JOB DESCRIPTION

Job Title: Alumni and Events Assistant

Contract type: Permanent, full-time (35 hours)

Responsible to: Alumni Manager

Salary £24,155 pa (Annual pay award pending)

Role Description

The Alumni and Events Assistant is an important post within the Alumni and Development Office at Selwyn College. The post offers an attractive range of responsibilities but working alongside an experienced team, allowing for multiple opportunities to gain experience in a wide range of activities and to learn new skills. This small but increasingly busy office is responsible for keeping in touch with over 7,000 alumni of Selwyn College scattered all over the world. The organisation of regular events online and in Cambridge and London and elsewhere is one of the most important and effective ways for the College to maintain and develop its relationships with alumni, friends and other potential supporters.

The role is responsible for maintaining administrative procedures that ensure that event information and attendees’ details are recorded and updated accurately on the database – Raiser’s Edge. In addition, the post liaises with the Publications Officer to promote online and live events via email invitations. Close attention to detail and a good eye for creating visually attractive communications is required.

The role will also require liaison with individual alumni who contact the office with a wide variety of enquiries. This requires a flexible approach to communications using letter, email or phone as required.

The post will take responsibility for helping with the regular programme of international events in the US, Asia and elsewhere.

The post has overall responsibility for running Selwyn Merchandise including the commissioning of new lines, ordering stock, designing promotional materials and despatching and fulfilling orders from customers.

To assist and deputise for the Alumni Manager as required.

When fully staffed, the Alumni and Development Department will comprise the Development Director (f/t), the Major Gifts and Legacies Manager (f/t), the Senior Development Officer (f/t), Publications Officer (p/t), Database Coordinator (p/t) the Alumni and Events Manager (p/t) and this post. Although each role has its own specific tasks to fulfil, the team is flexible and works closely together during busy periods. As a member of this close-knit team, the Alumni and Events Assistant can expect help and support as needed, as
well as being expected to reciprocate by helping with other fundraising and alumni activities as required.

**MAIN DUTIES AND RESPONSIBILITIES**

- Assisting with the organisation of local, national and international events
- Assisting the Alumni manager with sending out invitations and mailings.
- Recording and responding to event bookings. Preparing name badges, guest lists, dietary requirements lists and room before an event.
- With the Database Coordinator, maintaining accurate records and updating the database (Raiser’s Edge) on a daily basis, ensuring that information is entered consistently, accurately and in a timely fashion.
- Communicating with alumni and answering queries or requests in a polite and friendly manner.
- Assisting with the organisation of Master’s Circle and Patrons events
- Liaises with the Publications Officer to promote online and live events via email invitations.
- Overall responsibility for running Selwyn Merchandise
- Liaising with the College Archivist on occasions where access to archive material is required
- Providing general administrative and office support as required.
- Regular attendance at events at College and elsewhere, which can include evenings and weekends (TOIL is provided).
- With the Alumni Manager, managing the general administration of the Development Office.
- Performing any other appropriate duties that may from time to time be assigned by the Alumni manager or Development Director.

**Person specification**

- Well organised and able to deal with several projects at once.
- Attention to detail and accuracy.
- Self-starter with an ability to manage own work-load
- Proven ability to communicate effectively with a wide variety of people, in person, in writing and on the telephone.
- Discretion at all times when dealing with matters of a personal or financial nature and awareness of GDPR requirements (GDPR training will be provided).
- Flexible and willing to adapt to the needs of the office.
- An enthusiastic team-player

**Qualifications and skills**

- First degree or equivalent
- Good, accurate, computer skills, particularly with Word and Excel and a willingness to undergo training for other IT skills that are required eg Raiser’s Edge
- General office and administration skills.
The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect the changing needs of the Development Office.