

Development and Alumni Events Assistant

Applications are invited from extremely well organised, flexible and highly professional individuals for the post of Development and Alumni Events Assistant available from 1 March 2025 or as soon as possible thereafter. You will provide efficient and timely administrative support for our alumni events and general development function. Reporting to the Deputy Development Director (Operations), the successful candidate will assist with the preparation and implementation of alumni events, both in-person and online, maintain accurate database records and support the wider team with their administrative needs. Excellent verbal and written communication skills in English, 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. 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 interdisciplinary 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.

The Development Office

The Development Office is headed by the Development Director who is responsible for fundraising and alumni relations and engagement initiatives in the College. She is supported by a friendly, efficient team who manage global fundraising programmes, alumni and campaign events and engage 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.

Further information about the College can be found on our website www.some.ox.ac.uk

Main Duties

- Help coordinate and implement all alumni events both in-person and online
- 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
- Assist the Somerville Association Secretary in producing reunion biography booklets
- 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
- Basic prospect research on Somerville's alumni using internet searches.
- 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
- Other duties as requested by the Development Director and Deputy Development Director (Operations)

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, event management or alumni relations

Salary, hours and benefits

- Starting salary of £26,338 for 35 hours per week, which is equivalent to hourly rate of £14.47. The salary range for the role is £26,338 to £28,381
- Eligible membership of contributory Group Personal Pension scheme
- 38 days; annual leave per year
- Free meals and opportunities to attend College events
- Subsidised rate for on-site College Nursery
- Free life insurance for the duration on employment
- Employee Assistance scheme available for all College employees and families.
- Wide range of discounts and access to University gardens, libraries and museums

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

Deadline and how to apply

To apply please visit www.som.ox.ac.uk/about/jobs which will take you to our online recruitment site. The closing date for completed applications is **noon (UK Time) on Thursday, 20 February 2025**

Interviews

Candidates shortlisted for interview will be notified by email as soon as possible after the closing date. Interviews will be held in-person, in Oxford and are likely to take place **in the week of 24 February 2025**.

Equal Opportunities

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.

Your data

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 General Data Protection Regulations 2018 and the College's policies. Further details are available at <https://www.some.ox.ac.uk/privacy-foi/privacy-notice/>

Pre-employment screening

Any offer of employment will be subject to the following:

1. Documentary proof of right 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. Our Human Resources team will provide further details at the appropriate stage in the recruitment process.

2. Evidence of qualifications

You will be asked to provide original certificates and documentation to evidence any qualifications or training that is required for the role and that has been stated by you as having been obtained.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre employment medical declaration. It may also be necessary to refer the successful candidate to the University of Oxford Occupational Health Service for confirmation 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).

4. Further checks

Where required for the role, further checks, such as DBS, may be required. The Human Resources team will advise applicants of the need for any additional checks as appropriate.

February 2025