FURTHER PARTICULARS – Development Assistant

Emmanuel College, Cambridge

Emmanuel College is one of the larger colleges of the University of Cambridge, embracing a community of around 500 undergraduate students; 200 graduate students; 90 Fellows and 150 college staff led by the Master, Dame Fiona Reynolds. The College is run by a Governing Body, which is made up of the senior academic members of the College, known as the Fellowship. The Governing Body is assisted by a Committee structure.

The main college site occupies extensive grounds, sited in the centre of Cambridge and provides an environment for learning and living that is both beautiful and peaceful. The relationship between College and University is academic rather than administrative. In all matters relating to staff management, the College is completely autonomous. Members of staff are employed by the College, which handles all contractual and personnel matters.

Like the College, the Development Office is known for its warm, friendly and welcoming approach to every member of the Emmanuel community. The Development Office has recently grown as the College gears up for a major fundraising campaign, but it remains important that the intimacy and attention to detail that have always characterised the department’s work remain a hallmark of its approach. Typically, the first point of contact for members and friends, the Development Office is committed to remaining true to all that makes Emmanuel a special place.

As it prepares for the launch of the public phase of a major fundraising campaign, the College is seeking to appoint a Development Assistant who will work closely with the Events and Communications Manager, the Master’s Personal Assistant and other staff in the office to help with communications, administer the annual events programme, dispatch mailings, and assist with general office duties. This position would be an ideal first step into a career in fundraising and alumni relations, events or communications, and the post holder will gain an insight into the work of a busy development office.

The Post

The duties of the Development Assistant are explained in the attached Job Description. This important role assisting with the day to day working of the Development Office in the running of a wide variety of events for students, alumni and potential donors and with the production of communications for members and donors

Remuneration

The College Terms and Conditions of Employment provide for:

- 25 days annual holiday for full-time positions (pro-rata for part-time posts), in addition to statutory bank and public holidays.
- membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay), a salary sacrifice scheme is available for some schemes.
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
• Salary within the range of £19,886 to £22,566 per annum dependent upon qualifications and experience.

Other benefits include:
• Meal is available at lunch time at College expense,
• Travel to work loan scheme,
• Access to the College Gym and swimming pool,
• Permanent Health Insurance
• Life Insurance in conjunction with pension schemes,
• Full-time position for a total of 36 hours 40 minutes per week, worked in accordance with a flexi time scheme from Monday to Friday, although the demands of this post may involve working outside of and in addition to these hours.
• Various discount schemes are available from local traders

Application

Applications should be made via completion of an application form available from www.emma.cam.ac.uk/jobs together with a handwritten covering letter supporting your application. The closing date for receipt of applications is Monday 9th December at 9am. Interviews for this post will be held on Wednesday 18th December.

Applications should be addressed to the HR Department, Emmanuel College, St Andrews Street, Cambridge, CB2 3AP and marked “Strictly Personal and Confidential” or via email to hr@emma.cam.ac.uk.