

Further Particulars

Development & Programme Officer (1 year fixed term)

Ref 900279

One of the great leaders of the 20th century, Margaret Thatcher overcame huge barriers to become Britain's first, and to date only, woman Prime Minister, the first scientist to serve as Prime Minister, and the longest serving British Prime Minister of the century. She transformed the relationship between government, economy and society in Britain and became an icon of liberty in eastern Europe and the Soviet Union. She was among the most prominent figures involved in the historic process that led to the fall of Communism and the immediate need to design a post-Communist world order. She remains a globally resonant figure to the present day.

It was Margaret Thatcher's time as a student at Somerville College at the University of Oxford which unlocked her extraordinary potential. It honed her intellectual abilities, developed her political skills and enabled her to build the connections that facilitated the first breakthrough in her career. It gave her a recognized badge of distinction as an Oxford alumna, which sent her into the world on a level footing with those from more privileged backgrounds.

It is our ambition to create a living legacy for Margaret Thatcher that grows in stature with each passing year because it enables some of the brightest minds in the world to come to Oxford as Margaret Thatcher Scholars.

Our goal is to support and nurture around 25 Thatcher Scholars at any one time at Somerville, and to provide permanent support for the excellent education they will receive here by endowing a small number of senior fellowships. They will also be supported by the Thatcher Development Programme, a new initiative which will be open to all Somervillians, providing training, internships, support for travel to conferences, and for all kinds of career development; and developing networks that will open doors for them wherever they go.

In time, they will become a body of Scholars who will reach into the courtrooms, boardrooms, newsrooms, hospitals, NGOs, schools, universities and governments around the world, forging and moulding a better future for their generation and those that follow.

To achieve this ambition, the Margaret Thatcher Scholarship Trust is recruiting a **Development & Programme Officer** to work with the Development Director and the Campaign Director to raise the funds required to reach our target, and with the MTST Programme Director to help deliver the diverse components of the Thatcher Development Programme for students. As this post is subject to funding, the appointment is being offered for a fixed term of one year initially. Re-appointment will be dependent on further funding being available and approval by the College's Governing Body.

Main Duties

MTST Campaign

Reporting to the MTST Campaign Director, to support the fundraising activities of the MTST through effective administration, research and the development of internal and external networks.

- To assist the Campaign Director with cultivation, solicitation and stewardship plans for prospects and donors including managing high-end events to potential and major donors.
- To manage and develop the prospect lists for the campaign.
- To research and create prospect profiles for key individuals and institutions as directed by the Development Director or Campaign Director.
- To establish effective working relationships with the Campaign Director, Director of Development, Principal, Trustees, key Fellows and MTST volunteers.
- To maintain effective and comprehensive prospect and donor management records through the DARS database.
- To contribute to the expansion of the current potential major donor pool: including identification and prioritisation of prospect list.
- To represent the MTST fundraising team at Development team meetings as appropriate, and report back.
- To support the organisation of any event to launch the Scholarship Programme in the academic year 2017/18, and to support any other donor stewardship or cultivation events.
- To liaise with the University Development Office, academic departments and other colleges, to share knowledge of potential major donors to mutual benefit.
- To assist the Development Director and Campaign Director in writing campaign updates for committees, boards and volunteers.
- To work with the Communications Officer to identify opportunities for communicating the MTST messages internally and externally to include the website and social media platforms.
- To keep abreast of changes in Data Protection law and other regulations which impact on the work of the MTST.

MTST Programme

Reporting to the MTST Programme Director, to support the MTST Scholarship and Development Programme activities through efficient administration and liaison with fellows, staff and students.

- Making administrative arrangements for the Development Programme workshops and seminars, including: booking rooms, arranging catering, providing support to fellows and academic staff delivering academic skills training, liaising with external speakers.
- Proactively engaging with students to publicise events – through emails, the website, posters and social media channels, for example – and to help evaluate the efficacy of the Development Programme through questionnaires and/or face-to-face feedback.
- Service the MTST termly committee meeting by distributing papers and taking the minutes.
- To assist the MTST Programme Director in writing updates for committees and briefing papers, as appropriate.
- To assist the MTST Programme Director and Development Office with the planning and implementation of events to publicise the activities of the MTST.
- Liaising with providers e.g. the Careers Service, Oxford Hub and Language Centre, to ensure that activities are put in place, payments are arranged if necessary etc.
- Supporting the Programme Director, Academic Office and MTST Committee with the process for managing scholarship applications and decisions.
- Administrative support for the MTST Development Awards Competition for students (processing applications early in Hilary Term, requesting references and organising the selection panel).
- Arranging the Programme Director's meetings with Scholars each term.
- Sending Scholars' development plans to their tutors and co-ordinating any comments.

Selection Criteria

Essential

- Experience of development and fundraising
- Administrative experience, preferably as part of working in a team
- Experience of working with databases
- Educated to degree level, or with equivalent competence gained through relevant experience
- A high level of attention to detail
- Interpersonal skills of the highest level and the ability to be adaptable within the College and external environments
- Ability to prioritise and plan effectively and manage a variety of simultaneous demands in a timely and organised manner.
- Quick, creative and lateral thinking, with the ability to translate ideas into action
- Excellent communication skills, both written and spoken, with a high standard of presentation
- Excellent IT skills, including the ability to update website material, social media platforms and databases
- An understanding of the different functions of a development office and the different tools involved in fundraising
- An appreciation of working in an academic environment as well as with the private sector
- Goal-oriented and enthusiastic
- A responsive, proactive and flexible working style
- Self-motivated
- Sound judgement, diplomacy and personal presence
- Able to be flexible with working hours in order to meet the demands of the post

Desirable

- Experience of fundraising in an academic or comparable institution
- Minute-taking and committee support
- Use of the DARS database and the Prospect Management Module
- Experience of prospect (or similar) research
- Ability to thrive in a highly target-driven environment with a focus on outcomes
- Excellent intellectual ability to have credibility within the academic community
- An understanding of the Collegiate system, including governance and ethos of the colleges and how they operate within the collegiate university
- An understanding of donor motivation, cultivation and stewardship
- Knowledge of Data Protection Regulations and how they apply to a fundraising environment
- Motivated to participate in and make a positive contribution to the life of the College with an evident passion for education in a College environment
- Experience of organising and running events

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 fixed term, 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 post is aligned to Band 6 of the Somerville College pay spine with a salary range of £26,052 to £29,301.</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 35 hours per week from 9.00am – 5.00pm, Monday to Friday. Some flexibility will be needed in order to assist with events which may occur at weekends or evenings, for which time off 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 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.
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:**
recruitment@some.ox.ac.uk stating vacancy reference 900279.
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 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 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 noon on Monday, 4th September 2017.**
9. **Interviews will be held in Oxford on Friday, 15th September 2017.**

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.

August 2017