Regent’s Park College Oxford

Post  Development Officer (part-time)

Further Particulars

Regent’s Park College

The University of Oxford comprises 38 Colleges and 6 Permanent Private Halls collectively associated with the academic departments and central offices. Regent’s Park College is the largest of the Permanent Private Halls with about 170 full-time students and 40 who are part-time. These include about 110 undergraduates, 60 plus postgraduates, around 25 candidates on courses for (Baptist) ministry, and a further 15 FTE visiting students who come for between one and three terms as part of their home degree, mostly from the USA and the EU. Undergraduates study on courses in the Humanities and Social Sciences; Postgraduates study on a wide range of courses. About 20 full-time staff and a number of part-time staff provide the academic, administrative, and library resources for the College.

The College occupies an historic site in Oxford on the corner of St. Giles and Pusey Street, an advantageously central location between the Ashmolean Museum and the University’s Radcliffe Observatory Quarter. Regent’s Park College is committed to academic excellence and has a reputation as a friendly and supportive community.

For more information about the College see Appendix 1.

Overview of Role

Development at Regent’s Park College

Sustained and strategic activity by the Development Office at Regent’s has led to an increase in the level of engagement with alumni and donors in recent years. We are a small but dynamic team seeking to consolidate this success, particularly in the areas of regular giving, alumni events and communications to alumni.

Regent’s is a warm and friendly collegiate community, and being part of the Development Office gives a strong sense of being part of the wider College team working towards common goals.

The role of Development Officer

This is an ideal role for someone who wishes to grow their experience in development and alumni relations by applying their skills to specific projects, particularly in events and communications. Reporting to the Director of Development and Alumni Relations, the role also involves taking responsibility for all administrative tasks that support the smooth running of the office.

<table>
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<tr>
<th>Job title</th>
<th>Development Officer</th>
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<tbody>
<tr>
<td>Hours of work</td>
<td>0.8 appointment (28 hours/4 days) a week</td>
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<tr>
<td>Salary range</td>
<td>£18,800-£21,200 (£23,500-£26,500 FTE)</td>
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<td>Responsible to</td>
<td>Director of Development and Alumni Relations</td>
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<td>Liaison with</td>
<td>Other staff, current students, alumni, colleagues in similar roles in the wider University</td>
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Duties
The duties of the post are subject to regular review as the role develops.

Main duties and responsibilities

General Administration
1. Respond to general enquiries via email, phone and letter and maintain the department’s email inbox
2. Provide administrative support during regular giving campaigns through efficient gift processing. Manage mailings and communications of thanks for these campaigns
3. Record all financial donations on our database, DARS
4. Prepare and send all formal acknowledgement letters for donations and record these on the DARS database
5. Pass donations and related correspondence to the correct department in College
6. Produce queries and reports from the DARS database to support alumni relations and fundraising activities
7. Liaise with the DARS helpdesk to request training and support according to the Development Office’s database-related needs, including GDPR compliance

Alumni Relations and Alumni Events
1. Input changes and additions to alumni database records
2. Maintain awareness of numbers and profile of ‘lost’ alumni in order to develop strategies to address this
3. Manage the organisation of all alumni events from start to completion in accordance with agreed budgets, liaising effectively with internal and external service providers. This will include administrative tasks such as managing event invitations and attendance communications, payment processing, preparing full event packs for guests and preparing briefings for colleagues
4. Attend alumni events (and development events when required) to manage them and ensure they run smoothly

Communications for alumni relations and development
In line with the Development and Alumni Relations communications strategy:
1. Co-ordinate the production of the annual Regent’s Now magazine, including liaising with designers, mailing house and printers
2. Manage our social media channels, termly e-news and the Alumni and Friends pages of the website
3. Create inspiring and engaging written and visual content for communications to alumni and potential donors

College communications
1. Use the College’s social media channels and College website to showcase the diverse achievements at Regent’s, maximise the visibility of College events and demonstrate the impact of the work of its staff and students. This will involve working collaboratively with colleagues to gather, write and disseminate news
2. Be responsible for writing and uploading general College news items to the website, with guidance from the Development Director

Fundraising support
1. Assist the Development Director in liaising with staff and students to produce reports and case studies showing the impact of fundraising
2. Produce fundraising statistics and analytics using the DARS database to assist with fundraising strategy
3. Undertaking other reasonable duties deemed necessary for the efficient functioning of the Development Office commensurate with the grade and scope of the role
Person specification and selection criteria

**Essential**
1. Graduate or equivalent qualification or professional experience
2. Proven abilities as an efficient and accomplished administrator with meticulous attention to detail
3. Competent at using databases and aware of the importance of good quality data. Awareness of data protection legislation
4. Numerate and confident in handling financial information
5. Proven ability to run events to a high standard
6. A good writer with proven skills in producing creative written content
7. Demonstrable ability with packages/systems such as design, event management, website content management and social media, with the flexibility and competence to become proficient with new packages
8. Good judgement and the ability to take the initiative appropriately
9. The ability to prioritise under pressure and work flexibly in the context of a small team
10. Professionalism, tact and discretion in handling confidential information
11. A team player, confident at working with colleagues from other departments
12. A keen interest in development and alumni relations, and sympathy with the aims of the College.

