Magdalene College
CAMBRIDGE

Development Administrator
Job Description

The College

Magdalene College is one of the Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However there is also a thriving extracurricular life in the College and the Tutors pride themselves on the high level of pastoral care offered to junior members. There are just over 500 junior members of whom approximately two thirds are undergraduates and one third postgraduates. There are 40 Official Fellows, headed by the Master, who make up the Governing Body of the College, a number of Research Fellows as well as Emeritus and Honorary Fellows.

On the non-academic side, there are approximately 105 employees in all, split between the various departments of the College. The Alumni & Development Office was first established (as the Development Office) at the start of the Magdalene Campaign in 1992. From its initial role as the College’s fundraising office, its responsibilities have expanded to embrace all aspects of alumni relations including the organisation of alumni events as well as liaison with individual Members over the widest variety of matters.

The Alumni & Development Office currently consists of a team of eight, and is a vibrant, forward-thinking office responsible for all aspects of fundraising and alumni relations including the organisation of alumni events both at home and abroad. The office is often the first point of contact for our Members, Friends and Honorary Fellows and runs a comprehensive communications programme involving both printed and electronic media. We are undergoing a period of expansion following the recent launch of the College’s most ambitious fundraising Campaign to date.

Further details of the College are available on: the College’s Website:
http://www.magd.cam.ac.uk
**Purpose of the Job**

The College seeks to appoint a Development Administrator to provide administrative support to the Development Director, to administer the Bursary Scheme and to administer the graduation ceremonies as the Praelectorial Secretary. This is a varied position in the College’s busy Alumni & Development Office and involves working closely with a number of colleagues. The post holder, a well organised, pro-active individual with good people skills who has excellent attention to detail will also be required to support the alumni events programme on occasion as requested by the Director of Development/Deputy Director of Development.

**Responsible to:** Director of Development

**Main Duties and Responsibilities**

- Provide administrative support to the Director of Development, particularly to assist with meeting and travel arrangements for meetings locally and internationally, as well as providing briefing materials for external meetings.
- Managing all aspects of the bursary reporting scheme, liaising with bursary recipients, the Tutorial Office and donors, ensuring regular reporting structures are kept in place. Analysing and reporting data arising from the scheme.
- As Praelector’s Secretary, undertake the efficient administration of degree ceremonies throughout the year (other than General Admission), including responsibility for the information on the College’s website, booking rooms and arranging catering, issuing tickets to students for their guests and sending out certificates as required. Ensure all details and forms regarding graduation are kept up-to-date on the College website.
- Assisting the Senior Alumni Relations Officer with mailings, bookings, queries from Members, seating plans, place cards and other tasks arising from the implementation of the events programme.
- Responding to alumni queries in person, by telephone, letter and e-mail;
- Maintaining and updating information on the Raiser’s Edge (RE) database;
- Liaising with internal departments and external contacts, also suppliers of services and products used by the department.
- Undertaking any other activities which may be reasonably requested by the Development Director or the Deputy Development Director.

PLEASE NOTE: the above is not an exhaustive description and other requirements may emerge as necessitated by changing roles within Magdalene College and its overall objectives.
Person Specification
The following criteria are appropriate to this post:

Knowledge and experience:
1. Good general educational qualifications with an excellent command of written and spoken English.
2. Good IT skills, especially in the use of Microsoft word, Outlook, Excel with experience of using databases and data entry. (Full training on the office database will be provided).
3. Experience of working in an administrative capacity in office.
4. Experience of working in a customer-focused environment.

Personal skills and abilities:
1. Good organisational and administrative skills.
2. Strong interpersonal skills and an ability to deal with individuals from all walks of life in a flexible and enthusiastic manner.
3. Attention to detail and ability to work to deadlines.
4. A flexible and positive attitude and the ability to work well as part of a team.
5. Willingness to ‘muck in’ as sometimes required in a small team.

Salary and Conditions
- The post is offered at a salary of £19,250 - £21,500 per annum dependent on qualifications and experience, with 25 days annual leave plus 8 Bank Holidays per year. Whilst we would normally look to appoint at the lower end of the salary scale, an exception may be made for a candidate with the right experience.
- The post is full time, 36.25 hours per week.
- A free lunch is available when on duty (non-contractual).
- 25 days annual leave (excluding Bank Holidays)
- The post holder may very occasionally be required to work during events outside of office hours (advance notice will be given). Overtime will not be paid but time off in lieu will be given.
- There will be a 6 month probationary period.
- The notice period for this post is one month.
- The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.

[CDL August 2017]