



Sidney Sussex College

University of Cambridge

Development Assistant

Fixed-Term starting as soon as possible until 30 April 2023 (**flexibility could be considered**)
£20,600-£23,487 per annum, dependent on experience

Sidney Sussex College, Cambridge is seeking to appoint a Development Assistant on a fixed term, starting as soon as possible until 30 April 2023. This post reports directly to the Head of External Relations but will work closely with the other members of the Development and Membership Office (DMO) and will involve: acting as a first point of contact for alumni and other enquiries; drafting, editing and proofreading text for a wide range of alumni communications and other activities; providing data and general administrative support as required.

This is a full time, fixed term post involving 37.5 hours per week however flexibility could be considered for the right candidate. The salary is based between points 24 and 29 of the University's single salary spine, currently equating between £20,600 and £23,487 per annum, dependent on experience.

Benefits include an annual leave entitlement of 25 days holiday plus 8 bank holidays pro rata; an excellent contributory pension scheme provided by the Universities Superannuation Scheme (USS), free College meals when on duty and subsidised membership of the College gym facilities.

This post would suit a highly motivated person, wanting to develop administrative and communication skills. Excellent writing and organisation skills, along with strong attention to detail, are important for this role. Experience of higher education and/or working in a fundraising office would also be welcomed but is not essential.

A job description, person specification and application form are available on the College website at <https://www.sid.cam.ac.uk/about-sidney/vacancies>. In order to apply, please complete and submit an application form with a covering letter outlining your suitability to jobs@sid.cam.ac.uk by the closing date below. Alternatively, applications can be posted to the HR Team at Sidney Sussex College, Sidney Street, Cambridge, CB2 3HU.

The closing date for applications is noon **on Monday 24 January 2022** with interviews expected to take place **w/c 31 January 2022**. Any offer of appointment is subject to: the receipt of two satisfactory references; verification of identity and qualifications; and, eligibility to work in the UK.

Sidney Sussex College is an equal opportunities employer and is committed to equality of opportunity and supports and encourages under-represented groups and values diversity for Women, Black and Minority Ethnic, Disabled and Lesbian, Gay, Bisexual and Transgender applicants.