**Desirable**
1. Experience in basic financial administration whether gained in a fundraising or similar field
2. Experience in fundraising, especially within an educational environment
3. Some experience of using a fundraising or CRM database
4. Experience posting on social media in a professional capacity

**Benefits**
There is a total of 25 days holiday a year, to be taken as approximately 4 weeks by arrangement and approximately 4 days over the Christmas/New Year period, plus 6 public holidays. 2 further days are taken in lieu of the May Bank Holidays which are normally worked. Holiday is not normally taken during term time. Holiday allowance for 4 days a week is 20 days per year, plus public holidays as appropriate.

Lunch is available free of charge on working weekdays.

Contribution to superannuation will be made to the Oxford Staff Pension Scheme.

**Hours of Work**
Hours of work are 28 per week (normally 9.00 am to 5.00 pm over 4 days, however some flexibility is possible and can be discussed with the successful candidate), not including a lunch hour (usually 12.30-1.30 pm). Any authorized overtime is normally taken as time in lieu.

**Probation period**
There is a probationary period of three months during which one week’s notice is required; thereafter the notice period is four weeks.

**Application procedure**
There is no formal application form for this post. Candidates should address a letter of application to the Principal’s Personal Assistant, Ms. Fiona Floate, explaining how the applicant believes that they meet the qualifications and criteria specified. Candidates should include a C.V. together with the names of three referees (of which one should normally be from the present or immediate past employer). References will be taken up after a successful interview. Applications should be received by 12 noon on Thursday 2 April,
electronic or hard copy. Interviews will be held after Easter, date to be confirmed. It is hoped that the successful applicant will be able to commence work in mid May 2020.

**Closing date**
Applications to be received by 12 noon, Thursday 2 April: Fiona Floate, Regent’s Park College, Pusey Street, Oxford, OX1 2LB; fiona.floate@regents.ox.ac.uk

**Interviews**
Interviews will be held after Easter, date to be confirmed.

**Equal Opportunities Statement**
The policy and practice of the College and the University of Oxford require that all staff are offered equal opportunities within employment and that entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.
For monitoring purposes we ask that the attached form be completed and returned in a sealed envelope.

**Eligibility to work in the UK**
Applicants who would need a work visa, if appointed to the post, are asked to note that under the UK’s new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:
(i) they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English) and
(ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment.
Further information is available at: [https://www.gov.uk/tier-2-general/eligibility](https://www.gov.uk/tier-2-general/eligibility)

**Documentary proof of right to work in the UK**
The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**
Normally passport with relevant visa, residence permit or EEA ID card suffice. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

**Valid NI number**
The College is required by HM Revenue and Customs (HMRC) to have a valid national insurance (NI) number for payroll purposes and we request that a valid national insurance number is provided before commencing employment. If applicants are not currently in possession of a valid national insurance number, they should apply without delay to HMRC. For further information please see the HRMC website at [http://www.hmrc.gov.uk/ni/intro/number.htm](http://www.hmrc.gov.uk/ni/intro/number.htm).
Appendix 1

The nature of the College

Regent’s Park College was founded in Stepney, London, in 1810, incorporating a Baptist Education Society formed in 1752. It became a Permanent Private Hall of the University of Oxford in 1957, with full rights to matriculate undergraduate and postgraduate students in the University and with its Fellows as teaching members of the University Faculties.

The College admits undergraduates to read for the B.A. degree in a range of Arts subjects, including and especially theology and religion or a joint degree of philosophy with theology. Other specializations within undergraduate degrees are English, PPE, History, Classics, Law and Geography. It also admits a number of postgraduates each year to read for masters and doctoral degrees in the humanities and social sciences, and a small number of overseas visiting students for one, two or three terms study abroad as part of their home degree.

As a Baptist foundation holding membership in the Baptist Union of Great Britain, an indispensable part of the work of Regent’s Park College is the training of candidates for the Baptist ministry in the United Kingdom and abroad, through both residential and church-based courses. The tutorial staff is fully ecumenical in its membership.

Overall, Regent’s Park College is concerned to make connections between Christian faith and the social context of our modern world, and it focuses this concern in the Oxford Centre for Religion and Culture which is an integral part of the College.