



Development Coordinator

Job Description and Further Particulars

Post Title:	Development Coordinator
Department:	Development and Alumni Relations Office
Responsible to:	Head of Development Operations
Salary Grade:	Grade 4 of the University Salary Scale: (£25,138 - £28,759 per annum) depending on skills and experience.
Appointment Type:	Permanent, full-time post with an initial probationary period of six months. The Development Team especially welcomes applications from those balancing additional responsibilities, and therefore part-time or flexible working arrangements will be considered.
Hours of Work	A 35-hour standard working week for the full-time role. Hours can be agreed upon for part-time or flexible working. Attendance at some College events outside of standard office hours may be beneficial (including in the evenings and at weekends). For any events attended time off in lieu will be given.
Leave Entitlement:	30 days plus bank holidays (pro rata for part-time).
Benefits:	Free meals in College Hall when on duty, entitlement to join the Oxford Staff Pension Scheme.

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 community, known for its friendly and inclusive atmosphere. The College currently comprises a Master, Professor Judith Buchanan, 65 Fellows and Lecturers in a wide range of subjects, approximately 350 undergraduate and 200 graduate students, 20 Visiting Students, and approximately 90 Non-academic 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.

The Development Team

The College ensures that strong links with alumni and supporters are maintained through its Development and Alumni Relations Office. The team enriches long-term relationships with alumni and supporters through a comprehensive alumni engagement programme, including events, publications, social media, communications, college visits and meetings, and invites support for College initiatives and priorities.

There are five members of the Development Team, led by the Development Director - Head of Development Operations, Alumni Engagement Officer, Development Officer and Development Coordinator.



In 2023 the College opened the Castle Bailey Quad, a significant expansion of the College footprint including two new buildings of student accommodation, a new courtyard, a new common room and a new entrance to the College's main site. As we celebrate the landmark completion of Castle Bailey Quad, we look forward to delivering the next phases of the College strategy. 2029 will mark both 100 years since our founding and 50 years since the first female students were admitted to the College. This is an exciting time to join St Peter's Development Team as we shape plans to recognise and celebrate these important anniversaries.

Job Overview

This role provides an excellent opportunity for someone looking to establish a career in alumni relations and fundraising, event management or administration. An ideal candidate will have a natural curiosity and enthusiasm for working with people while building on strong administrative skills.

The Development Coordinator is the first point of contact for many alumni and donors. They will provide proactive and efficient administrative support for the Development Office in the implementation of all aspects of its fundraising and alumni engagement strategy. The post-holder has specific responsibility for providing excellent internal and external customer service, day-to-day office administration duties, events administration support and communications support, as well as supporting special projects.

This position currently reports to the Head of Development Operations.

Relationships

The post holder will be expected to work closely with all Development Team members, Fellows, students, alumni, the Finance Office, the Catering Office, the Academic Office and the Master's Office.

Duties and Responsibilities

Alumni Relations and Communications

- Act as the first point of contact for enquiries to the Development Office (phone, email and post). These will include those from alumni, supporters and visitors, providing excellent customer service that continues to build and maintain relationships across our community.
- Resolve first-line enquiries where possible, ensuring that the Team is aware of any urgent or ongoing issues.
- Effectively manage incoming correspondence, including, as appropriate, directing such correspondence to other staff for action, and replying to a range of routine issues independently.
- Welcome and escort visitors to the College on behalf of the Development and Alumni Relations Office.
- Support the administration of the College's events programme. This includes: generating and dispatching invitations; receiving bookings and payments (online, email and post); sending confirmation emails; updating the database; answering alumni and colleague questions about events; and creating event packs and printed materials.
- Attend occasional events both in Oxford and other venues. Some evening and weekend work is anticipated (but not required) and will be discussed and agreed upon on a case-by-case basis, for which time off in lieu will be given.



Philanthropic Giving

- As required, assist with the implementation of and provide proactive administrative support for fundraising campaigns (including telethons) and legacy programmes.
- Prepare appropriate and customised letters for alumni, supporters, and additional contacts.
- Support cultivation and stewardship activities by drafting personalised communications to potential and existing donors, and as needed, managing the collation of stewardship materials and letters for individual donors
- Liaise with the College's Finance Team as necessary.

Development Office Administration

- Organise and maintain the Development Office Team Calendar, making sure it stays current with upcoming meetings, events, and coordinated activities.
- Service Committee meetings; organise, attend and minute team meetings; Monitor and facilitate actions agreed by members of the Development Team.
- Maintain accurate records and update information on DARS (Development and Alumni Relations database); Proactively identify opportunities for improving data held on DARS.
- Provide administrative support to the Development Director, including assisting with diary management, scheduling and preparing agendas for meetings, and making travel arrangements and itineraries.
- Collect, receive and distribute incoming mail and outgoing mail.
- Manage College merchandise, monitoring stock and liaising with suppliers over the design and delivery of new items.
- Liaise with the Finance Office, process invoices, receipts and credit card statements.
- Ensure the Development Office's provision of supplies and stationery is stocked and organised.
- Monitor, record and store information for the College Record.

Other Duties

- Proactively identify opportunities for improving efficiency, and implementing systems, processes, and ideas in consultation with the Development Director.
- From time to time assist in ad hoc projects in the Development Office as requested by the Development Director.

Person Specification

The role will suit a person who already has some administrative-related experience in a similar role, and is keen to work in a small, dynamic, and busy environment. A high level of professionalism, self-motivation and organisation will be expected from the post holder.

When we select for interview and during the interview process we will look for evidence that:

- You have excellent oral and written communication skills, and an ability to tailor your writing style to the audience.
- You demonstrate the ability to engage and establish a rapport with people from diverse backgrounds.
- You have tact and discretion when dealing with sensitive or confidential matters.
- You have an aptitude for administration, including information handling, time management and systems development.
- You are good with Microsoft Word, Excel, Outlook and PowerPoint and you can master new software and applications quickly.
- Your work is accurate and you pay close attention to detail.



- You have a desire to innovate and improve in all areas of work.
- You are able and willing to become proficient in our database (DARS) which is the storehouse for all the information (full training and further support on the database is provided by the central University team).
- You adapt well to changing circumstances, taking the initiative where necessary but also know when to check in with other members of the team.
- You can work well on your own but also really enjoy being part of a collaborative team.
- You understand and believe in the value of higher education.

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.

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 will consider flexible or part-time 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).

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.

Travel Schemes: A discounted travel scheme is available through monthly deductions from salary.

How to Apply

Applications should comprise a detailed CV together with a short cover 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

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 number 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 9:00 am on Thursday 4th April 2024. Late applications will not be considered.

It is anticipated that interviews will be held in the week commencing 15th April 2024. Interested candidates wishing to discuss the post informally should contact Brett de Gaynesford at development.office@spc.ox.ac.uk.

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 underrepresented groups and values diversity.