



Selwyn College Cambridge

Alumni and Events Assistant

Job Description

Working hours: Part-time (up to 0.5 FTE/17.5 hours per week)

Supervised by: Alumni and Events Officer

Line Manager: Development Director

Contract type: Permanent, subject to six-months' probation

Purpose of the role

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 and career development opportunities for an individual who is looking to become part of a successful and well regarded team. The small but increasingly busy alumni and development 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; this position is integral to that operation.

The role principally supports and complements the work of the Alumni and Events Officer and requires following established administrative procedures that ensure that event information and attendees' details are recorded and updated accurately on the database – Raiser's Edge NXT for which training will be offered. The post will also support running an established programme of events and looking for new opportunities to engage with alumni and friends of all ages. Attendance at some but not all events will be required. These take place in evenings and occasional weekends and for which time off in lieu may be taken in agreement with your manager.

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

When fully staffed, the Alumni and Development Department will comprise the Development Director (p/t), the Major Gifts and Legacies Manager (f/t), the Development Officer (f/t), Publications and Marketing Officer (f/t), Database Coordinator (p/t) the Alumni and Events Officer (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 post can expect help and support as needed, as well as being expected to reciprocate by helping with other fundraising and alumni activities as required.

There is potential for career advancement, so it may especially suit a candidate with aspirations for a more senior role.

Members of the Alumni and Development Office enjoy a light and spacious open plan office within the recently refurbished former library building. Team members are expected to work from the office as this improves communication and learning, mutual support and efficiency. Occasional working from home will be considered but working from the departmental office is the norm and encouraged wherever possible.

Key duties and responsibilities

- Assisting with the organisation of local, national and international events
- Assisting the Alumni and Events Officer with sending out invitations and mailings and taking ownership of key events.
- Recording and responding to event bookings.
- 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 and attending these and similar events as necessary.
- Liaising with the College Archivist on occasions where access to archive material is required
- Alongside other team members, providing general administrative and office support as required.
- Occasional attendance at other events at College and elsewhere.
- Performing any other duties that may from time to time be assigned by the Alumni and Events Officer or Development Director.

Requirements for the role

Qualifications and skills

- First degree or equivalent qualification is desirable, A'Levels or other relevant experience, may be considered.
- 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.

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
- A mature approach to communicating with a wide variety of people, in person, in writing and on the telephone.
- Flexible and willing to adapt to the needs of the office.
- Ability to work as member of a team.
- Smart, professional appearance.

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.

This part time role is advertised as up to 0.50 FTE, which may be worked over three days or more flexibly.

Where you fit into the structure:

