**Development Officer (Alumni Relations and Events)**

This is an exciting opportunity for a Development (Alumni & Events) Officer to join the Hughes Hall team.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Development Officer (Alumni Relations and Events)</th>
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<tbody>
<tr>
<td>Location</td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
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<tr>
<td>Reporting to</td>
<td>Deputy Development Director</td>
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<tr>
<td>Contract Type</td>
<td>Permanent</td>
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<tr>
<td>Probation Period</td>
<td>Six months</td>
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<tr>
<td>Salary Range</td>
<td>£30,046 (Spine Point 38 on the University’s Single Salary Spine)</td>
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<td>Hours of Work</td>
<td>37.5 hours per week Monday to Friday (with occasional evening and weekend work for which time in lieu will be given)</td>
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<td>Annual Leave</td>
<td>Annual paid leave of 25 days plus public holidays.</td>
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<tr>
<td>Medicash Healthcare Plan</td>
<td>All staff members have access to the College’s Medicash Healthcare Plan <a href="https://www.medicash.org/">https://www.medicash.org/</a></td>
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<tr>
<td>Mental Health Peer Support Programme</td>
<td>All staff members have access to the College’s Mental Health Peer Support Programme, supporting <a href="https://www.mind.org.uk/university">Mind’s Mentally Healthy Universities initiative</a></td>
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<tr>
<td>Pension Eligibility</td>
<td>The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme, and you have the right to opt out at any time.</td>
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**Hughes Hall**

The University of Cambridge’s oldest graduate college, Hughes Hall bears the name of its founding Principal, Elizabeth Phillips Hughes. Established in 1885 as a women-only teaching College, we now accept postgraduate students and mature undergraduates in all areas of study and research, offering scholarships and bursaries targeted at new and continuing students.

We are one of the most international colleges, bridging the academic and external worlds, with an open and informal atmosphere. A distinctive aspect of college life at Hughes Hall is an egalitarian culture where interaction and engagement between the senior membership and students is open and encouraged; and everyone is allowed to walk on the grass!

A dynamic and progressive College, we have 56 Governing Body Fellows, 219 further Senior Members from all walks of life, 874 full- and part-time postgraduates and 177 mature undergraduates from more than 80 countries. Particularly distinctive is our “Bridge Fellows” programme, which brings a diverse group of outstanding individuals from outside the
University into our Fellowship as full members of Governing Body. An oasis of calm and quiet near the busy city centre, we provide a relaxing yet stimulating environment for study and research. Hughes Hall is situated alongside Fenner’s Cricket Ground, just off the cosmopolitan Mill Road.

We are focused on being an intellectual force at the centre of the University, concentrating on translating research into impact and inter-disciplinary collaboration. We have strengths in five subject areas, broadly in the Sciences and Social Sciences, where collaboration between the academic and wider worlds thrives: Physical Sciences, Engineering and Mathematics; Life Sciences; Business and Economics; Education and Social Sciences; and Law. We have world-leaders in each of these fields developing dynamic communities of interest within the College, with a reach far beyond our boundaries.

A determination to change the world for the better is realised through our Bridge initiative which leverages the College’s multidisciplinary perspective, international nature, and external focus to help turn brilliant ideas into lasting change. The Bridge at Hughes Hall helps researchers build relevant skills and enables networking and matchmaking between our academic community and external partners. It is structured around four themes, in different stages of development, through which we aspire to have impact on societies and engage our students: Global Health; The Future of Education; Environment and Energy; and Artificial Intelligence and Big Data. The Bridge also supports our centres: the Centre for Climate Change Engagement, Oracy Cambridge, Cambridge Governance Labs, and the Cambridge Centre for Digital Innovation.

These hubs of academic and professional innovation are having a wide-reaching influence, drawing global attention to Hughes Hall, and are one aspect of a large, vibrant, friendly, and ambitious community dedicated to supporting one another in the pursuit of excellence, using academic learning to bring about real change and growth in the world.

Our website contains further information about our history, people, work, and values.

Job Purpose

The aims of the Development Office include strengthening our integration with the wider College, improving our administration and stewardship of donations, and leading preparations for a major new fundraising campaign.

