Job Description

Job title: Development Assistant (Part-time)
Department: Development and Alumni Relations Office
Reporting to: Alumni Relations Manager
Location: Jesus College, Cambridge
Hours: 20 Hours per week
Salary range: £13,406 (FTE £24,466 – Jesus College Salary Scale Point 13)

This job description is a guide to the work the post-holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

Main Purpose of the Job

The Development and Alumni Relations Office - JDAR - is responsible for fundraising and alumni engagement activity for the College, including organising alumni events and fundraising campaigns. You would support the Director of Development in a PA capacity as well as the rest of the JDAR team in a wide range of activities including events, alumni correspondence and fundraising.

Some occasional evening and weekend working is required.

Main Areas of Responsibility

PA duties to the Director of Development and Alumni Relations

- To manage the DDAR’s diary including coordinating meetings with the rest of the team.
- To produce detailed itineraries and travel reports including booking hotels and travel for overseas meetings.
- To oversee administration of the Development Committee meetings; including, production of papers and agenda, producing reports and attending the termly meetings to take minutes.
Events

- To assist the Events Officer with the preparation and distribution of invitations, lists, attendee lists and notes, badges, place cards etc for events and adding new registrants to the database.
- To create and regularly update the events pages on the College website and the Jesus Connect events page.
- To support the Alumni Relations Manager with the checking of income for events (and merchandise).
- Recording of alumni attendance at other College events where applicable.
- Recording of alumni attendance at University and IF events.

Publicity and Communications

College Annual Report and The Jesuan magazine

- Provide additional support to the Editor of Publications and the Alumni Relations Manager in the production of the publications which includes proofing and editing of articles, sourcing and taking photographs etc.
- To assist with the dispatch to alumni and friends of the College by producing comprehensive mailing lists for the external mailing house.

Online Communications

- To assist with writing and uploading posts to our social media accounts (Facebook, Instagram and X – previously Twitter) as well as on Jesus Connect and LinkedIn.
- To assist with gathering and writing alumni-related news stories for the website.

Developing Relationships with Alumni

- Being a friendly point of contact for dealing with all alumni and external enquiries.

Data Management

- To help maintain a high-quality database in accordance with the Data Protection Act ensuring all information that can be gathered is recorded accurately on the database.
- To maintain the daily information update requests to and from alumni including returned mail.
- Recording of alumni attendance at College events where applicable.
- Recording of alumni attendance at University events.
**Qualifications and Experience**

**Essential:**
- A friendly, confident and outgoing personality who enjoys interacting with a wide variety of people at all levels. A helpful and responsive person, who is able to work under pressure to schedule work accordingly to meet deadlines.
- Strong written and verbal communication skills, with a proficiency in Word, Excel and Email.
- Educated to a high standard, ideally to degree level or equivalent.
- The ability to work independently and exercise good judgement whilst at the same time being happy to respond to clear direction, rules, regulations and adherence to policy.
- Ability to work with discretion, confidentiality and tact.
- An eye for detail and a high degree of accuracy.

**Desirable:**
- Knowledge or experience of a university/college environment.
- Experience maintaining databases (in particular, Raisers Edge or KX)
- Prior experience of working on conferences or other events
- Prior experience operating online meeting software (e.g. Zoom, MS Teams)
- A good working knowledge of all social media platforms

Prior experience of customer-facing work is desirable – especially any events experience.

**Benefits**
- Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary
- Membership of a healthcare cash plan
- Free daily staff lunch when in College
- Access to a range of family friendly policies and welfare support services, including maternity coaching
- Staff Forum and a Staff Social Committee that organises Christmas & Summer staff events
- Cycle to work scheme
- Use of the College Gym, Tennis courts and Library
Probation period

- The appointment will be subject to an initial probationary period of three months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be one month’s notice on either side.

Equal Opportunities and Data Protection

- The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity. The College encourages applications from all sections of society.
- The College has a responsibility to ensure that all employees are eligible to live and work in the UK.
- In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please ask the HR department for further details if required.

How to apply

- Please download and complete our College Application and Equal Opportunities Forms, which can be found online at www.jesus.cam.ac.uk/college/people/vacancies
- Completed forms must arrive by Midday on Monday 9 October 2023. Please send completed forms to HR at jobs@jesus.cam.ac.uk.