Further particulars relating to the post of Development Assistant

The College

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 170 college staff led by the Master, Dame Fiona Reynolds assisted by the Bursar and Senior Tutor. 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 is set to grow as the College gears up for a major fundraising campaign, the intention is 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 a major fundraising campaign, the College is seeking to appoint a Development Assistant working closely with the Communications and Events Manager, the Master’s Personal Assistant and other staff in the office to help with communications, administer the annual events programme, despatch mailings, and assist with printing, photocopying and other general office duties. This would be a good position for someone interested in a career in fundraising and alumni relations.

The Post

The duties of the Development Assistant are explained in the attached Job Description. A good standard of computing (including Microsoft PowerPoint, Word, Excel and Outlook), together with experience in the management, maintenance and reporting from a database would be an advantage. It would be beneficial to have a knowledge of Raiser’s Edge database. The post-holder must be organised, with good administrative skills and attention to detail; a flexible, positive and pro-active approach to work; an ability to work to tight deadlines, and to work competently both as part of a team and using own initiative; and have a good command of the English language, both orally and written, with good interpersonal and communication skills.

The Rewards

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 and bank holidays, membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay), the College operates a scheme for payment whilst staff are incapacitated due to ill health. The salary will be within the range £18,929-£21,609 paid monthly. Other benefits include:

- a Child Care Voucher salary sacrifice arrangement is available in appropriate situations,
- a meal is available at lunch time at College expense,
- a travel to work loan scheme is available,
- car parking in central Cambridge is available,
- staff may use the College Gym,
- life Insurance cover is taken for staff,
the post is full-time for a total of 36.6667 hours per week, worked in accordance with a flexi-time scheme from Monday to Friday.

Application

Applications should be via completion of the enclosed application form together with a handwritten covering letter. The closing date for receipt of completed applications is 5pm on Thursday 12 July 2018. Interviews will be held in the week of 23 July.

Applications should be addressed for the attention of the Bursar’s Assistant, Emmanuel College, St Andrew’s Street, Cambridge, CB2 3AP and marked “Strictly Personal and Confidential”.