Regent’s Park College

University of Oxford

Development and Communications Assistant

Job Description

Title: Development and Communications Assistant (0.5 FTE)
Department Development Office
Location Regent’s Park College, option for remote working
Salary £25,138 - £28,759 per annum, pro-rata (Grade 4 of the University scale)
Contract Permanent
Hours Part-time, 17.5 hours per week (0.5 FTE)
Reporting to Development Manager
Working with Development team members, Fellows, students, alumni, support staff in all functional areas of the College

The College

Regent’s Park College is the largest of the 4 Permanent Private Halls associated with the University of Oxford. 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. We are a small, friendly and supportive community committed to academic excellence. For further information see http://www.rpc.ox.ac.uk.

The Development Team

There are four members of the Development Team: The Development Director, Development Manager, Alumni Engagement and Communications Officer and Development and Communications Assistant. As a team, we value creating a positive, happy working environment. We enjoy working together, supporting and inspiring each other, and celebrating our successes as a team. We know that missing the mark is part of life and we learn from it.

Overview of the Post

The Development and Communications Assistant provides proactive and efficient administrative support for the Development Office in the implementation of all aspects of its fundraising, alumni relations and communications strategies. The post-holder is responsible for basic event, gift and office administration and for dealing with day to day enquiries and communications.

This role provides an excellent opportunity for someone wanting to work part-time in a productive, friendly office and someone looking to start or develop a career in alumni relations, development and fundraising, communications, event management, or administration.

Key Duties and Responsibilities

Development Office Administration

• Be the first point of contact for routine Development and Alumni queries (telephone, email and post) and visitors to the Development Office, dealing personally with as many queries as possible.
• Process fundraising and event income on our database, the Development and Alumni Relations System (DARS), ensuring all income is correctly coded and that interactions between the donor and the College are accurately recorded.

• With the Development Manager, prepare appropriate and customised thank-you letters for each donation.

• Monitor, distribute and act upon any emails coming into the Development Office’s email inboxes.

• Maintain Groups on our database (DARS) (e.g. committee membership).

• Proactively identify opportunities for improving data held on our database (DARS).

• As required, assist with the implementation of and provide proactive support for the annual giving (including telethons) and legacy programmes, and relevant donor stewardship.

• Receive, date stamp and distribute incoming mail.

• Order and oversee stock levels of office supplies and College merchandise.

• Develop new and efficient administrative processes in order to maximise efficiency and accuracy.

**Alumni Relations**

• Under the guidance of the Alumni Engagement and Communications Officer, help with the administration of the College’s events programme (around 8 events per year). This includes generating and dispatching invitations; receiving bookings and payments (online, email and post); sending confirmation emails; updating DARS; answering alumni and colleague questions about the event; creating event packs, and ensuring fundraising material is available at each event.

• Ideally, attend up to 3 events either in the evening or at weekends. Sometimes, these events will be outside Oxford. The team will work together to establish who attends which events. Due and serious consideration will be made for caring and parental responsibilities that could make attendance difficult or impossible.

**Communications**

• Help with the production and fulfilment of published and electronic College publications.

• Under the guidance of the Alumni Engagement and Communications Officer, help to keep the College website and social media channels up to date.

**General/Other**

• Comply with College data protection and information security policies and ensure processes and communications conform to general data protection regulation (GDPR) requirements

• Undertake such other duties as from time to time the Development Manager and/or Director require, commensurate with the level of this position and as are necessary to meet the needs of the College.
**Person Specification and Selection Criteria**

Essentially, the post holder needs to have been, or have the capacity and desire to be, a really good administrator. You’ll also need to be great with people and inspire confidence in those you interact with. Ideally, the post holder might be interested in a career in fundraising, communications and/or event management, but this is not absolutely necessary. You will need to understand and believe in the value of higher education and the University of Oxford’s important part in it. You will be given training in all aspects of the role.

