Job Title:	Alumni Coordinator
Department:	Marketing & Student Recruitment
Reports to:	Head of Marketing
Contract:	Permanent, 3 days per week (hybrid working 60/80% onsite)
Last Updated:	October 2026

We are a world leading London-based film school and registered charity, dedicated to developing the next generation of filmmakers and screen industry professionals. Through industry-focused training we support creative talent and widen access to careers in film and television.

Job Summary

The coordinator will play a key role in building and strengthening relationships with our graduates. Acting as the primary link between the School and its alumni community, you will coordinate an engaging alumni programme that supports the School's plans across student recruitment, industry engagement, employability and brand reputation.

This is an exciting opportunity for someone who is passionate about nurturing creative talent and building meaningful professional networks within the film, television and wider entertainment industries. The successful candidate will help create a vibrant and connected alumni community, ensuring graduates remain active advocates for the School throughout their careers.

Key responsibilities

Alumni Engagement & Community Building

- Develop and deliver an annual alumni engagement plan and calendar of activity
- Build and maintain strong relationships with graduates at all stages of their careers
- Track and celebrate alumni achievements and career progression across film, television, animation, games, digital media and the wider creative industries.
- Serve as the primary point of contact for alumni enquiries, communications and engagement initiatives.

Alumni Communications

- Plan and deliver regular communications to alumni, including newsletters, social media content and success stories
- Work closely with marketing colleagues to maximise alumni engagement through digital channels
- Support the collection of graduate outcomes, testimonials, case studies and success stories for use in student recruitment and marketing activities

Data Management & Reporting

- Develop, maintain and continuously improve the School's alumni database, ensuring records are accurate and regularly updated.
  - Identify opportunities to expand the alumni database and improve data quality and reporting capabilities.
  - Implement processes to capture graduate destinations and career progression.

Events & Industry Engagement

- Support alumni involvement in School events, graduation ceremonies, industry showcases and recruitment activities.
- Build relationships with industry partners and alumni working across the creative sectors to strengthen professional networks and opportunities for students and graduates.
- Represent the School professionally at events and industry gatherings where appropriate.

Development & Fundraising Support

- Identify and cultivate alumni who can contribute to the School through mentoring, volunteering, industry partnerships, sponsorship or philanthropy.
- Contribute ideas and recommendations for enhancing alumni engagement and growing the long-term value of the alumni network.

Alumni ambassador programme

- Develop, launch and manage a global LFS alumni ambassador scheme to strengthen the School's presence in key recruitment markets.
- Identify, recruit and maintain relationships with alumni ambassadors across priority regions and countries. Build a network of regional alumni representatives
- Act as the primary point of contact for ambassadors, providing guidance, resources and regular communications.
- Facilitate connections between prospective students and alumni ambassadors, enabling prospects to gain insight into studying at LFS and careers in the screen industries.
- Work with the student recruitment manager to identify markets where ambassador activity can support recruitment objectives.
- Monitor and report on the effectiveness and impact of ambassador engagement activities.

General responsibilities applicable to all LFS staff

- Understand and support the vision, mission and values of LFS;
- Ensure Diversity and Inclusion is at the forefront of your thinking when undertaking your responsibilities at LFS.
- Maintain awareness of your own and others' Health and Safety, and comply with the LFS's Health and Safety policy;
- Take appropriate responsibility for records held, created or used as part of your work for the LFS (paper-based and electronic) as per the relevant data protection regulations;
- Encourage team working and effective communication with colleagues;
- Act as a representative of the LFS and deal with LFS students, stakeholders and the public in a professional manner at all times;
- Comply with LFS financial policies and practices as applicable;
- Commit to and undertake continuous personal and professional development;

- Undertake other duties as may be reasonably requested of your post.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

PERSON SPECIFICATION

Essential

- Excellent interpersonal and relationship-building skills, with the ability to engage confidently with individuals at all levels.
- Strong written and verbal communication skills.

Desirable

- Experience in alumni relations, higher education and or arts administration, communications or a related field.
- Experience in talent management or artist representation
- Knowledge of the film, television or wider creative industries.
- Understanding of employability, graduate outcomes or fundraising activities.
- Experience managing databases or CRM systems and maintaining accurate records.
- Understanding of GDPR and the importance of data privacy and confidentiality.

Qualifications

- Degree-level qualification or equivalent professional experience in a relevant field, such as Communications, Events Management, Marketing, Film, Media, Arts Administration, Education or Business.

Personal Attributes

- Passionate about film, entertainment, education and the development of emerging creative talent.
- Personable, approachable and confident when engaging with a diverse range of stakeholders.
- Highly proactive, self-motivated and able to work independently.
- Strong attention to detail and commitment to delivering high-quality work.
- Collaborative team player with excellent relationship management skills.
- Inclusive, culturally aware and committed to championing diversity and representation.

