

## **Role Description**

### **Congregation Alumni Volunteer**

Congregation is a very special time when Durham University students attend their congregation ceremony in Durham Cathedral and degrees are officially conferred.

The Congregation Fair is located on Palace Green where the alumni team are present along with refreshments, university merchandise and photography stalls for students and guests to enjoy before and after the ceremony.

We are looking for outgoing, enthusiastic Durham alumni to volunteer to be part of the team on the alumni stand, to congratulate the graduates on their achievements and welcome them to the alumni network.

It is our hope that volunteers will engage in conversation with the graduates and their guests and will show affection for and interest in attendees.

#### **Key responsibilities:**

- Greet graduates and their guests as they approach the alumni stall
- Congratulate the graduates on their achievements
- Provide each graduate with a tote bag and information about how they can stay connected after graduation
- Spend time chatting to the graduates about their studies (you were in their position once and are best qualified to do this!)
- Act as a point of contact for any questions the graduates may have

#### **Time commitment:**

We are extremely grateful for any amount of time alumni provide to assist with congregation. We are looking for volunteers to cover a 10am – 2pm shift time on the following days:

- Wednesday 26 June
- Thursday 27 June
- Friday 28 June
- Monday 1 July
- Tuesday 2 July
- Wednesday 3 July

**Benefits:**

- Be part of a fun, rewarding day as we welcome graduates and their guests
- The satisfying feeling supporting the Durham community, while building your own networks
- Opportunity to reconnect with the University
- Lots of opportunities for fun and nostalgia!

**Requirements:**

- Durham graduate (successful completion of enrolled programme of study), affiliate or honorary graduate of Durham University
- Team player
- Reliable, punctual and professional in manner
- Be able to attend in person in Durham city

**Reports to:**

Alumni and Supporter Engagement (Volunteers & Networks) Team within the Development and Alumni Relations Office (DARO)

**Register your interest:**

Thank you for your interest in the congregation volunteer role. Please complete the following short form [here](#) to register your interest by Friday 24 May 2024.

If you are unable to attend this time but would like to volunteer in the future, please visit [our website](#) or contact [alumni.volunteer@durham.ac.uk](mailto:alumni.volunteer@durham.ac.uk)