Development Administrator

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Development Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Deputy Development Director</td>
</tr>
<tr>
<td>Contract Type</td>
<td>Permanent</td>
</tr>
<tr>
<td>Probation Period</td>
<td>Six months</td>
</tr>
<tr>
<td>Salary Range</td>
<td>£24,285 - £25,642 (spine point 29 - 31) pro rata</td>
</tr>
<tr>
<td>Hours of Work</td>
<td>15 hours per week with some flexibility over working days. Occasional evening and weekend work may be required for which time in lieu will be given. Limited home working may be considered.</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>Annual paid leave of 25 days plus public holidays. Adjusted pro rata for part time hours.</td>
</tr>
</tbody>
</table>
| Pension Eligibility        | The College offers membership of a contributory pension scheme with matched employer contributions up to 8%.

Mental Health Peer Support Programme
All staff members have access to the College’s Mental Health Peer Support Programme, supporting Mind’s Mentally Healthy Universities initiative

| Additional Benefits        | • Medicash healthcare plan ([https://www.medicash.org/](https://www.medicash.org/))
|                           | • Free lunches on working days
|                           | • Free Life Assurance cover
|                           | • Enhanced sick pay
|                           | • Cycle purchase scheme
|                           | • Annual season ticket loan
|                           | • Free on-site car parking (subject to availability)

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 various 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 primary purpose of this role is to provide exceptional administrative support to the Hughes Hall Development and Alumni Relations Office.

The successful candidate will undertake PA duties for the Director of Institutional Advancement as well as working closely with the other members of the Alumni Relations and Development Office to ensure that the college’s alumni events, fundraising and other alumni engagement activity runs smoothly. More details below.
Main Duties

PA to the Director of Institutional Advancement (50%)
• Scheduling meetings with alumni, donors and other key stakeholders
• Liaising on behalf of the Director of Development with members of the College community.
• Arranging UK and international travel, including flights, hotels and visas as required
• Other diary management tasks as required

General Office Administration (50%)
• Monitoring the Development Office inbox, ensuring that queries are escalated where needed
• Responding to and dealing with general alumni queries by email and over the phone
• Processing event registrations and creating guest lists for alumni events
• Supporting the smooth running of alumni events and attending when needed
• Actioning alumni updates and amendments on the Raiser’s Edge database
• Facilitating meetings of the college’s two Development committees
• Assisting with the production of the college magazine
• Any other administrative tasks as required

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>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education and Experience</strong></td>
<td><strong>Education and Experience</strong></td>
</tr>
<tr>
<td>• Experience working in an administrative role in a busy office</td>
<td>• Educated to degree level or equivalent</td>
</tr>
<tr>
<td><strong>Skills and Abilities</strong></td>
<td>• Experience working in an alumni relations, fundraising or Higher Education environment</td>
</tr>
<tr>
<td>• Excellent attention to detail</td>
<td>• Knowledge of CRM databases, ideally Raiser’s Edge</td>
</tr>
<tr>
<td>• A professional manner with the ability to communicate with a wide range of people</td>
<td>• Familiar with events organisation/administration</td>
</tr>
<tr>
<td>• Strong organisational and timekeeping skills</td>
<td>• A motivated team player</td>
</tr>
<tr>
<td>• A motivated team player</td>
<td>• Excellent verbal and written communication skills</td>
</tr>
</tbody>
</table>
IT literate, including MS Office products

All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with College’s Staff Handbook, Health & Safety Policy, and all relevant procedures.

Screening Check Requirements
The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Any offer of employment will be subject to the College verifying that you are eligible to work in the UK before you start work.

If you are invited to interview, you will be asked to bring original documents from List A or List B (below) and a copy will be taken; alternatively, if you hold a 'digital immigration status', your Share Code will be required to access this status online.

- List A: Documents/statutes which denote an unrestricted and unlimited right to work in the UK
- List B: Documents/statutes which denote a temporary and/or restricted right to work in the UK

Application Process
To submit an application 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 14th November 2022 at midday. Interviews will be held at Hughes Hall, Cambridge the week beginning the 21st November.

Data Protection
Any information given will be processed for employment selection and statistical purposes. To understand how your personal data will be processed during the application process, please see the Data Protection Statement for Job Applicants.

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