
- Successful execution of alumni engagement events across Melbourne and Sydney
- Demonstrated increase in alumni engagement and participation
- Positive feedback from alumni and internal stakeholders
- Clear recommendations for sustainable future alumni engagement

SKILLS, KNOWLEDGE & EXPERIENCE

- Experience in community engagement, program coordination or relationship management
- Strong event planning and delivery capability
- Experience working with young adults and/or families desirable
- Ability to think strategically while also delivering hands-on outcomes
- Strong communication and interpersonal skills
- Experience with CRM systems or database management desirable
- Understanding of the Australian Jewish community and/or social justice sector desirable

PERSONAL ATTRIBUTES

- Relationship-driven and people-focused
- Proactive and self-directed
- Creative and strategic thinker
- Highly organised and able to manage multiple priorities
- Values-aligned and motivated by social impact

INCENTIVES

- Opportunity to shape a critical new area of Stand Up's work
- Flexible working arrangements
- Work within a passionate, mission-driven team
- Contribute to building the next generation of Jewish social justice leaders