**Job Description**

**Administrative Officer**

<table>
<thead>
<tr>
<th>Job title</th>
<th>Administrative Officer</th>
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<tbody>
<tr>
<td>Department</td>
<td>Development Office</td>
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<tr>
<td>Reporting to</td>
<td>Development Director</td>
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<tr>
<td>Salary range</td>
<td>£25,728 - £29,799 for 37.5 hours per week depending on experience</td>
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<tr>
<td>Temporary/Permanent</td>
<td>Temporary, one year fixed term post</td>
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<tr>
<td>Work pattern</td>
<td>Full-time, 37.5 hours per week with a need to work very occasional evenings/weekends at events</td>
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Hughes Hall is the oldest of the University of Cambridge’s six ‘graduate colleges’. It was established during the Victorian golden age of Cambridge college foundations with a pioneering purpose to provide postgraduate training for women teachers. Today the College accepts male and female students for all the subjects taught in the University. Our vision for Hughes Hall is to be a recognized leader in the University of Cambridge by 2050: a pioneering college for the third millennium. We are dynamic in our approach, developing a unique global impact at the cutting-edge of the academic, professional and commercial worlds.

As a mostly graduate college, Hughes Hall specialises in supporting students studying for taught and research graduate degrees. We also welcome mature students studying for undergraduate degrees. All students share in a distinctive and dedicated academic context created by a mature and committed community of scholars. A distinctive aspect of college life at Hughes Hall is a non-hierarchical culture where interaction and engagement between Fellows and students is open and encouraged. Unlike most colleges, Hughes Hall does not have a High Table reserved for Fellows at mealtimes.
Job Purpose

The post of Administrative Officer is a temporary, fixed term, one year, post. The Hughes Hall Development Office has, aside from communications, two main functions: fundraising and alumni engagement. These two functions can be broken down into the following tasks:

i. Research prospective donors, keep records, build the case for support and develop a plan for engaging individual prospects
ii. Engage prospects through meetings, events, emails, by phone etc.
iii. Make the ‘ask’ and support President, Development Director and College senior leadership to do so
iv. Manage MoUs/Agreements/Contracts and internal relations and ensure the money is received
v. Thank all donors, maintain data and records of engagement and ensure robust internal administration
vi. Steward our relationships with donors and alumni through e.g. Giving Circles, and produce impact and other reports

It is anticipated that this largely administrative role will be involved in some aspect of all these tasks but will spend most of their time on administrative duties in support of i, iv and vi.

You will be working closely with the Development Director, 3 other colleagues in the Development Office, colleagues in the University’s Development and Alumni Engagement Office, Cambridge in America and the College’s wider leadership to help raise funds for the College. This will involve administrative support for all parts of the Development Officer, the Development Director, a major campaign.

Main Duties

- Lead the planning and execution for all alumni events in the UK and overseas (e.g. venue arrangements, mail merge invitations, parking, handling RSVPs)
- Lead the ‘shared email inbox’ i.e. dealing with enquiries
- Support brand work and merchandise procurement and purchase
- Ensure G drive reconciles with our paper files
- Support Development Director with her administration (e.g. travel, hotels, filing)
- Help maintain current donor records, importing data into Raisers Edge – communications, mailings, actions, meetings, events to ensure data is always up to date and accurate
- Help maintain records and analyze data on potential major and regular giving donors – this includes ensuring all paper and e files are up to date, well organized and filed
- Support all aspects of donation processing, reconciliation and administration, including liaison with the College’s Bursary Office and, on occasion, wider University
Departments and relevant individuals and bodies in the UK and overseas

- Support alumni record keeping i.e. keep up to date with change of addresses, returned mail and bounce backs, and continue an ongoing effort to locate and initiate communication with lost alumni
- Update records on Raiser’s Edge for leaving students and students graduating
- Support Development Director with travel, meetings and administration
- Undertake much of the administration to support Alumni events in the UK and overseas
- Produce the Annual donor roll and ensure we thank all donors appropriately
- Support HMRC Gift Aid Claims and allocations
- Support the Annual Development Questionnaire (ADQ)

Other Responsibilities

- Help process all financial aspects of donations – ensuring timely issue of receipts, compliance with donors requirements overseas and the UK
- Manage Office paper and e filing systems
- To contribute to general Development Office administration when required

Person specification

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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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| Skills, knowledge, experience | • Excellent written and oral communication skills  
• Excellent knowledge and high proficiency of MS Office software  
• Experience of dealing with Agreements/MOU/Contracts  
• Ability to communicate effectively with a wide range of individuals and constituencies in a diverse, global alumni community  
• Experience of organizing filing systems and maintaining accurate e and paper files  
• Highly organized and able to prioritize | Experience of an administrative role in a fundraising environment  
Experience within Higher Education with alumni constituencies  
Experience of Raiser’s Edge |
### Personal attributes

- Excellent interpersonal skills
- Conscientious, resourceful and self-motivated
- Ability to work as part of a team
- Discreet and diplomatic with an ability to maintain confidentiality at all times
- Well organised and calm under pressure

### Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

### Application Process

To submit an application for this vacancy, please complete the job application form and include a covering letter outlining your reasons for applying for the role. Please also complete the College’s Equality and Diversity Form. These should be emailed to [hr@hughes.cam.ac.uk](mailto:hr@hughes.cam.ac.uk). The closing date for applications is 21 June at 9am. Interviews will be held at Hughes Hall, Cambridge on 4 July.

For an informal discussion about the post, please contact the Development Director, Lena Milosevic on development.director@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on [hr@hughes.cam.ac.uk](mailto:hr@hughes.cam.ac.uk).