

Somerville College

University of Oxford

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Further Particulars Development Officer (1 Year, Fixed-Term)

(Ref 900413)

The role

We are looking for an extremely well organised person to support the fund-raising work of our busy, friendly Development team. You will be an excellent communicator, both on the phone, in person and in writing, have meticulous attention to detail and sound administrative and IT skills. This is a one-year fixed term post to support the Development Office with their current fundraising strategy.

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. The College's ethos of tolerance, friendliness, diversity and enabling access to research and learning for all underpins 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.

In Michaelmas term 2019, Governing Body approved a five year strategy for the College that focusses on: access and diversity at all levels; strengthening the culture of academic excellence and expectations;

creating an academic environment that encourages and supports high quality teaching and research; being a responsible employer in the matters of climate change, sustainability, and well-being; and to engage more effectively with our local, national and international communities.

Supporting this strategy will require funds that exceed our current and projected income. In order to implement the actions identified to deliver this strategy, Somerville is seeking to raise approximately £2 million. To that end, a campaign is being developed that will become the focus of the fundraising for the Development Office for the next few years.

There are a number of ways in which members of the Somervillian community and other donors can support the College financially: major giving, legacies, crowdfunding, regular giving. The Development Officer is a vital role in the team that supports many of these areas with the greatest focus on raising lower level gifts from a large number of our alumni, be it through telephone fundraising, crowdfunding or regular giving appeals (sometimes known as the Annual Fund).

This is a one-year fixed term contract which will be subject to review at the end of the term.

Main responsibilities

- Supporting the Development Director and Campaign Director, with the administration and development of a year-round programme of fundraising from mass-audience appeals.
- To work with the JCR, MCR and the platform provider to organise and deliver successful crowdfunding appeals.
- To liaise with the Communications team in keeping funding and related event information updated through relevant communications channels
- To support a rolling programme of cultivation, solicitation and stewardship telephone fundraising, and to be part of that year-round calling campaign as a caller.
- Working with the Database Officer, to build a targeted and effective mailing list for regular giving appeals through direct mail and email as PECR allows.
- To organise events such as Parents' Lunch by effectively liaising with other College departments to deliver these in a timely and cost-effective way.
- To work with the Alumni Association Secretaries to contact and encourage leavers/recent graduates to engage with the College through alumni relations activity.
- To undertake such other duties as determined by the Development Director.

Selection Criteria

Essential

- Extremely well organised
- Excellent written and verbal communication skills in English with a clear and professional telephone manner
- 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
- Knowledge and/or experience of data protection in a fundraising/marketing environment

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 full-time, fixed term post available for 1 year. Successful appointment 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 £23,754 and is aligned to Band 5 of the Somerville College pay spine for Support Staff.</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 38 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.
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

The closing date for completed applications is 10 a.m. on Wednesday, 30 September 2020

Your application should comprise

- A completed application form (including a personal statement and details of at least 2 referees)
- A curriculum vitae (CVs submitted on their own will not be considered)
- An Equal Opportunities Monitoring Form

Email your completed application form to: recruitment@some.ox.ac.uk please quote vacancy reference **900413** in the heading

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 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.

Interviews will be held via video-conference as soon as possible after the closing date.

Communication regarding the status and outcome of your application will be made via e-mail.

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 2018 and the College's Data Protection Policy.

Security Checks

For some posts, successful candidates will be required to complete an enhanced Disclosure and Barring Service (DBS) check. The appointee will be advised whether this applies to their role when they are offered the post.

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 2020