

JOB DESCRIPTION

Development Office Graduate Trainee – Fixed Term

College Background

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

Since its foundation in 1869, Girton College has led the way in educational empowerment. It was founded as the UK's first residential women's college and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Department

Team/ Department: Development Office

Reporting to: Alumni Officer

Purpose of Job

Are you passionate about helping Girton College to transform lives and find its place on the global stage? An exciting opportunity has arisen in the College's busy Development Office for a recent graduate who is seeking a career in the charity or non-profit sector.

Our ideal candidate will be self-motivated with a keen eye for detail, a willingness to learn, excellent written and verbal communication skills, and good organisational skills to be able to manage a busy and varied workload. Proficiency with Microsoft Office is a requirement, as are strong written and financial skills. A familiarity with databases would be an advantage. You must be enthusiastic to work with our dedicated team to help Girton achieve its ambitious targets and exciting projects.

The post holder will gain experience across a wide range of functions in the Development Office including in fundraising, alumni relations, communications and event management. They will work in a small, friendly team of experienced colleagues who will provide all the necessary training. They will be supported in taking particular responsibility for fund raising appeals such as the annual Giving Day and Telephone Campaign. In addition, they will be active contributors to alumni engagement activities, initiatives and communications – especially those that might appeal to students and recent graduates. The post holder will also provide administrative and other assistance in the office, as required.

Role Duties and Responsibilities

Main Duties

- Assist in the preparation of the Giving Day and Telephone Campaign. This will include preparing and sending digital and postal mailings, managing responses, supporting on-site activities to encourage College community involvement, recruiting and supporting student callers, and preparing social media and website content.
- Assist in the production and mailing of fundraising impact reports and other material sent to our donors. This will include sourcing content and appropriate photographs by liaising with other College teams, Fellows and students.
- Assist current members of the Development Office to both manage some current events and to develop new ones, in line with the College's aim to engage a wide range of alumni and supporters.
- Work with current members of the Development Office on delivering new alumni engagement initiatives such as an alumni mentoring project, and helping to support the regional and international alumni networks.
- Be proactive in identifying new avenues and further opportunities for alumni and student engagement.
- Help maintain and update the Alumni and Supporters area of the College website, including the development of new digital and social media content.
- Contribute to digital, print, and social media communications.
- Help maintain and update the Alumni and Supporters' database ensuring that all relevant activity and information is accurately recorded on the database in a timely manner.
- Help evaluate the success of events, communications and fundraising appeals, and make recommendations for future.
- Administer the annual Jane Martin Poetry Competition including organising the prize giving event.
- Provide administrative assistance to the Development Office, this includes assisting with the management of the shared office In boxes, processing contact information updates, answering queries, and attending the College weekly diary meeting on behalf of the Development Office.
- Assist, on an ad-hoc basis, with the other functions of the Development team including developing new merchandise lines and enhancing the Development Office presence at graduation ceremonies.

The post holder will be required to be familiar with, and work in accordance with, all College policies and procedures and to participate in training designed to minimise occupational risks. This may include manual handling training, and other training as advised by the Health and Safety Officer.

NB: Occasionally, some evening and weekend work will be required, for example during the Telephone Campaign or to attend events (including, exceptionally, events outside Cambridge) or at particularly busy times. All agreed hours worked over and above contracted hours will be compensated with time off in lieu.

This job description may be subject to change following consultation between the Development Director, the Alumni Officer and the post holder.

PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications and Experience	Essential	Desirable
Educated to degree level or equivalent	✓	
Experience of working in a charity, non-profit, or members' organisation		✓
Skills and knowledge	Essential	Desirable
An excellent working knowledge of Microsoft Office (including Word, Excel, Outlook, and Teams).	✓	
Knowledge and experience of using social media and video conferencing platforms.	✓	
Knowledge of the UK higher education and charitable sectors.		✓
Excellent interpersonal, communication and presentation skills (oral and written) and the ability to, and an interest in, in engaging with a wide range of people.	✓	
Ability to gather, analyse, present and explain information to a range of audiences.		✓
Ability to work quickly and accurately, with excellent attention to detail and to tight deadlines.	✓	
Ability to prioritise own workload, and to use initiative.	✓	
Excellent organisational skills and the ability to cope with a varied and demanding workload.	✓	
Knowledge of Raiser's Edge NXT database or similar.		✓
Experience of maintaining websites and working with online booking software.		✓
Knowledge of the Cambridge Collegiate system.	✓	
Other Qualities	Essential	Desirable
Good interpersonal skills and the ability to work as part of a team.	✓	
Flexibility and a willingness to 'muck in'.	✓	
Ability to work outside of normal office hours (including weekends) when required and to travel outside the Cambridge area on a very occasional basis.	✓	
Reliability, trustworthiness, and the ability to maintain confidentiality.	✓	
The ability to adapt and be receptive to change and new challenges.	✓	
The ability to communicate well with and for all members of the College community, Fellows, staff and students.	✓	

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

Employment:

Salary	Girton Single Spine Point 26, £24,248 per annum+ benefits
Working arrangements	Full-time, 35 hours per week.
Contract term	1-year fixed term, subject to a six-month probationary period. The post may be extended to 2 years subject to satisfactory work performance.
Annual leave	Standard annual leave entitlement is 34 days (inclusive of bank holidays)
Other	<p>We also offer:</p> <ul style="list-style-type: none"> Workplace Pension Cycle to Work Scheme Access to Healthcare/Medicash Gym & swimming pool Free Staff Lunch and refreshments Staff discount to hold private events in College Local Discounts via the University <p><i>Some of the above are non-contractual</i></p>