



Further Particulars Development Assistant (Internal Candidates only)

(Ref 900225)

Applications are invited for the post of Development Assistant who will be extremely well organised, flexible and highly professional. The Development Assistant will provide efficient and timely administrative support for our alumni events and general development function. Reporting to the Development Services Manager, the successful candidate will assist with the preparation and implementation of alumni events, maintain accurate database records and support the wider team with their administrative needs. Excellent verbal and written communication skills, a high level of IT literacy and an ability to manage a busy and varied workload are all key requirements. This role will provide an excellent platform for the successful candidate to progress their career in an alumni relations or fundraising role and would suit someone at an early career stage, wishing to gain a sound all-round understanding of development in higher education before moving on to their next role in a related field.

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 income of the College, a self-governing educational charity, stems from academic fees, residential, catering and conference operations, endowment, and unrestricted donations and legacies.

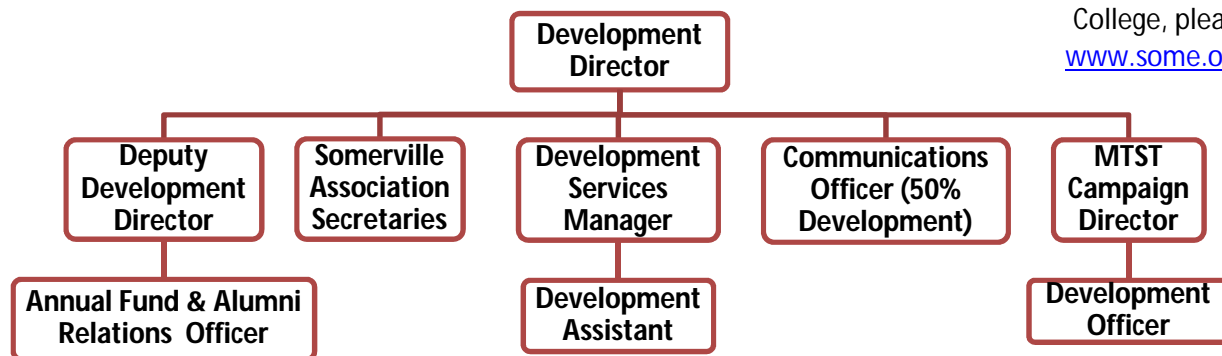
The College has ambitious plans to support its international profile in research and teaching, with the creation of facilities and studentships honouring the names of some of our most illustrious alumni. Already in place is a programme for the Oxford India Centre for Sustainable Development which provides scholarships for Indian students on postgraduate courses within the University of Oxford in areas related to sustainable development and related inter-disciplinary research. The Margaret Thatcher Scholarship Trust, set up by the College in 2013, aims to provide support for students at all levels and from any part of the world, regardless of social, religious, cultural or political background. It is now about to start making its first awards.

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 friendly, 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.

Development Office Organisation Chart

For further information about the College, please visit www.some.ox.ac.uk



Main Duties

- Help coordinate and implement all alumni events
- Work closely with Somerville Association Secretary to produce all materials for alumni events (including name badges, guest lists, profiles/biography booklets/invitations)
- Managing bookings both on-line and via phone/mail
- Publicising events on the Somerville website and social media channels
- Regularly create and send out global emails through DARS (CRM) database to alumni/friends of the college
- Produce briefings for events
- Maintain and develop the merchandise programme for the College (including keeping stock and reordering)
- Database entry including address up-dates and cleaning up of data
- Database querying & reporting
- Monitor and respond to enquiries through the Development and Alumni email accounts
- Record all correspondence from alumni & friends onto the CRM database
- Dealing with departmental post
- Ordering and maintaining stationery for the Development Office
- Help to organise and distribute papers for meetings
- Other duties as requested by the Development Director and Development Services Manager

Selection Criteria

Essential

- Extremely well organised
- Excellent written and verbal communication skills in English
- Ability to communicate appropriately and effectively, both verbally and in writing, with senior members of the College, Alumni, and Donors
- Ability to collate information and present it in a format that is easy to use e.g. formatting documents, letters, mail merges and excel spreadsheets
- Ability to follow procedures and to keep track of multiple tasks
- High level of computer literacy: proficient in use of MS Office, Word and Excel
- Ability to use databases
- Common-sense and solutions orientated approach to work
- Team player who is meticulous with details, comfortable with deadlines and works well under pressure.
- Discretion and the ability to maintain confidentiality.
- Willing and able to work extended or flexible hours on occasions e.g. to attend events at 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
- Educated to degree level or evidence of administrative competence and experience of comparable activities to those required of the post holder.
- Understanding of Development work
- Knowledge or experience of Oxford Colleges and the University of Oxford
- A keen interest in progressing into a career in development, fundraising or alumni relations

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 three-month probationary period
Salary	<p>The starting salary will be £19,828 per annum for 35 hours per week. This equates to an hourly rate of pay of £10.89. The post is aligned to Band 4 of the Somerville College pay spine with a salary range of £19,828 to £21,605.</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. Some flexibility will be needed in order to assist with occasional events which occur at weekends or evenings, for which time of in lieu will be given.
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 (pro-rata) 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 900225.**
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, 4th April 2016**
9. **Interviews will be held on Thursday, 7th April 2016.**
10. **Please note that this vacancy is for internal candidates only.**

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.

March 2016