Communications Graduate Trainee – 1 year Fixed Term

Candidate Information Pack

July 2024
About Us

Magdalene College is one of the 31 Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are proud of our history, we are a thoroughly modern and forward-looking College.

There are roughly 600 undergraduate and postgraduate students in residence. 100 Fellows and the Master who together make up our College community. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. There is a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to our students. Further information is available on the College website at www.magd.cam.ac.uk.

Department Information

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.

Role Summary

Magdalene College is seeking a Communications Graduate Trainee to augment its Communications team. This is a new and exciting opportunity for a creative and proactive individual.

Reporting to the Communications Manager, the role will involve strategic content creation, developing and delivering engaging content across various channels, including social media, the College website, newsletters, digital campaigns, and physical media, promoting College activities.

The trainee will create and curate digital campaigns targeting specific audiences. A key focus will be on digital outreach and widening participation communications, crafting tailored publications and messaging that highlight the unique strengths and opportunities offered by the College, enhancing the College's visibility and appeal whilst growing connection with potential applicants.

Based in the Alumni and Development Office, the postholder will benefit from working with other senior members in the team, including the Alumni Relations Manager and the Deputy Director of Development. The position involves collaboration across various departments and stakeholders, including student clubs and societies, senior managers, and Fellows.

Additional responsibilities include internal communication support, writing copy, proofreading, web editing, multimedia content production, and general administrative tasks to support the Communications Manager. There will also be an opportunity of being involved in a project involving research, brand management and communications working with the Director of Development which will offer insight into project development and management.

This role is ideal for a recent graduate seeking experience in communications rather than those with extensive experience or qualifications in the field. The position is particularly suited for someone familiar with the University of Cambridge collegiate system.
This position is an excellent opportunity for an enthusiastic and passionate communicator to contribute to Magdalene’s strong sense of community, vibrant intellectual and cultural life, and dynamic, diverse, and friendly working environment.

**Job Description**

**Main Duties and Responsibilities**

The main duties of the post include the following (this list is not exclusive):

- Work with the Communications Manager to create and deploy communication campaigns showcasing the College’s achievements and initiatives.
- Produce compelling and engaging content for various channels, including social media, the College website, newsletters, digital campaigns, and physical media.
- Collaborate with internal stakeholders, including students, academics, senior managers, and College groups and societies, to publish relevant news, research, and events to the wider community.
- Help to expand the College’s social media platforms and digital presence through regular updates and engagement strategies.
- Develop and curate digital campaigns targeting specific audiences, ensuring alignment with College objectives and values.
- Developing a new legacy marketing campaign in close collaboration with the Director of Development.
- Utilise written and visual content resources to enhance and communicate key messages and initiatives effectively.
- Support internal communications initiatives.
- Assist the Communications Manager with routine administrative tasks, including email, phone, meeting and event scheduling, content organisation, archival, and documentation updates.
- Participate in the project to redesign and redevelop the College website.

This role is ideal for a recent graduate seeking experience in communications. Opportunities to attend training and development sessions with the University of Cambridge Communications Network and Digital Content Community will be available.

We are committed to the training and development of our staff. You will be provided with all necessary statutory training required to carry out your role safely. Additional training requirements to aid your personal development will be discussed at an appropriate time.
Person Specification

The following criteria are appropriate to this post:

Knowledge and Experience

- Educated to degree level (or equivalent).
- Demonstrated experience in social media content creation or digital marketing.
- Proficiency in graphic design tools and visual content development/editing.
- An approachable, creative, and proactive attitude with a self-motivated mindset.
- Excellent interpersonal and communication skills, both written and verbal.
- Ability to build and maintain successful relationships with a range of audiences, including academics, alumni, staff, students, and the public.
- High levels of accuracy and attention to detail.
- Ability to manage and prioritise own workload.
- Administration experience and computer skills, including Microsoft Office suite.
Personal Skills and Abilities

- Excellent interpersonal and communication skills.
- Creative and proactive individual.
- Self-motivated with the ability to work independently and collaboratively.
- High levels of accuracy and attention to detail.
- Ability to manage and prioritise own workload.

Remuneration and Benefits

Remuneration
The post is offered at a salary of £23,448 per annum.

Hours of Work
The hours of work are 36.25 hours per week.

Holidays
The College offers full time members of staff 33 days leave a year, including 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.

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 £5.90 per day which equates to over £1300 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

**Probationary and Notice Period**
There will be a three-month probationary period. Upon successful completion of the probationary period, the notice period will be one month.

**How to Apply**
Please download and complete both parts of the application form from the College website at www.magd.cam.ac.uk/about/vacancies/non-academic.

Send your completed application by email to the HR Manager, Hannah Millward, at 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.

**Closing Date**
9am, 6 August 2024
HR Department
Magdalene College
Magdalene Street
Cambridge
CB3 0AG

hr@magd.cam.ac.uk
01223 332100

www.magd.cam.ac.uk