



Further Particulars Data Systems and Research Officer

Ref: 900239

Somerville College has established a number of hugely ambitious and ground-breaking fundraising and alumni engagement projects. We have an exceptionally engaged alumni community and this is an exciting time to join the College as part of a dynamic and friendly Development Office team.

The Data Systems and Research Officer will be responsible for the information systems of the Development team, maintaining an up-to-date database of our constituents and providing prospect research to further the College's primary fundraising aims. Our vision for this role is to find an individual who will take an innovative approach to help the Development team have a greater understanding of its donor base and produce new and exciting visual representations of its demographic and statistical data. Above all, the successful candidate will be able to utilise the latest data technology to maximise fundraising potential for the College. A key aspect of the role will also be to help prepare the College for the potential challenges of the new fundraising regulations.

The role will also offer technical support to the Communications Officer that will enable us to continue our significantly increased communications programme for the College. The Data and Systems Officer will work closely with the Development Office team and have an important role to play in helping the College to build on its fundraising successes so far, and in ensuring the success of its future plans.

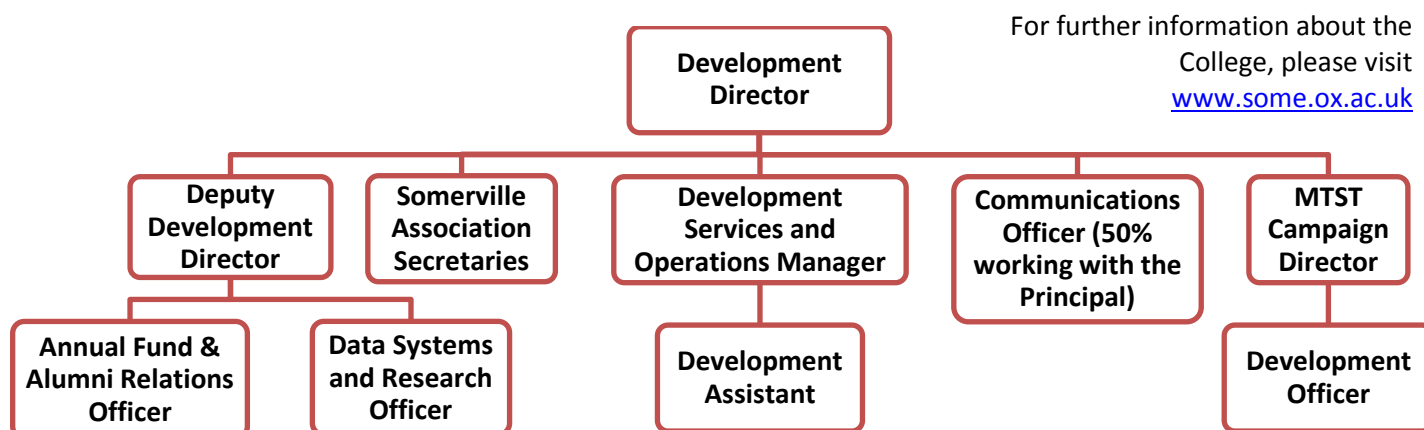
About Somerville College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and has an ethos of tolerance, friendliness, diversity, enabling access to research and learning for all, and the pursuit of excellence in all that we do.

Our alumni community is extensive and exceptionally loyal ranging from notable politicians, including two prime ministers (Indira Gandhi and Margaret Thatcher), scientists including several renowned medical pioneers and the only British woman so far to win a Nobel Prize for science, the crystallographer Dorothy Hodgkin, to prize-winning entrepreneurs, famous philosophers and a long and illustrious chain of novelists. The College is proud of its traditions of public service among not only alumni of all generations, but also our current Fellows and students.

The Development Office

The Development Office is headed by the Development Director who is responsible for the overall fundraising and alumni engagement and relations initiatives in the College. She is supported by a committed and efficient team who have responsibility for managing global fundraising programmes, planning and running alumni and campaign events and engaging the current community of Somerville students and Fellows in all matters relating to funding and alumni affairs. Throughout the College and the wider University the department has a reputation for developing ambitious and innovative projects and its growth over the past few years, both in terms of size and amounts raised are indicative of the successful teamwork behind the scenes.



Main Duties

Information systems

- Prepare the College for the potential challenges of the new fundraising regulations
- Design data and maintain data systems
- Data cleansing of Somerville and wider University alumni records
- Input into design and production of alumni reports
- Extraction of demographic and statistical alumni data
- Work with the Development team to developing a greater understanding of the donor base and to identify major gift or high end annual fund prospective donors
- In association with the Director of Development to establish clear protocols for use of the database and data entry.
- Update the Events pages on the College website
- Produce reports form the database for the Development team
- Build and manage research groups in DARS to assist fundraising team to target constituents for campaign projects

Prospect Research

- Responsibility for prospect research on Somerville's fundraising campaigns.
- Proactively and independently plan and execute strategies to identify sources of private support using research techniques to ensure that Somerville fundraising initiatives have sufficient prospects to meet fundraising goals. Devise strategies for obtaining new prospects in order to ensure the ongoing expansion and renewal of the prospect base.
- Qualify prospects by researching and analysing individuals and organisations to assess financial capacity, philanthropic tendencies, giving propensity and connections to Somerville initiatives.
- Provide direction on segmentation and management of large groups of prospects and donors.
- Maintain and develop research resources and identifying new useful sources.
- Work closely with the Development Services Manager to keep prospect pipelines within the DARS database up-to-date.

