JOB DESCRIPTION

Job Title: Publications Officer

Contract type: Permanent, part-time (21 hours per week)

Department: Development Office

Responsible to: Development Director

Salary: £16,275.60 p.a., pro rata to the full-time equivalent of £27,126 (spine point 22a)

Role:

The Publications Officer is a newly defined role within the Development Office at Selwyn College. 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. How we communicate with this audience is an important part of what we do and our paper and digital communications underpin the college’s ability to foster positive and rewarding relationships with alumni and others across generations and continents.

Selwyn’s communications are high quality and comparable with the best in Cambridge. They are carefully and imaginatively produced, providing our audiences with a wide range of information and news, reflecting the broad nature of the Selwyn community of students, staff, Fellows, alumni and friends.

The post has principal responsibility for managing the production of three hard copy publications each year: the Calendar; the Annual Report; the Selwyn Magazine. In-between the publication of these items, the post will produce a regular e-newsletter to alumni and friends. In addition, the post promotes online and live events via segmented email invitations and via other marketing. Close attention to detail and a good eye for creating visually attractive communications is therefore required.

The role has principal responsibility for editing the publication of the Selwyn Magazine. As a former journalist and broadcast professional, the current Master also takes an interest in the production of this publication; the role therefore represents an unusual and attractive opportunity to work with a seasoned communications professional who is also now Cambridge’s most experienced head of college. Additionally, the role is responsible for liaising with a wide range of contributors and with the designer, mailing house and suppliers.
Additional responsibilities include ensuring the magazine is delivered on time, usually June, to internal and external audiences and for managing the budget for this important publication.

The post is also responsible for compiling and editing the Annual Report, which consists of a comprehensive annual donor record and articles provided by key members of the college. The Annual Report is usually published in April.

The third publication is the college Calendar. Published annually since the 1880s, the Calendar is the formal record of the college and is steered by a separate and experienced editorial board currently led by Peter Fox. The Publications Officer role is to lend support to the editorial board, help with the coordination of material which often originates from alumni, and to liaise with the designer and printer and to manage its distribution.

All three publications are distributed as hard copies to over 95% of alumni around the world. They represent our current configuration of publications, but we would encourage thoughts on how they might be developed in future years.

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

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

**MAIN DUTIES AND RESPONSIBILITIES**

- In consultation with the Master, editing the Selwyn Magazine and being responsible for its production and delivery on time and on budget.
- Compiling the Annual Report and being responsible for its production and delivery on time and on budget.
- With the external board of editors, coordinating the production of the college Calendar and being responsible for its production and delivery on time and on budget.
- In consultation with colleagues, compiling, designing and sending regular E-news updates to alumni and friends internationally.
- Assisting the Alumni Manager with sending out invitations and mailings as required.
- Maintaining accurate records and updating the database (Raiser’s Edge) with regard to recording the despatch of publications.
- Liaising with the Archivist on occasions where access to archive material is required for publications or associated use.
- Providing general administrative and office support as required.
• Occasional attendance at events at College and elsewhere.
• With the Alumni Manager, helping to manage the general administration of the office.
• Performing any other duties that may from time to time be assigned by the Alumni manager or Development Director.

Requirements

• Good general computer skills, and a willingness to undertake training to learn new software packages if required.
• General office and administration skills.

Person specification

This is an attractive post for a person who has writing and publication experience or who wishes to acquire these skills. In particular we a looking for a colleague who recognises some or all of the following characteristics:

• Literate, and with a love of language
• 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
• Ability to communicate effectively 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 and work as a member of a team.

Where you fit in the structure

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.

Publications Officer JD – Dec 2022