



# Alumni Manager (Music, Games and Film & TV)

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## East London Arts and Music



# Welcome,

Welcome to East London Arts and Music (ELAM). At ELAM, we believe passionately in the power of education to transform lives and shape culture. Our vision — that all children growing up in the UK see themselves represented in UK culture — underpins everything we do. As Principal, I am proud to lead a school that not only champions creative excellence but also commits to equity, representation and opportunity across the creative industries.

The role of Alumni Manager plays a central role in realising this vision through the development and delivery of ELAM's alumni strategy and progression support. Working closely with the Senior Leadership Team, teaching staff, alumni and industry partners, the role is responsible for building and sustaining a strong alumni community, developing meaningful industry partnerships and creating clear pathways into employment, apprenticeships and further study for ELAM graduates.

This role is pivotal in ensuring that alumni continue to feel connected to and supported by ELAM beyond graduation, while also strengthening the relationship between current trainees, alumni and the wider creative industries. Through high-quality employability support, industry engagement and community-building, the Alumni Manager will help position ELAM as a long-term catalyst for progression and representation within the creative industries.

**Yansé Cooper – Headteacher**



DAYONE  
TRUST

# ABOUT US

Day One Trust Schools



# About the Day One Trust

I am proud to lead the Day One Trust, which includes ELAM and the London Screen Academy — schools dedicated to providing young people, regardless of background, with a world-class education in the creative industries. Our mission is simple: every trainee will leave us equipped with the skills, knowledge, and confidence to excel in their chosen fields and contribute to society.

The ambition of Day One Trust is to build more valuable, diverse and sustainable creative industries. We are committed to doing whatever it takes to future-proof these industries and ensure that young people, no matter their background, have the foot-up they need to make their greatest possible contribution.

At Day One Trust, we believe excellence in education stems from developing people. By investing in our trainees, staff and leaders, we foster a culture of collaboration, ambition and continuous improvement, where everyone has the chance to thrive academically and personally.

Our schools are intentionally small, ensuring every trainee is known, supported and empowered to succeed. With high standards and a focus on creativity and growth, we provide opportunities for every young person to reach their potential and grow with us.

**Jeremy Palmer - Chair of Trustees**





est. 2014

Originally established with a focus on music, ELAM has since expanded to include games design and film, reflecting the breadth of opportunities in the creative industries. Our trainees thrive in an environment that combines high expectations with industry expertise, preparing them for exciting careers in creative fields.

Number of trainees: 300  
Last Ofsted - May 24' - Outstanding



est. 2019

LSA was created to build on the achievements of the UK film and TV industry, ensuring a strong pipeline of diverse talent. With its specialised curriculum and close industry links, LSA provides trainees with the skills and experiences they need to excel in screen storytelling and production.

Number of trainees: 860  
Last Ofsted - May 23' - Outstanding



# ABOUT THE ROLE

Alumni Manager

(Music, Games and Film & TV)

# Role Overview

The Alumni Manager at East London Arts and Music (ELAM) plays a dynamic, relationship-driven role at the heart of our mission to create meaningful and sustained pathways into the creative industries for young people from underrepresented backgrounds. You will lead the development and delivery of ELAM's alumni strategy, building a thriving and engaged alumni community while ensuring that graduates continue to feel supported, connected and equipped to progress successfully within the creative industries.

You will oversee a wide range of activity including alumni engagement, employability support, industry networking, recruitment partnerships, events and communications. Working closely with alumni, industry partners, recruitment agencies and the wider ELAM team, you will create opportunities that support progression into employment, internships, apprenticeships and further study, while strengthening long-term relationships between alumni, current trainees and the creative sector.

A key part of the role is developing and maintaining systems and programmes that support industry readiness and career progression beyond graduation. This includes providing practical employability support such as CV development, interview preparation, portfolio guidance, networking support and signposting opportunities, alongside creating resources, workshops and regular communications tailored to the needs of the alumni community.

You will also play a central role in building and managing ELAM's alumni network and alumni board, coordinating events and initiatives that celebrate alumni success, encourage collaboration and strengthen the wider ELAM community. This includes supporting major events such as ELAM's anniversary celebrations and developing content such as alumni stories, interviews and case studies that showcase progression and impact.

This is a hands-on role suited to an organised, proactive and highly relational professional with strong communication and partnership-building skills, an understanding of the creative industries and a genuine commitment to widening access and supporting young people to thrive in their careers and beyond.

# Alumni Manager Roles and Responsibilities

- Lead the development and delivery of ELAM's alumni engagement, employability and progression strategy.
- Build and maintain relationships with alumni, employers, industry partners and recruitment agencies.
- Develop and deliver an employer engagement strategy that expands progression opportunities and strengthens ELAM's industry network.
- Develop partnerships that create employment, internship, apprenticeship, mentoring and networking opportunities.
- Coordinate and manage the ELAM Alumni Board and alumni ambassador network.
- Create and distribute regular alumni communications promoting jobs, opportunities, resources and success stories.
- Design and deliver a programme of alumni events, networking opportunities and engagement activities.
- Lead initiatives that increase alumni engagement, participation and contribution to the ELAM community.
- Deliver employability and progression support including CVs, portfolios, interviews, networking and career planning.
- Contribute to ELAM's personal development and progression curriculum, preparing trainees for industry and progression.
- Track alumni destinations, analyse progression data and produce reports for leaders, governors, trustees and funders.
- Manage bursary programmes and provide ongoing careers, progression and industry-readiness support to alumni.

# Person Specification

- Strong understanding of the creative industries and the pathways into employment, freelance work and further study
- Excellent communication and relationship-building skills with the ability to engage confidently with alumni, industry partners and external stakeholders
- Experience of developing and maintaining professional partnerships and networks
- Strong organisational and project management skills, with the ability to manage multiple priorities and events simultaneously
- Knowledge of employability and industry readiness, including CVs, portfolios, interview preparation and professional behaviours
- Ability to support and motivate young people and alumni from diverse and underrepresented backgrounds
- Experience of planning and delivering events, workshops, programmes or community engagement initiatives
- Confident using data, tracking systems and digital platforms to monitor engagement and progression outcomes
- Proactive, adaptable and innovative approach to problem-solving and opportunity development
- Commitment to ELAM's vision of widening access, increasing representation and supporting young people to thrive in the creative industries

# Role Details

- Reports to: Assistant Principal - Industry & Progression
- Type: Permanent
- Start date: ASAP
- Salary: from £44,538 - £50,474
- Location: Bromley-by-Bow, London





# ABOUT THE PROCESS

How to Apply

# How to apply

The deadline for application is Tuesday 30<sup>th</sup> June. To apply you must complete an application via the below link:

<https://candidates.every.education/Vacancies/Details?advertKey=e61d7c2a-5d06-4735-8bad-e30a3ab37a43>

Interviews will be on the week commencing 6<sup>th</sup> July 2026.

To apply you must complete this application form by Tuesday 30<sup>th</sup> June.

Applications will be on a rolling basis, we may close applications if we find a suitable candidate before the deadline.

# Safer Recruitment

Day One Trust Schools are committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

## **Disclosure**

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

## **Interview**

Candidates will be subject to an in-depth, interview and assessment day which may contain some pre-interview tasks, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

## **Reference checking**

References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided.

## **Online searches**

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

A woman in a grey hoodie is aiming a bow in a dimly lit room. She is looking intently at her target. In the background, other people are visible, including a woman in a black top and another in a grey hoodie. The room is decorated with string lights and a whiteboard. The text "THE END" is overlaid in the bottom left corner.

**THE END**