Within this, the role of the Development Officer (Alumni Relations and Events) is to enhance our engagement with alumni and stewardship of donors through the design and delivery of a strategic events programme. Beyond events, the role also involves maintaining strong relationships with alumni around the world, with tailored strategies for the UK, USA, Hong Kong, Singapore, and India, which integrate the alumni programme with other key College priorities such as building links between academia and wider world policy and business for The Bridge and creating networking and mentoring opportunities for students.
### Main Duties

#### Events Management

- Plan and handle operational and technical elements of in-person events, including the sourcing and booking of venues, catering, transport etc. for receptions and dinners held both internally and externally.
- Manage all aspects of the College’s online alumni events, including recruiting and liaising with speakers, and producing and scheduling attendee communications.
- Liaise with other College departments to ensure that the events programme does not clash with other key College activities and that appropriate College members are invited to relevant events (e.g., Student Ambassadors and Senior Members).
- Promote events through appropriate distribution networks, such as social media, mailings, and the College website, and ensure that information is consistent and accurate.
- Assemble mailing lists for event invitations using Raiser’s Edge, this includes collaborating with other College departments (Programmes Manager, Conference Office, and Tutorial Office) on college events where invitations are extended to alumni.
- Manage event and participation records on Raiser’s Edge in order report on event metrics, evaluate the event strategy and feed into wider Development Office objectives (identification, cultivation, and stewardship).
- Act as point of contact to field enquiries (via person, email, and phone) and register attendance for events.
- Produce and proofread event materials (programmes, posters, brochures, signage, webpages, feedback forms, etc.).
- Arrange photography/filming/recording/AV requirements and distribution of media from events as appropriate.
- Produce briefings for staff attending events (e.g., Development Office staff, Development Director and President).

#### Alumni Relations

- Keep the records of alumni groups around the world, and their points of contact, up to date on Raiser’s Edge and on the College and University websites.
- Maintain good relationships with alumni groups, providing support with promoting alumni group activities, and involving them with overseas trips by the President and other Senior Members of the College.
- Manage incoming correspondence and enquiries from alumni (via person, email, and phone), directing them to the appropriate College department when required and logging interactions on Raiser’s Edge.
- Work closely with the Development Officer (Data and Giving) and College departments to establish and maintain processes for recording and reporting alumni engagement on Raiser’s Edge (e.g., formal hall bookings, guest room enquiries).
- Lead on the sourcing and editing of alumni news and content for both Development Office and general College publications, mailings, and other communications (such as the website and social media).
• Support the Tutorial Office at Congregations to welcome new alumni, this includes updating graduating students’ records on Raiser’s Edge and producing alumni resources for new graduates.

Other Duties

• Any other duties as requested, commensurate with grade, such as general office administration, effectively stewarding office resources, and keeping accurate records.

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.

Person specification

<table>
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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
• 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 files | • 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 always maintain confidentiality
• Well organised and calm under pressure | |

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.
Screening Check Requirements
We have a legal responsibility to ensure you are eligible to live and work in the UK.

Further guidance on right to work checks for EU, EEA or Swiss citizens can be found at: Right to work checks: employing EU, EEA and Swiss citizens - GOV.UK (www.gov.uk)

Application Process
To apply for this vacancy, please complete the job application form and include a covering letter outlining how you meet the job description and person specification.

You are also encouraged to complete the College’s Equality and Diversity Form. Hughes Hall values diversity and is committed to ensuring equality of opportunity. The College welcomes expressions of interest and applications from candidates from all communities and a diversity of backgrounds.

All documentation should be emailed to hr@hughes.cam.ac.uk.

The closing date for applications is 6 October at midday (GMT).

Any information given will be processed for employment selection and statistical purposes. You will find all the relevant Data protection Statements on our website at https://www.hughes.cam.ac.uk/wp-content/uploads/2021/06/Hughes-Hall-Data-Protection-Policy1.pdf of the application form.

For an informal discussion about the post, please contact Jack Clarkson on development.admin@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.

Hughes Hall
September 2021