Financial data management

- Design and production of financial reports and analysis of financial data
- Reconciling gifts with the Treasury
- Inputting all financial transactions received as donations via the Treasury and via Rapid Data (Standing Order software)
- Production of gift aid reports for the Treasury and maintaining gift aid records

Annual fund and telethon data management

- Liaison with telephone fundraising consultants on issues relating to data and production/processing of follow up letters
- To produce post-campaign analysis reports of annual fund mailings and telethon covering response, income and expenditure and recommendations for the Development Director and Annual Fund Officer
- To provide monthly reports to the Development Director/Finance Committee on gifts (including volume and value and highlighting new donors)
- To work with the Director of Development and Annual Fund Officer to ensure that all strategies, campaigns and communications maximise giving incentives, including gift aid and payroll giving

Alumni relations & Communications

- Managing the implementation and smooth working of Somerville's online community (Netcommunity) working closely with the Development Director and the Secretary-SA (either electronic or hard copy)
- Involvement in the design of alumni personal information forms and systems for fast data entry into the database
- Work with Somerville Association Secretary to ensure best practice and optimal results from alumni events, using global communications, design appropriate reminder communications, taking online bookings and producing reports
- Support to the Communications Officer on donor reports

Other

- Ad hoc support for the Annual Fund and Communications projects, including underpinning a data-driven approach to fundraising and offering technology support for digital Communications projects.
- Supporting Alumni events on evenings and weekends when necessary

Selection Criteria

Essential

- Substantial experience working with databases, data manipulation, e.g. transferring and formatting files in preparation for import/export, and data analysis to produce meaningful reports
- Experience of providing high-quality research in a timely manner
- Experience designing data entry systems and writing protocols for their use
- Managing financial data reconciliation and data integrity
- Educated to degree level, or with equivalent administrative / technical competence gained through relevant experience
- High level of computer literacy and proficient in use of Microsoft Office products (especially Word, Access and Excel) as well as desk top publishing and web design software
- Ability to synthesize information from a wide variety of sources and present the resulting information in an accessible format for others
- Excellent written and verbal communication skills in English
- Ability to organise and manage a diverse range of assignments and projects with high efficiency, yet thorough attention to detail and follow-through
- Understanding of Development work within the higher education sector
- Familiarity with concepts involved in fundraising prospect research and prospect management
- Excellent understanding of the principles and application of the Data Protection Act in a higher education institution
- Resourceful and independent, but comfortable working within the framework of an integrated Development programme and a team-oriented environment
- Responsive and expedient with the ability to manage multiple, diverse and competing priorities while meeting deadlines
- Sympathy with the aims and ethos of Somerville College
- Able to be flexible with working hours in order to meet the demands of the post

Desirable

- Experience of using research resources, such as Lexus Nexus, Infoglobe and Infomart, Who's Who in business and the Directory of Directors
- Experience working with DARS
- Ability to create visual representations of information to assist with communications, including data and research - for example infographics

Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

Duration	This is a permanent, full-time, post and will be dependent on (i) satisfactory employment checks as detailed below within under 'Pre-Employment Screening'; and (ii) satisfactory completion of a six-month probationary period.
Salary	<p>The post is aligned to Band 7 of the Somerville College pay spine with a salary range of £29,847 to £34,576 for a 35 hour week.</p> <p>Upon successful completion of the probationary period, individual salaries are increased in May of each year to the next spine point within the respective salary band, until the top of the pay band has been reached. In addition the College pay spine is uplifted for cost of living on a regular basis, normally annually.</p>
Hours of Work	Normal hours of work will be 9.00 – 5.00 Monday to Friday with one hour (unpaid) for lunch. Some flexibility will be needed in order to carry out the duties of the role.
Holiday Entitlement	The post holder will be entitled to 33 days holiday a year inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave entitlement.
Pension	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals on duty will be provided free of charge.
Sickness Benefit	A maximum of six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.
Employee Assistance Service	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
Childcare	Somerville runs a small on-site Nursery. College employees may choose to enter a childcare salary sacrifice scheme (under the Income & Corporation Taxes Act 1988), which allows tax and national insurance exemption for this benefit. Alternatively employees may apply for childcare vouchers from 'Kids Unlimited'.
Training	The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.
Smoking policy	No smoking is allowed in any part of the College.
Parking	Unless related to a disability, there will be no parking available on College premises for the post holder.

Application Procedure

1. Download the Somerville College application form from the College website at www.some.ox.ac.uk/jobs
2. **Email your completed application form to the Human Resources Manager at:**
human.resources@some.ox.ac.uk stating vacancy reference 900239.
3. Ensure you complete the personal statement section of the application form demonstrating how your skills and experience meet the person specification. Your application will be judged solely on the basis of how well you demonstrate that that you meet the selection criteria outlined above.
4. A curriculum vitae should also be included, but please note that CVs submitted on their own will be not considered or accepted as complete applications.
5. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. **Please send only one copy of this form** which can be emailed to human.resources@some.ox.ac.uk or sent in hard copy, separately from your application to:

Equal Opportunities Monitoring Assistant
Human Resources Department
Somerville College, Woodstock Road
Oxford. OX2 6HD
6. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Single Equality Act 2010.
7. Communication regarding the status and outcome of your application will be made via e-mail.
8. **The closing date for completed applications is 10am on Monday, 19th September 2016**
9. **Interviews will be held in Oxford on Monday, 26th September 2016**

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Data Protection

All data supplied by candidates 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.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

September 2016