ALUMNI RELATIONS OFFICER
FURTHER PARTICULARS

St Peter’s College

St Peter’s is a dynamic and informal college that was founded in 1929 and received full collegiate status in 1961. With over 6000 alumni, 500 current students and 50 Fellows it has built a reputation for outstanding teaching and research – in a friendly atmosphere. The College occupies a great location in the heart of the city centre and is determined under the current Master, Mark Damazer CBE, former Controller of BBC Radio 4, to provide the best possible facilities, academics and support for students.

Job summary

St Peter’s College is seeking to recruit a bright and motivated team player to join the Development Office and work alongside the existing team, which comprises the Development & Alumni Relations Director, the Development Manager, the Database and Research Officer and the Development Communications and Marketing Officer.

The Alumni Relations Officer will be responsible for the strategy and delivery of the alumni relations programme aimed at a varied and sophisticated alumni audience and will play a crucial role in helping to plan and deliver a programme of fundraising and stewardship events and activities. The role will involve a proactive approach and a flexible and open attitude to new ideas and projects.

The post holder will join St Peter’s at an exciting time as the College prepares to celebrate its 90th Anniversary since its foundation in 2019 as well as the 40th Anniversary of the admission of women undergraduates to the College. The Alumni Relations Officer will take a lead role in planning the celebratory events with the aim of enhancing and developing relations between the College and its alumni.

Willingness to take initiative and work as part of a team where roles are, at times, interchangeable are crucial to the role.
Main Duties and Responsibilities

Overview of the role

This is a great opportunity for someone wishing to work in the field of Development and Alumni Relations.

The Alumni Relations Officer is a key member in the team, keeping in regular contact with alumni and friends, Fellows, Emeritus Fellows, students and staff and is responsible for maintaining and strengthening relationships between alumni and St Peter’s.

The post holder will be the first point of contact to the alumni community and support key alumni and development activities.

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

Alumni Relations:

- Plan, implement and manage the alumni events programme in College, UK and overseas events (with the guidance of the Development Director)

- Take a lead role in planning and delivering the College’s 90th Anniversary events and activities as well as the 40th Anniversary of women undergraduates to the College

- Event administration including managing RSVPs, management of attendance lists, profiles of guests, production of table cards, badges, menus, table plans, Power Point presentations, running orders etc.

- Maintain excellent relationships with alumni, donors, prospects, volunteers, other members of staff, students and Fellows

- Attendance and support at events, on evenings and at weekends (with time given in lieu)

- Work with the Database and Research Officer on event administration to ensure procedures are followed and accurate records are kept on DARS

- Work with the Development Communications and Marketing Officer to ensure events are publicised through the relevant communications channels in the most timely, appropriate and relevant manner

- Establish good working relationship with the current study body, both JCR and MCR, student committees, clubs and societies as well as all members of the College

- Assist in the donor stewardship programme and other alumni engagement activities
Office Management:
- Management of all incoming correspondence including telephone calls, post and the Development Office email inbox
- Management of the department’s support services, including the procurement of office supplies and liaison with other service departments within the College and University.
- Invoice processing and monitoring of department expenditure

Team Support:
- Inputting of incoming non-financial data to the database (DARS), e.g. constituent address changes and updates, event registrations, interactions, returned mail etc
- Compiling meeting minutes and agendas, booking meeting rooms as appropriate

St Peter’s College Merchandise:
- Ordering and stock management of College merchandise, including the visual merchandising of stock in the College’s Lodge and gifts for prospects.

General:
- Other similar duties as may be assigned from time to time by the Director of Development and the Development Manager

Person Specification

Essential
- Strong organisational skills
- Excellent written and verbal communication skills
- Experience of administrative work within a customer orientated environment
- Able to work with minimum supervision and prioritise tasks appropriately
- Able to work calmly and to switch from one task to another on a frequent basis as required
- Able to communicate appropriately and effectively, both verbally and in writing, with all members of the College, alumni, and donors
- Able to collate and assess information and present it in an effective format
- High level of computer literacy: proficient in use of MS Office, Word and Excel
• Team player who is extremely meticulous to detail, comfortable with deadlines and works well under pressure

• Willing and able to work extended or flexible hours on occasions e.g. to attend events at weekends

Desirable

• Experience of managing events

• Experience of working with databases, including the production of basic reports and updating of records

• Educated to degree level or administrative qualification to NVQ Level 3 or equivalent or equivalent knowledge and skills acquired through work experience

• Knowledge of Oxford Colleges and the University of Oxford

• An understanding of development and alumni relations work

Terms and Conditions

Appointment The post is to be filled as soon as possible. The appointment will be subject (i) to the provision of an original document, which indicates your right to work in the UK, and (ii) the completion of an initial probationary period of six months.

Salary Appointment will be on Grade 5 of the University’s salary scale for non-academic staff, £24,983.00 - £29,799.00 FTE. Starting salaries are usually at the bottom of the scale and are reviewed annually in line with the pay award for other salaried administrative staff.

Contract The job is offered on a permanent basis.

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

Meals Free lunch is provided in College when on duty, when kitchens are open.

Hours of Work 35 hrs per week, flexible hours maybe possible. It is recognised occasional out of hours working in the evenings and at weekends will be required and ordinarily time will be given in lieu.
How to Apply

Applications consisting of a covering letter and CV stating the names and postal and email addresses of two referees, together with a Recruitment Monitoring Form, should be sent by email to, the HR Manager Graham Stowell at the following address

human.resources@spc.ox.ac.uk

If candidates prefer to send their application by mail, it should be addressed to:

Graham Stowell
HR Manager
St Peter’s College
New Inn Hall Street
Oxford
OX1 2DL.

The closing date for receipt of completed applications is 12.00 noon on Monday 4 June 2018.

Interviews will be held week commencing 11 June 2018.

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 in accordance with the principles of the Data Protection Act 1998 and the College’s Data Protection Policy and recruitment monitoring process.

St Peter’s is an equal opportunities employer.