



# DEVELOPMENT ASSISTANT



## ABOUT ST PETER'S COLLEGE

St Peter's College is one of 39 self-governing Colleges at the University of Oxford. Founded in 1929 expressly to widen access to Oxford University, it is an open, tolerant and creative College. It's a place in which staff and students from many different backgrounds and countries mix easily and comfortably. The College currently comprises a Master, Professor Judith

Buchanan, and 65 Fellows and Lecturers in a wide range of subjects, approximately 350 undergraduate and 200 graduate students, 20 Visiting Students, and approximately 85 administrative and domestic staff members. St Peter's provides an informal and supportive working environment. The College is a registered charity. Further information may be found at [www.spc.ox.ac.uk](http://www.spc.ox.ac.uk).

## JOB SUMMARY

### THE DEVELOPMENT TEAM

There are six members of the Development Team, led by the Development Director - the Deputy Development Director (new post beginning early 2024), Communications Manager, Development Officer, Alumni Engagement Officer and Development Assistant.



This role provides an excellent opportunity for someone looking to establish a career in alumni relations, development and fundraising, event management, or administration.

### MAIN PURPOSE OF JOB

The Development Assistant provides proactive and efficient administrative support for the Development Office in the implementation of all aspects of its fundraising and alumni relations strategy. The post-

holder has specific responsibility for event administration and for dealing with day-to-day enquiries and communications. It is also anticipated that the Development Assistant will be responsible for gift processing, stewardship and reconciliation.

This position currently reports to the Communications Manager but will report to the Deputy Development Director when they have been recruited.

### RELATIONSHIPS

- 1. Reporting to:** Communications Manager (then, in future, the Deputy Development Director)
- 2. Working with:** Development team members, Fellows, students, alumni, donors and support staff in all functional areas of the College



## MAIN DUTIES

### *Development Office administration*

- Be the first point of contact for routine Development and Alumni queries (telephone, email and post) and visitors, dealing with as many queries as possible personally.
- As required, assist with the implementation of and provide proactive support for the annual giving (including telethons), legacy programmes and relevant donor stewardship
- Monitor, distribute and act upon any emails coming into the Development Office, Events and Online Ordering email inboxes.
- Maintain Groups on DARS (e.g. group membership)
- Organise, attend and minute Development Committee (x3 per year)
- Provide administrative support to the Director and Deputy Director of Development (new position – January 2024, especially with scheduling and preparing agendas for meetings)
- Liaising with the Communications Manager, keep the Development pages of the College website up-to-date
- Proactively identify opportunities for improving data held on DARS.
- Collect, receive, date and distribute incoming mail and deliver outgoing mail to the Porter's Lodge



- Order and oversee stock levels of office supplies and College merchandise.

### *Alumni relations and communications*

- Assist with the administration of the College's events programme (more than 30 events per year). This includes: generating and dispatching invitations; receiving bookings and payments (online, email and post); sending confirmation emails; updating DARS; answering alumni and colleague questions about the event; creating event packs, and ensuring fundraising material is available at each event.
- Attend events both in Oxford and other venues (time off in lieu is given)
- Assist with the production and fulfilment of College publications
- Monitor, record and store information for the *College Record* and forward to the editors

### *Income processing and reporting (it is anticipated that during 2024 this will become part of the role's responsibilities)*

- Process fundraising and event income on DARS, ensuring all income is correctly coded and that interactions between the donor and the College are accurately recorded
- With the Development Officer, prepare appropriate and customised thank-you letters for each donation for signature
- Prepare the monthly reconciliation report of incoming donations in DARS to the College's Finance System



- Liaise with the College's Accounts Team as necessary

#### *Other Duties*

- Any other duties as determined by the post's line manager and the Development Director.

## PERSON SPECIFICATION

### WHAT WE ARE LOOKING FOR IN YOUR APPLICATION AND AT INTERVIEW

Essentially, the post holder needs to have been, or have the capacity and desire to be, a really good administrator. Ideally, the post holder will be interested in a career in fundraising, communications and/ or event management. You will also need to understand and believe in the value of higher education and the University of Oxford's important part in it. You will be given training in all aspects of the role.

When we select for interview and at the interviews themselves we will look for evidence that:

- You have huge amounts of common sense and work logically and methodically
- You have an aptitude for administration and an understanding of what makes a great administrator
- Your work is accurate and you pay attention to the details
- You enjoy self-reflection and working out how to improve what goes well and to correct what goes wrong.
- You are able and willing to become an expert in our database (DARS) which is the storehouse for all the information that helps us achieve our goals
- You understand what it takes to make sure a database is up-to-date and accurate and are willing to proactively improve the data stored in it
- Your written English is very good and you are able to write and amend thank you letters and other documents
- You are good at basic maths and are happy working with figures
- You are great with people and inspire confidence in those with whom you interact
- When you are confronted with a problem you enjoy looking for and implementing solutions
- You are proactive and adapt well to changing circumstances, taking the initiative where necessary but also knowing when to check things with other members of the team
- You are inquisitive and have a desire and ability not just to work with systems and procedures but to improve them
- You are able to work well on your own but also really enjoy being part of a collaborative team
- You are able to have lots of tasks on the go and not miss the deadline for any of them
- You know about updating websites or are willing to learn how to do it



- You are good with Microsoft Word, Excel, Outlook and PowerPoint and you want to improve your skills in these software packages so that ultimately, you become an expert

### TERMS & CONDITIONS

The appointment will be conditional on verification of the candidate's availability for employment in the UK. There will be an initial probationary period of six

months. During the initial probationary period, notice will be one month on either side. Subject to satisfactory review and confirmation of the post the notice period will be two months on either side.

**Salary:** Appointment will be made at Grade 4 of the University's salary scale according to experience, currently £25,138 - £28,759 per annum. Salaries are reviewed annually in line with the pay award for other salaried administrative staff.

**Pensions:** The post-holder will be entitled to join the Oxford Staff Pension Scheme.

**Meals:** A free meal is provided in College when on duty, when kitchens are open.

**Healthcare:** All staff are eligible to subscribe to the Oxford Colleges' Healthcare Scheme.

**Hours:** Full-time administrative staff of the College are expected to work a nominal 35-hour week (with a one-hour unpaid lunch break each day). It is recognised that out-of-hours working in the evenings and at weekends will sometimes be required of this role in ways related to the needs of the alumni engagement programme and of College life and events more generally and ordinarily time will be given in lieu. The College can consider flexible working arrangements.

The appointee will be entitled to 38 days paid holiday pro rata each year including bank holidays (to be taken at times agreed with their line manager thereby ensuring the continued smooth running of the Department).

### HOW TO APPLY

Applications should comprise a detailed CV together with a short covering letter (no more than two pages). This should explain your interest in the role, and particularly highlight the relevant strengths that you would be able to bring to this particular role. Candidates are also requested to give details of the names and contact details of two referees. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. References will not be taken up before the interview stage. Applications should be sent to: [human.resources@spc.ox.ac.uk](mailto:human.resources@spc.ox.ac.uk)

Though not mandatory, we also ask you to complete and return a College [recruitment monitoring form](#)

Since we will correspond with you by email and phone, please ensure that you provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

**Closing Date: The closing date for applications will be 09:00 Monday 24<sup>th</sup> September. Late applications will not be considered. Interviews will be held on Wednesday 4<sup>th</sup> October.**



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Data Protection: All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held, as defined in the General Data Protection Regulation ("GDPR"), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

St Peter's is an equal opportunities employer that supports and encourages under-represented groups and values diversity.