



MAGDALENE COLLEGE  
CAMBRIDGE



**Database Officer (Maternity Cover)**

**Candidate Information Pack**

**February 2026**

## About Us

Magdalene College is one of the ancient 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 we take pride in the high level of pastoral care offered to junior members. There are around 600 undergraduate and postgraduate students, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

The College employs just over 100 members of staff across various departments including Alumni and Development, Academic Office, Finance, Catering, Maintenance, Gardens, Libraries, Porters, Housekeeping and IT. Further information is available from the College's website at [www.magd.cam.ac.uk](http://www.magd.cam.ac.uk).

## College Facilities for Staff

Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John's College.

Magdalene is registered with Cycle Scheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

## Meals

All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £7.20 per day which equates to over £1600 per year for those working in College 5 days a week.

## Family Friendly Policies

The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the Staff Handbook.

Staff are eligible to use the Tax-Free Childcare Scheme recently introduced by the government to replace Childcare Vouchers

## Benefits

The College offers a range of benefits, including:

- Group Life Assurance.
- Help@hand Portal where you can access remote GP appointments, medical second opinions, savings and discounts, financial support and much more.
- Wellbeing classes such as pilates and yoga.
- Flu jabs.

- College pension contributions of up to 12% plus up to 10% staff contribution.
- Eye tests with Specsavers.

## Department Information

The Alumni and Development Office currently consists of a team of ten colleagues, and it is a vibrant, forward-thinking, friendly and close-knit department responsible for all aspects of fundraising, communications 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.

The College successfully completed a five-year fundraising campaign a couple of years ago exceeding its target by several million pounds. The award-winning New Library, funded entirely from donations, won the prestigious Stirling Prize in 2022 and is widely regarded as one of the best in Cambridge.

We are currently raising funds for the complete restoration of the Pepys Building and work to encourage Members and Friends to continue to support bursaries, scholarships and teaching posts at Magdalene. The team, led by the Director of Development and Alumni Relations, Mrs Corinne Lloyd, is very well respected and has excellent working relationships with colleagues across the College, with the Fellowship and the student body.

We run an annual Telephone Campaign in-house using Vanilla Soft and hold a Giving Day every other year. Our events programme is second to none and our participation rate is well above the Cambridge average. We are looking ahead to the College's 600<sup>th</sup> anniversary in 2028 - all in all, a great time to join the team!

### Working Conditions

Which statement best describes the environment in which the role will primarily be based?

Office based. Some travel to similar sites may be required. Normal health and safety requirements will be followed.

### Physical Requirements

Which statement best describes the physical demands of the role?

Requires normal physical effort associated with an office environment (or equivalent)

### Sensory Requirements

Which statement best describes the sensory demands of the role?

Uses normal office equipment and/ or standard tools

## Role Summary

The College seeks to appoint a Database Officer to maintain and safeguard the Alumni & Development Office database, Raiser's Edge. The post holder will work closely with the Deputy Development Director and colleagues in the Regular Giving Team in support of the College's regular giving programme utilising 'Vanilla Soft' for the Telephone Campaign. They will have responsibility for keeping the database up to date; importing data reports, creating some queries and reports; providing data information and supporting the office with data as well as occasionally performing other administrative duties in support of the team's alumni relations and fundraising activities as requested by the Development Director/ Deputy Development Director.

This is a fixed term post for 12 months (or the return of the post holder) covering a period of maternity

leave.

**Responsible to:** Deputy Development Director

## Job Description

### Main Duties and Responsibilities

The main duties of the post include the following:

#### Database

- Maintaining all aspects of the College's alumni database [The Raiser's Edge], importing new data as required and working with colleagues to ensure regular updating of Members' data.
- Preparing information such as lists of 'lost members', recent deaths, Members' news and mailing data required for College publications, working closely with the Communications Manager and the editors of said publications.
- Creating data reports and running queries for colleagues in the A&D team, alumni volunteers and as requested by the Development Director and the Deputy Development Director.
- Committed to safeguarding our Members' data, keeping on top of changing regulations relating to GDPR and new guidance issued by the ICO as well as PECR legislation and keeping the A&D team informed about these changes.
- Liaising on a regular basis with the University's Development Office (CUDAR) to ensure that current data held by both parties is regularly updated by importing and exporting of new information.
- Attending the occasional RE User group meetings organised by CCDG and/or Blackbaud and ensuring colleagues in the A & D team are made aware of new developments.
- Occasionally recording and entering gifts to assist the Development Officer (Gift Administrator & Stewardship) during particularly busy periods.
- Prepare and run relevant data reports needed to assist the Development Director with the completion of the Annual Development Questionnaire (ADQ).

