



Further Particulars

Development Office Assistant

About the College

University College ('Univ') founded in 1249, is the oldest educational foundation in Oxford. The College has approximately 360 undergraduate students, 200 graduate students and 50 Fellows.

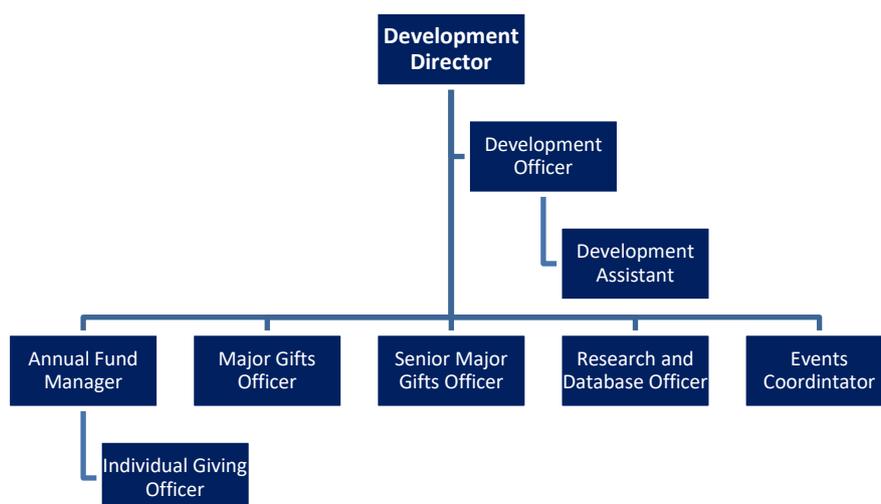
Similar to other Oxford colleges, Univ is an independent, self-governing establishment. Univ is headed by the Master and lead by the Governing Body of Fellows, which has overall responsibility for all aspects of running the College.

The College has an endowment of over 207 million the seventh largest of the undergraduate colleges, which it is seeking to grow significantly through a major ten-year fund-raising campaign. A second endowment of about 11 million is managed by the Univ Old Members' Trust, an active charitable body whose purpose is to support the College and whose trustees are Old Members or Fellows of Univ. For further information about the College go to www.univ.ox.ac.uk.

The Development Office

The Development Team is responsible for alumni relations and fundraising. They enable students to keep in touch with other members of the Univ community and with the College after they graduate. They also organize events for Old Members (alumni) including subject reunions, Gaudies (year group reunions) and special conferences and seminars. The post holder will work as part of a team of 9 staff.

Development Office Organisation Chart



While each member has specific responsibilities, it is a friendly 'all hands on' office where considerable teamwork is welcomed and expected. Further information about the activities of the Development Office can be found at <http://univalumni.org/>

The Role

This is a new post created in response to the increased administrative activity of the development office: The post holder will report to the Development Officer and be responsible for providing routine administrative support to staff members carrying out various fundraising activities. The role requires involvement across a wide range of fundraising and alumni activities and there is scope to shape the responsibilities of the post according to the experience of the individual. Further details of the duties are provided in the *Job Description*.

Pay and Benefits

The post is on the University of Oxford, Grade 4 scale: **£22,017 - £25,482** per annum (pro rata). This is permanent, part time position based on 3.5 days a week (25.5 hours).

In line with the responsibilities of the post, flexibility in working hours will be required. The role also requires some out of hours work for events and meetings for which TOIL will be given.

The post carries with it generous benefits, including:

Annual Leave 30 days' annual holiday (pro rata) excluding bank holidays*	Free Lunches	Discounted Bus Pass
Pension Membership of the OSPS Pension Scheme	Occupational Sick Pay	Bicycle Purchase Salary Sacrifice Scheme
Maternity	Private Health Insurance with access to spouse/partner and children	Training & Development

*Holiday cannot normally be taken during term time and College Staff work on Bank Holidays falling during term time

How to apply

Applicants are asked to submit a completed application form together with a CV and a covering letter showing how they meet the essential and desirable criteria of the person specification. CVs and late or incomplete applications will not be considered.

Applications should be sent by email to the HR Manager at hr.admin@univ.ox.ac.uk or by post to the HR Manager, University College, High Street, Oxford, OX1 4BH. The closing date for applications is **22 January 2019**. Interviews will be held w/c **28 January 2019**.

The College is an equal opportunities employer and applicants are asked to complete the confidential and anonymous recruitment monitoring form to support the College in its monitoring duties. The appointment is subject to the right to work in the UK and satisfactory references.