*What we are looking for in your application and at interview:*

When we read your application and at the interviews themselves we will look for evidence that:

- You have huge amounts of common sense and work logically and methodically
- You have an aptitude for administration and an understanding of what makes a great administrator
- Your work is accurate and you pay attention to the details
- You enjoy self-reflection and working out how to improve what goes well and to sort out and learn from what goes wrong.
- You are able and willing to become an expert in our database (DARS) which is the storehouse for all the information that helps us achieve our goals
- You understand what it takes to make sure a database is up-to-date and accurate and are willing to proactively improve the data stored in it
- Your written English is very good and you are able to write and amend thank you letters and other documents
- You are good at basic maths and are happy working with figures
- You are great with people and inspire confidence in those you interact with
- When you are confronted with a problem you enjoy looking for and implementing solutions
- You are proactive and adapt well to changing circumstances, taking the initiative where necessary but also knowing when to check things with other members of the team
- You are inquisitive and have a desire and ability not to just work with systems and procedures but to improve them
- You are able to work well on your own but also really enjoy being part of a friendly and close-knit team
- You are able to have lots of tasks on the go and not miss the deadline for any of them
- You know about updating websites or are willing to learn how to do it
- You are good with Microsoft Word, Excel, Outlook and PowerPoint and you want to improve your skills in these software packages so that ultimately you become an expert
- You enjoy bringing a little bit of joy to our alumni, donors and the rest of the College community

If you’ve been an administrator, have experience of working with databases (especially DARS), or have qualifications or equivalent experience please tell us in your application. If you don’t but still recognise yourself in the person specification above please apply!
Terms of Appointment

1. This is a permanent appointment. It is subject to confirmation after a probationary period of six months. During the initial probationary period, notice will be one month on either side. Subject to satisfactory review and confirmation, the notice period will be two months on either side.

2. The post is offered on a 0.5 FTE basis, based on a 35 hour work week. Flexibility is available in the number, arrangement and location of hours worked.

3. Appointment will be made at Grade 4 of the University scale (currently £25,138 - £28,759 per year, according to experience) which for this 0.5 FTE post is £12,569 - £14,379. The College does not operate a graduated salary scale but salaries are reviewed annually for cost of living increase.

4. The appointee will be automatically enrolled into the Oxford Staff Pension Scheme (OSPS).

5. The appointee will be provided with shared office space furnished with appropriate equipment which will be considered their normal place of work.

6. The holiday entitlement is 25 days plus 8 bank holidays a year (pro-rata for part time). Up to 4 days of annual leave is reserved to cover the period between Christmas and New Year when the College is closed.

7. Lunch is available free of charge when on duty and when the kitchens are open. The appointee will also have access to the Senior Common Room facilities.

8. The College offers a health cash plan for employees, contributory for partners.

9. As a University Card holder there are other benefits available, including University shop discounts, free entry to Oxford colleges, libraries, the Botanical Gardens and Harcourt Arboretum and access to free or discounted University training courses.

Application Process

1. Ewan Miller, the Development Manager or Tim Pottle, the Development Director, are available for an informal conversation with prospective applicants. Please contact them directly at development@regents.ox.ac.uk.

2. Applications should be submitted by email to the PA to the Principal-Human Resources, human.resources@regents.ox.ac.uk by the closing deadline of 9am on Monday 10 June 2024.

3. Applications should include a letter of application to the Development Manager, Ewan Miller, demonstrating interest in and suitability for the post in light of the person specification and selection criteria.

4. Applications should also include a current CV along with the names of three referees; references will only be taken up after a successful interview.

5. Upon receipt of an application, all applicants will be requested to complete an Equal Opportunities Monitoring Form. This form is used for monitoring purposes only and will not be seen by any member of the selection committee.

6. In-person interviews for shortlisted applicants will take place on Tuesday 18 June 2024. Candidates invited for interview will be asked to undertake a written exercise.

7. Please note that the appointment of the successful candidate will be subject to appropriate pre-employment screening, including right-to-work and references.
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 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. For monitoring purposes we ask all applicants to complete an equal opportunities monitoring form. The information supplied on the form will play no part in the selection process and will not be seen by any members of the selection panel.

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. Information on acceptable right work documentation can be found at www.gov.uk. 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.

Data Protection
All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on our website Staff Applicants Privacy Notice.