#### Regular Giving Programme (RGP)

- Preparing data in support of various aspects of the RGP working with Vanilla Soft including but not limited to Telephone Campaigns, Giving Days, the Thanksgiving Campaign as well as defined annual asks throughout the year working closely with the Deputy Development Director.
- Assisting the Development Officer (Gift Administration & Stewardship) with the monitoring and analysing of all financial data.
- Undertaking some prospect research in conjunction with the Development Officer (Regular Giving) to support the work of the Deputy Development Director with regards to prospect classification and the production of affinity and capacity ratings.
- Assisting with general administrative matters when required.

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

We require a very well organised, pro-active individual with good people skills who has excellent attention to detail.

The following criteria are appropriate to this post:

## Knowledge and Experience

### Essential or highly desirable

- Educated, preferably to degree standard, but at least to A Level standard with an excellent understanding of English and Maths.
- Excellent IT skills, with familiarity with online prospect research tools.
- Extensive Experience of relational databases (knowledge of the Raisers Edge database is preferable)
- An understanding of Vanilla Soft or comparable software.
- An understanding of alumni relations and fundraising, particularly the importance of the regular giving programme
- An understanding of the Collegiate University of Cambridge
- An appreciation of the importance of philanthropy to the Higher Education sector.

### Personal Skills and Abilities

- Excellent data analysis and outstanding attention to detail
- Good time management and organisational skills
- Ability to use own initiative and work under pressure, but also a team player comfortable working closely with colleagues
- Strong interpersonal skills and an ability to deal with individuals from all walks of life in a flexible and enthusiastic manner
- Good presentation skills are desirable
- Willingness to 'muck in' as sometimes required in a small team

## Remuneration and Benefits

### Hours of Work

The post is to cover a period of maternity leave and is therefore offered on a fixed term basis for a period of 12 months (or the return of the post holder). The hours are 29 per week which is 80% of a full-time post. Those seeking a return to work following a career break are encouraged to apply. The exact work pattern will be agreed with the post holder who will 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.

### Remuneration

The post is offered at a salary of £25,198- £25,593 for 29 hours per week (£31,498 - £31,991 full time equivalent) (Magdalene pay scale 27 – 28) dependent on qualifications and experience. 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.

### Holidays

The College offers full time members of staff 25 days leave a year, excluding bank holidays. This is pro-rata for those who are not full time.

### Pension

The post holder will join the College's auto enrolment pension scheme with generous additional contribution options on completion of probationary period.

### Probationary and Notice Period

There will be a six-month probationary period. Upon successful completion of the probationary period,

the notice period will be two months

## How to Apply

Please download and complete both parts of the application form from the College website at <https://www.magd.cam.ac.uk/about/vacancies/non-academic-vacancies>.

Send your completed application by email to the HR Manager, Hannah Millward, at [hr@magd.cam.ac.uk](mailto:hr@magd.cam.ac.uk). The College postal address is: HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

## Enquiries

Further enquiries about your application may be made by email to [hr@magd.cam.ac.uk](mailto:hr@magd.cam.ac.uk).

## Closing Date

The closing date is 9:00am Thursday 19<sup>th</sup> March 2026 with interviews being held on Tuesday 24 March 2026.





# MAGDALENE COLLEGE CAMBRIDGE

HR Department  
Magdalene College  
Magdalene Street  
Cambridge  
CB3 0AG

[hr@magd.cam.ac.uk](mailto:hr@magd.cam.ac.uk)  
01223 332100

[www.magd.cam.ac.uk](http://www.magd.cam.ac.uk)