DEVELOPMENT ASSISTANT (PART TIME)

St Peter’s College

St Peter’s College is one of thirty-nine self-governing Colleges in the University of Oxford. Founded in 1929 expressly to widen access to Oxford University, it is an open, tolerant and creative academic community, with harmonious relations between its senior and junior members, and an atmosphere in which academic 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 80 members of administrative and domestic staff. St Peter’s is a friendly and vibrant academic community, and provides an informal and supportive working environment. St Peter’s College is a registered charity. Further information may be found at www.spc.ox.ac.uk

Job Summary

The part time Development Assistant provides administrative support to the Development office, and is responsible for the accurate recording of fundraising and alumni activity on the database and carrying out administrative work relating to events and fundraising campaigns. The post-holder will be part of a team of four: the Acting Director of Development, Alumni Engagement Officer, Development Administrator, and part time Development Assistant. The post holder will also work closely with the College Communications Manager.

This is a permanent part-time post, working 17.5 hours per week (0.50 fte) over a three and a half day week. The office working hours are normally 9.00 am to 5.00 pm on Mondays to Fridays, with an unpaid hour for lunch each day.

We are looking for a well-organised, personable, and proficient communicator to provide administrative support for the Development team. The post holder will be a positive and goal-oriented team player, comfortable with working on a number of projects at once, often to very short deadlines, and able to prioritise a substantial workload. The successful candidate will have excellent interpersonal skills and have demonstrated experience in dealing with senior contacts with tact and discretion.

The post holder will be required to attend events outside of normal working hours and it is therefore important that applicants are able and willing to be flexible in their working hours in order to fulfil the requirements of the post.
Main Duties

• Assist with incoming correspondence, development office email inbox, and telephone enquiries
• Preparing and sending formal acknowledgement and thank you letters and receipts (where applicable) for all donations to the College
• Updating and maintaining accurate electronic records (DARS) CRM database for which training will be provided
• Supporting the Acting Director of Development with regular giving activities including telethon preparation, telethon management and mailings
• Supporting the Alumni Relations Officer with the running of events by entering booking details on the database, preparing attendance lists, badges, seating plans etc. and attending events
• Publicising events on the college website and social media channels (working closely with the College Communications Manager)
• Regularly create and send out global emails through DARS (to alumni/friends of the college
• Creating purchase orders for suppliers and reconciling invoices with purchases orders for finance department
• Providing assistance with the production of publicity and marketing material for alumni events in print and online (eg Eventbrite)
• Providing general clerical support and assistance to all members of the Development Office, including maintaining stationery levels, and other administrative duties as required
• Undertaking other reasonable duties deemed necessary for the efficient functioning of the Development Office commensurate with the grade and scope of the role.

Person Specification

Essential

• A good general level of education
• High level of computer literacy; proficient in use of MS Office, particularly Excel
• Integrity, reliability and discretion
• Strong organisational skills and meticulous attention to detail
• Excellent written and verbal communication skills in English
• Able to communicate appropriately and effectively, both verbally and in writing, with Senior Members of the College, alumni, and donors
• Discretion and the ability to maintain confidentiality.
• Able to work with minimum supervision, prioritise tasks appropriately and meet deadlines
• Happy to work as part of a close-knit team
• Willing and able to work extended or flexible hours on occasions e.g. to attend events on evenings or weekends
Desirable

- Experience of administrative work within a customer-facing environment
- Knowledge of DARS CRM fundraising database or other databases, including the production of basic reports and updating records
- Understanding of Development work
- Knowledge of Oxford Colleges and the University of Oxford

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 0.50 fte (17.5 hours per week) on Grade 4 of the University’s salary scale according to experience, currently £22,417 - £25,941 per annum. Accordingly, £11,208.50 - £12,970.50 per annum for a 0.50 fte post. Starting salaries are usually set at the lower end of the scale and then reviewed annually in line with the pay award for other salaried administrative staff. Some account of skills and experience may be considered.

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: This is a permanent part-time post, working 17.5 hours per week (0.50 fte) over a three and a half day week. The office working hours are normally 9.00 am to 5.00 pm on Mondays to Fridays, with an unpaid hour for lunch each day. It is recognised that out-of-hours working in the evenings and at weekends will sometimes be required and ordinarily time will be given in lieu. The College is prepared to 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 of 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

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 11:59pm on Thursday 23 September 2021. Late applications will not be considered.

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.