Further Particulars
Development Coordinator

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. Univ has an endowment of over £140 million and a mature and well-established fundraising programme. It is one of the leading Colleges in Oxford for fundraising and alumni relations and amongst the most widely supported Annual Funds of UK higher institutions by a considerable margin.

The Development Team
The Development Team is primarily 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 organise events for Old Members (alumni) including subject reunions, Gaudies (year group reunions) and special conferences and seminars. While each member has specific responsibilities, it is a friendly ‘all hands on’ office where considerable teamwork is welcomed and expected.

The Role
The Development Coordinator is an important role providing crucial administrative support to team members carrying out operational management and fundraising activities. The post-holder will report to the Head of Development Operations and be involved with all aspects of the office including: gift processing, diary management, general administration, supporting fundraising, aluminium events and completing adhoc projects, etc. This is an excellent position for someone keen to learn more and pursue a career in development operations and fundraising. Further details of the duties are included in the Job Description.

Pay and Benefits
This is a permanent position. The salary offer is on the University of Oxford Grade4, from £22,847 to £26,341 per annum (depending on full-time or part-time hours).

The post-holder will be expected to work flexibly depending on business needs, including extra hours on occasions, for which TOIL will be given.
The post carries with it generous benefits, including:

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<tr>
<th>Annual Leave</th>
<th>Free Lunches</th>
<th>Pension</th>
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<tr>
<td>30 days’ annual holiday</td>
<td>While on duty and if the kitchens are open</td>
<td>Membership of the OSPS Pension Scheme</td>
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<td>excluding bank holidays*</td>
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<td>Employee Assistance Programme</td>
<td>Occupational Sick Pay</td>
<td>Bus Pass Purchase Scheme</td>
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<td>BUPA Health Care Insurance</td>
<td>Enhanced Maternity Pay</td>
<td>Bicycle Purchase</td>
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<td>with access to spouse/partner and children</td>
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<td>Salary Sacrifice Scheme</td>
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*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment will be conditional on verification of the successful candidate’s right to work in the UK and the receipt of satisfactory references.

How to apply

Applicants are asked to submit a completed application form (available below) and a cover letter, explaining how their experience, skills and qualifications meet the criteria for the post. CVs and late or incomplete applications will not be considered.

Applications should be sent by email to the HR Coordinator at hr.admin@univ.ox.ac.uk.

The closing date for applications is 12.00pm on 16 December 2021. The interviews will be held in w/c 10 January 2022.

The College is an equal opportunities employer. Please complete the recruitment monitoring form to help us gather equalities data. All personal information will be anonymised and treated confidentially in accordance with data protection legislation.