Job Description

Job title: Development and Intellectual Forum Assistant
Department: Development and Alumni Relations Office/ The Intellectual Forum
Reporting to: Senior Development Officer – Alumni Relations/Intellectual Forum Manager
Location: Jesus College, Cambridge
Hours: 36.5 Hours per week
Salary range: £23,301– Jesus College Salary Scale Point 14

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 IF Assistant divides their time equally between the Jesus College Development and Alumni Relations Office (JDAR), and the Intellectual Forum (IF).

JDAR is responsible for fundraising and alumni engagement activity for the College, including organising alumni events and fundraising campaigns. The Development and IF Assistant assists with these varied activities.

The IF is an interdisciplinary centre at Jesus College focused on delivering a broad range of activities. The Development and IF Assistant supports the IF Manager with the day-to-day running of the IF, working across its broad portfolio of endeavours from major international conferences and internal meetings, to executive education programmes both in-person and virtual. They will have a high level of involvement in the administration of the IF’s events and activities and are critical to the operational effectiveness of the IF.

Some occasional evening and weekend working is required in both departments.

Main Areas of Responsibility – JDAR

- To answer the main phone line, dealing with calls and forwarding as required, and to be a friendly point of contact for dealing with all alumni and external enquiries.
- To assist with the organisation of JDAR events.
- To handle routine correspondence and enquiries, including opening daily post, and carrying out follow-up actions and administration.
- To assist with the preparation and distribution of materials for events and assist with event registration processes.
• To help maintain a high-quality database in accordance with the Data Protection Act.
• To provide support to the Senior Development Officer – Alumni Relations in the production of College publications (The Annual Report and Jesuan News). To assist with the dispatch to alumni and other friends of the College by producing comprehensive mailing lists for the external mailing house.
• To assist with online communications, including posts for Facebook and Twitter, and assist with alumni-related news stories for the website.
• To prepare monthly spreadsheets for sending e-cards to alumni on significant birthdays (liaising with the Master’s Office); assisting with preparing the data for overprinting onto envelopes; preparing envelopes and stuffing Christmas cards.
• To record sales of College merchandise and dispatch the items.
• To assist with filing.
• Any other duties and responsibilities which are compatible with the post of Development Assistant, and which may be required.

Main Areas of Responsibility – IF

• To work with the IF Manager to set up and run the IF’s slate of public talks, larger conferences and other events, both in person and online
• Listing IF events on Eventbrite, monitoring ticket sales, and dealing with questions via the if-events email inbox.
• Leading teams of students to run ‘front of house’ for IF public events.
• To provide administrative support and Zoom support to the IF’s executive education programming.

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 display tact, discretion and confidentiality
• An eye for detail and a high degree of accuracy

Desirable:

• Knowledge or experience of college-based fundraising.
• Experience maintaining databases (in particular Raisers Edge)
• Prior experience of working on conferences or other events
• Prior experience operating online meeting software (e.g. Zoom, MS Teams)
• Knowledge or experience of a university/college environment.
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
- Non-contractual bonus payment
- 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 months’ 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 along with a copy of your CV, must arrive by Midday on Friday 11 November 2022. Please send completed forms to Angela Abbott jobs@jesus.cam.ac.uk.