



Development and Communications Assistant

Full time (part time will also be considered), Permanent

Salary range from £26,707 to £28,974 depending on skills and experience

The College

One of the largest Colleges in the University of Oxford, with around 900 students, St Anne's is known for being down-to earth, ambitious, outward facing and collaborative. We aspire to understand the world and change it for the better.

Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may think that Oxford is not for people like them.

Our community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, our Principal since 2017, is a graduate of St Anne's who took on the role after a thirty-year career in policing.

As a Charity and one of the more modern Colleges, our finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of our worldwide network of committed alumnae and donors.

At St Anne's we are committed to sustainability and our collective responsibility to preserving the environment. We are working in support of the University of Oxford's target of being carbon net neutral and biodiversity net gain by 2035. We expect all members of College to work towards these goals.

For further information about the College, please visit <http://www.st-annes.ox.ac.uk>

Development at St Anne's College

As a Charity and one of the more modern Colleges we don't have a huge endowment to rely on. Our finances depend upon a diverse range of income streams including the generosity of our worldwide network of committed alumnae and donors. The Development Office is primarily focused on fundraising and alumnae relations. We have ambitious plans to develop the way we engage with our alumnae and supporters. As well as funding an existing programme of student support, scholarships, welfare, and other College priorities, we are working on plans for our 150th Anniversary in 2029. As well as a series of global alumnae engagement activities, the anniversary campaign will seek to grow the size of the College endowment to support the ongoing needs and priorities of St Anne's for the next 150 years. The Development Office will be at the heart of this growth. This is an exciting time to join our team and be part of the College.

Overview

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| Job Title | Development and Communications Assistant |
| Location | Oxford |
| Reports to | Senior Communications Manager |
| Direct reports | None |

Based in the Development Office, the Development and Communications Assistant will be a crucial member of the team supporting all aspects of our work. The successful candidate will be exposed to a spectrum of fundraising activities, event delivery, alumnae relations and stewardship as well as key administrative and communications functions. They will also have the opportunity to gain a grounding in the use of databases, content management software and website management.

The role will provide opportunities for creativity and will require an open and flexible approach to suit the ever-changing demands and priorities of a busy office within a modern and friendly Oxford college. The post calls for an individual who is hardworking with a good eye for detail and who wants to develop their skills across multiple areas of a successful Development Office.

We seek a person who is capable of efficiently recording data and checking it, as well as prioritising and carrying out other administrative tasks in a busy environment. The post requires the ability to work well with others and on your own. The candidates will need to be eager to learn, keen to manage a variety of tasks on a day-to-day basis and to relish the opportunity to be part of an ambitious team.

Key areas of responsibility

- Act as a highly efficient and professional first point of contact for all enquiries into the Development Office and respond in a timely manner via the appropriate channels - email, phone call, letter and social networks. This will also include taking responsibility for the Development Office's birthday card stock, ensuring this is up to date and writing and sending birthday cards to alumnae and friends for key milestones.
- Provide administrative support to the Director of Development and the Development Office, including mailings, stationery, postage, filing, event booking, updating forms and compiling meeting papers and minutes.
- Take responsibility for ensuring donation forms are up-to-date and accurate, checking these with the relevant people, and creating any new donation forms required.
- Ensure the database is as accurate and up to date as possible at all times, that data is cross checked against student databases when required and all records are added and stored on the database in line with data protection regulations and best practice.
- Provide support for Community and Giving Week and other fundraising initiatives, working closely with different members of the team.
- Provide research support and reconciliation of direct debit payments as required.

- Provide support for the efficient organisation, administration and delivery of events as required by the Alumnae Relations Manager. This may include: collating RSVPs, writing people profiles for dinners and other events, and assisting with event emails.
- Assist with the compilation and distribution of internal and external communications as required by the Senior Communications Manager, to include producing the weekly "What's On" email and providing website and social media assistance.
- Assist at Development events and work with members of the Development Office to support the stewardship and solicitation of alumnae and donors.
- Undertake ad hoc projects as required.
- Contribute to the management and storage of information held by the Development Office. Create and monitor methods of storage for organisational documentation.
- Undertake any other duties that are commensurate with the grading of the post as requested by the Director of Development and the Development Office.
- Conduct prospect research, both proactively and reactively, and ensure existing fundraising portfolios and prospect management data remain up to date.

Personal specifications:

- The capacity to readily adapt to new software and systems (specific training for our alumnae database, our Wordpress website, and our social media management systems will be provided).
- Very good IT skills (MS Office: Word, Excel, Access, Outlook).
- Excellent written and verbal communication skills with the ability to communicate with individuals at different levels.
- Excellent organisational skills and attention to detail with the ability to manage own time and work to a deadline.
- Previous administrative experience.
- Ability to work under own initiative and also as part of a wider team.
- Ability to manage tasks set within bigger projects.
- Professionalism in completing tasks.
- Flexibility and initiative.

Terms and Conditions

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| Appointment: | This appointment will be subject to satisfactory provision of proof of the right to work in the UK. Appointees who are not British or Irish nationals will need a UK visa or proof of settled or pre-settled status. |
| Hours of work: | 36.25 hours per week, Monday to Friday. Normally 9.00 am – 5.15 pm with a 1 hour unpaid break. Applications for part time work will also be considered. |
| Salary: | Salary range from £26,707 to £28,974 depending on skills and experience |
| Annual Leave: | 38 days per year (pro-rata for part time roles), this includes 8 public holidays. Some holiday must be taken during winter closure. All other holidays will be agreed with the Manager. |
| Probation: | Six months |
| Notice: | One week during probation or one month thereafter |
| Pension: | The College offers membership of the Oxford Staff Pension Scheme (OSPS). |
| Meals: | Free lunch is provided on working days, when the post holder works either side of lunch. |
| Employee Assistance Programme: | A confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information. |
| Bicycle Scheme: | Assistance to purchase a bicycle through a loan scheme. |
| Bus pass scheme: | A bus pass can be purchased at a discounted rate |
| Childcare: | St Anne's offers quality childcare provision services to College staff and students via our on-site Nursery. Subject to availability. |
| Family Friendly Policies: | Salary sacrifice scheme for Childcare. Enhanced family friendly policies. |
| Flu jabs: | Free annual flu jabs are offered to all staff. |
| Volunteering Policy: | St Anne's offer up to two paid days per year to do charitable volunteering activities. |
| Working from Home Policy: | We offer flexible working arrangements subject to job role. |
| Parking: | You may be eligible to apply for a parking permit for which an annual fee applies. |
| Other: | Employment is subject to the policies and procedures outlined in the Staff Handbook. |

Application process

If you would like to apply for this position please send us all three of these documents:

- A completed application form (download from our website).
- Your CV
- A covering letter stating why you are interested in, and suitable for, this role.

Applications should be sent to recruitment@st-anne.sox.ac.uk

If you would like to discuss the role, or have any queries please call us on 01865 274866 / 284685

The closing date is Tuesday 10th March at 12 noon.

We anticipate holding interviews on Thursday 19th March.

St Anne's College is an equal opportunities employer.

The policy and practice of St Anne's College require that all staff are afforded equal opportunities within employment. Entry into employment with the College 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. Applicants are encouraged to complete the equal opportunities monitoring form.

To view our Privacy statement please see here <https://www.st-anne.sox.ac.uk/privacy-policy/>