How to apply

If you would like to make an application for this role, please send your CV, supporting statement outlining how your skills, knowledge and experience meet the requirements of the role, plus **the completed equalities form** to **Alumni Coordinator role.**

A formal offer will be made to the successful applicant, subject to satisfactory references and evidence of your eligibility to work in the UK.

About London Film School

London Film School is the oldest film school in the UK. For nearly 70 years, LFS has been the place for emerging creative talent to hone their craft, find their voice and engage directly with the vibrant UK screen industries. The School offers five full-time MA programmes including Filmmaking, Screenwriting, International Film, Business, Film Producing, & Film Marketing and a full calendar of short courses.

LFS is a world leading conservatoire for filmmakers from around the world. Based in London's Covent Garden, the School's alumni include veterans (Mike Leigh, Michael Mann, Tak Fujimoto, Ann Hui) and famous younger filmmakers including Daina Pusic, Oliver Hermanus, Babak Jalali, and the creator of End of the F**king World, Jonathan Entwistle.

The School is celebrated for its commitment to film, innovation and creative freedom, and its reputation for teaching excellence and practical learning - the School makes over 180 films every year. In 2022 London Film School was awarded World-Leading Specialist Provider status by the Office for Students and in 2024 was named by The Hollywood Reporter as one of the top global film schools. LFS welcomes a student cohort from every corner of the globe, LFS has always been a cultural hub where fresh voices, experiences and perspectives rub shoulders with tradition and history. A global network, once built, lasts a professional lifetime.
London Film School is a non-profit educational charity with Greg Dyke as its Chairman of the Board and Chris Auty as Director and CEO.

About London Film School

Our people are at the heart of what we do at London Film School. Our organisational values define what LFS stands for and what we believe in. They guide our purpose and direction and set the tone for a positive workplace culture.
Our six values are:
·Innovation & Excellence
·Inclusivity & Respect
·Feedback & Collaboration
·Empathy, Accountability & Integrity
·Safe & Inclusive Spaces
·Kindness

Our Commitment

LFS is an Equal Opportunities Employer. We are committed to diversity and inclusion and welcome applications from all individuals regardless of personal characteristic(s) or background. We are a member of the Government's Disability Confident scheme as a 'Disability Confident – Committed' employer.
To fully embed effective equity, equality, diversity and inclusive practices, we are working towards removing all barriers that staff, applicants and students may experience from underrepresented groups.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The School is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Please refer to LFS Privacy Policies (**http://lfs.org.uk/privacy-policies**) for details of the personal data that LFS holds and processes about staff, contractors and job candidates.

Please be assured that we will protect your privacy and the information provided on the monitoring form. No information is shared if there is a risk of identification.

Benefits

As a member of staff at LFS, you receive more than just your basic salary there are other significant contributions to your financial security in the form of your benefits package:

Annual Leave	In addition to the statutory bank holidays, all full-time employees are entitled to 30 working days per annual leave year (01 September to 31 August). This entitlement is pro-rated for part-time staff.
Pension	Subject to the rules for auto-enrolment, after 3 months' employment you will be auto-enrolled into the People's Pension Scheme.

Staff Development	LFS has an appraisal scheme in place that aims to provide a focussed, evaluative review of employee performance against agreed objectives. The appraisal process is used as an opportunity for individuals to discuss training and development needs with their line manager. We also operate a Professional Development Leave (PDL) scheme, whereby staff can request leave to pursue learning & development activities linked with their work, to enhance their professional skills.
Cycle to work scheme & City Bike Hire	If you like to cycle to work, you are in luck. We operate the Cycle to Work salary sacrifice scheme which makes it easier to afford your new set of wheels. You can also obtain a discount on membership of City Bike Hire schemes.
Your Wellbeing	We provide free access to our Employee Assistance Programme, which will give you access to confidential counselling, advice and online support, designed to help maintain your work/ life balance. This includes advice on mental wellbeing, lifestyle, family support and money issues.
Staff Loans	Upon completion of the applicable probation period staff are eligible for an interest free financial loan, or to purchase a season ticket.
Family friendly leave	To support families and working parents, we have a suite of family-friendly policies offering enhanced rates of pay during maternity, co-parental/paternity, adoption and shared parental leave, in addition to paid time off for staff undergoing fertility treatment and staff supporting a partner undergoing fertility treatment. The School also adheres to statutory entitlements to unpaid parental, carer's & dependents leave.
Discounted gym membership	You can register to be an Associate Member of the London School of Economics Students' Union with your LFS email address, giving you discounted access to the gym, cafes and social spaces, on the same basis as LSE staff and students (nominal charges apply where applicable).
Discounted gift cards	You can purchase gift cards at a discount of up to 15%, enabling you to save money on a wide range of goods and services, from clothing and DIY to restaurants, travel agents and theatre tickets.