



<b>Job title:</b>	<b>Development Assistant (Fixed Term)</b>
<b>Responsible to:</b>	Head of External Relations
<b>Place of work:</b>	All Sidney Sussex College owned property/sites in and around Cambridge. Some partial flexibility around remote working could be considered for the right candidate.
<b>Salary Range:</b>	Points 24 – 29 currently equates to £20,600-£23,487 on the University's single pay spine. Salary progression within this range is discretionary.
<b>Hours:</b>	Full time, temporary post; 37.5 hours per week (flexibility on hours could be considered for the right candidate)
<b>Contract length:</b>	ASAP to 30 April 2023
<b>Holidays:</b>	25 days annual leave plus 8 public holidays pro rata.
<b>Pension scheme:</b>	The College offers membership of a contributory pension scheme provided by the Universities Superannuation Scheme (USS). Subject to age and earnings level, you will be auto enrolled into this scheme and you retain the right to opt out.

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**JOB SUMMARY:**

The Development and Membership Office (DMO) currently comprises a team of six permanent staff.

Reporting to the Head of External Relations, the Development Assistant plays an important supporting role in the DMO.

The post-holder will support the overall objectives of this busy and friendly department and gain experience of work in the growing fields of alumni relations, fundraising and event management.

The position requires a highly-motivated individual with good attention to detail and interpersonal skills, who has a "can-do" attitude and is approachable and professional when dealing with Sidney's alumni, donors and colleagues within the College. The post-holder will be expected to build excellent working relationships with staff in other College departments, the Master, Fellows and students, and alumni and friends of Sidney. They will be required to be able to work independently, but within a collaborative team-oriented environment.

**KEY RESPONSIBILITIES:**

- Acting as a first point of contact for alumni and other enquiries.
- Drafting, editing and proof-reading text, including letters and materials for

publication.

- Drafting appropriate responses to incoming queries and events notes for Fellows.
- Drafting templates for common communications.
- Segmenting potential communication recipients into meaningful categories, and generating appropriately tailored text for the different categories.
- Implementation of agreed database protocols.
- Clean data and provide support to help in preparation for the annual telephone campaign and regular giving activity.
- Providing assistance in lower level data work, including ensuring the consistency and accuracy of data on the database and spreadsheets.
- Providing general administrative assistance and support where required including dealing with correspondence and telephone enquiries, filing, uploading communications to the database, event registrations, scanning, and assisting with the post and travel arrangements.
- Performing any other work that the Head of External Relations allocates and that is within the capability of the Development Assistant.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

**GENERAL RESPONSIBILITIES:**

- To undertake training as required.
- To be responsible for your own health and safety in the workplace
- To fully comply with all the College's policies including equality of opportunity and data protection
- To undertake any other reasonable request or duties commensurate with your post

**BACKGROUND - DEVELOPMENT AT SIDNEY SUSSEX COLLEGE:**

Sidney Sussex College is a small, friendly and 'ancient' College of the University of Cambridge. It has a successful track record in fundraising, which includes major donations for buildings, endowed Fellowships and bursaries for students. The support of our alumni and friends is vital to maintain the high standards of collegiate education at Sidney and also – through the College's contributions to the University – in Cambridge.

The College's development activities are essential to its future. At the heart of this is the DMO, a small team comprising the Development Director, Head of External Relations, Development Officer (Regular Giving), Alumni Relations Officer, Data Officer, and Database and Gifts Officer and Development Assistant. The office fundraises for the College, organises a wide range of events and produces publications for alumni.

**PERSON SPECIFICATION:**

	<i>The successful applicant is likely to:</i>	<i>Desirable:</i>
Qualifications/ Education	<ul style="list-style-type: none"> <li>• Be educated to degree level or have other relevant further qualifications or experience.</li> </ul>	
Skills, competencies and experience	<ul style="list-style-type: none"> <li>• Have the ability to communicate clearly and effectively to a wide range of constituents – with excellent writing skills.</li> <li>• Demonstrate excellent attention to detail.</li> <li>• Have the ability to manage and co-ordinate a wide range of activities and responsibilities as well as being able to work independently and manage competing demands and tight deadlines.</li> <li>• Have a proven record as a team player and an ability to work collaboratively with a wide range of people.</li> </ul>	<ul style="list-style-type: none"> <li>• IT experience, including Microsoft package, and some familiarity with CRM databases.</li> <li>• Experience of working in an alumni relations and/or fundraising office.</li> <li>• Clear and concise writing style.</li> <li>• Understanding of the collegiate education system.</li> <li>• Empathy with the need to diversify funding for higher education institutions.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Have a high degree of professionalism, organisation and personal integrity.</li> <li>• Be enthusiastic and motivated with a 'can-do' attitude.</li> <li>• Understand the importance of confidentiality.</li> <li>• Demonstrate a strong customer focused approach.</li> <li>• Be willing to adopt a flexible and collaborative approach to tasks.</li> <li>• Demonstrate awareness of the support nature of the role, and be able to follow instructions and take direction.</li> </ul>	