Job Title: Alumnae Relations Assistant  Post holder: new post

Reporting to: Deputy Development Director

Main Purpose of Role/Overview:

The Roll & Development Office currently comprises a busy and friendly team of six. As the College prepares for the 150th anniversary of its foundation in 2021/22, together with an associated programme of alumnae engagement events and a follow up fundraising campaign, we are seeking to increase the capacity of the team through the appointment of an Alumnae Relations Assistant.

The post-holder will play a vital role in supporting the team to deliver an increased volume and range of alumnae events and to boost communications with alumnae through both traditional and digital channels. The post-holder will also assist with general office administration, including the sale of merchandise.

The post-holder will be expected to occasionally work in the evenings and at weekends, for which time off in lieu will be given.

Main responsibilities, duties and standards of performance

- Communications with alumnae and other stakeholders (40%)
  - Develop the content and reach of Development Office webpages.
  - Develop the content and reach of digital communications, potentially including the use of specialist digital alumnae engagement platforms, and help to build the Development Office’s social media presence through posts on Twitter, Facebook, LinkedIn and Instagram.
  - Assist with mailings circulated by the Development Office, including helping with the drafting of various publications and fundraising letters.
  - Assist with communications to volunteer groups, including the Roll Committee, Newnham Associates, and regional alumnae groups, by acting as a point of contact in the office for alumnae volunteers, and helping to co-ordinate volunteer activities.
  - Take responsibility for the sale of merchandise to alumnae, students, parents and friends of Newnham through the website and in person.
- **Events administration (40%)**
  - Manage bookings for events: record responses using a database and produce reports as required.
  - Assist with publicity of alumnae events, as well as student initiatives supported by alumnae, by email and on the College website.
  - Communicate relevant event information to attendees and deal with event-related enquiries via phone and email.
  - Assist with the production of lists of attendees, table plans and place cards together with other materials needed for events.
  - Assist the Alumnae Events Manager with the design of the overall events programme and the project management and content of individual events.
  - Assist at alumnae events as required.

- **Administrative support (20%)**
  - Provide general administrative support across the Roll & Development team as required.
  - Answer the telephone and deal with enquiries; undertake photocopying, printing and filing; provide general assistance within the Roll & Development Office as required.
  - Any other duties and responsibilities which are consistent with the post of Alumnae Relations Assistant as may be reasonably requested from time to time.
Person Specification

- Educated to at least A-level or equivalent standard. Would potentially suit a recent graduate looking to gain experience in communications, fundraising and alumnae relations.
- Excellent communication skills both written and oral.
- Excellent IT skills, including Microsoft Office, with experience of website and social media content and development.
- Excellent organisational skills, prioritisation and planning of work to meet deadlines.
- Positive attitude to work, excellent attention to detail and pride in getting things right.
- Able and prepared to work outside of normal hours when necessary.

Main Terms and Conditions of Employment:

The appointment is subject to an initial probationary period of three months, which may be extended at the College's discretion.

The post is full-time (37.5 hours per week, Monday to Friday). The salary will be equivalent to point 32 on the University's Single Spine, for which the present rate is £25,217 per annum. The post-holder will be expected to occasionally work in the evenings and at weekends, for which time off in lieu will be given.

Holiday entitlement will be 25 days per year, plus 8 public holidays. It may be necessary to work on public holidays which occur during Term time.

Under the rules of Auto-Enrolment the post holder will be enrolled in the Universities' Superannuation Scheme.

The post is subject to the Newnham College Staff Handbook and Policies & Procedures; and subsequent updates which may be amended by the College from time to time.

The post-holder will be entitled to one free meal per day when on duty (when the Catering Department is open). Car parking near the College may be available.

Offer of employment: any offer of employment will be made subject to references satisfactory to the College and proof of your ability to work in the UK.