Magdalene College

CAMBRIDGE

Alumni Events Coordinator
(Maternity Cover)

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. 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 530 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. Like the College, the Alumni & Development Office is known for its warm, friendly and welcoming approach to all members of the wider Magdalene community. The office, staffed by a team of eight, is heavily involved in the College’s most ambitious fundraising endeavour to date, *Future Foundations – the Campaign for Magdalene* but its responsibilities cover all aspects of alumni relations and communications including the organisation of alumni events as well as liaison with individual Members on a wide variety of matters.

Further details of the College are available on: the College’s Website:  
[http://www.magd.cam.ac.uk](http://www.magd.cam.ac.uk)

Purpose of the Job

The College seeks to appoint a part-time Alumni Events Coordinator for a period of 13 months from 28 May 2019 to cover maternity leave. The post holder will work closely with the Alumni Relations Associate and implement the alumni events programme which includes all aspects of events organisation in the College’s busy Alumni & Development Office. The post holder, a very well organised, pro-active individual with good people skills who has excellent attention to detail will also be required to liaise with Alumni, Fellows and students as well as performing additional administrative duties arising from the events programme as requested by the Director of Development/Deputy Director of Development.
Responsible to: Director of Development

Main Duties and Responsibilities

- Implementing and coordinating the College’s comprehensive events programme, including some regular annual events at College as well as a series of Magdalene events around the world in addition to ad hoc alumni events required by the Development Director.
- Organising mailings, recording event applications on Raiser’s Edge and utilising the Events module on the database.
- Assisting in the organisation of Benefactor and other stewardship events.
- Working with the Development Director in producing invitations, hard copy and e-invitations and follow-up mailings. Deal with general correspondence arising from events organisation.
- Producing guest lists, background notes, seating plans and attendance lists for events as required.
- Occasionally working with the Communications Officer in the maintenance of the College’s Social Media presence and the members’ website in the context of events.
- Managing day to day administration, including occasionally liaising with printers, mailing houses, Cambridge University services and any other bodies required in the management of events.

Other Responsibilities

- Dealing with enquiries from donors, other Members and well-wishers in a welcoming, friendly and helpful manner at all times, and ensuring that their requests are acted upon speedily and efficiently.
- Liaising with other departments, such as Conference & Catering, Housekeeping and the College Office, to ensure effective coordination and good relationships between the Alumni & Development Office and other parts of College.
- Using the Raiser’s Edge database to enter selected events information and to very occasionally generate reports, including statistical events information for the Director/Deputy Director and the College’s Development Committee.
- Performing other duties, as required, to fulfill the Development Office’s responsibilities and help out other members of the team at busy times.

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:
Ideally educated to degree level or equivalent, you will be able to work on your own with little supervision but also as a member of a team, and have relevant work experience, preferably in the Higher Education sector. You should be able to work under pressure
whilst maintaining close attention to detail at all times. Experience in alumni relations, or other customer-focused activity, and in organising events and functions, while understanding of operating in an educational environment and/or the Collegiate University would be useful. A friendly manner and genuine interest in dealing with people from all walks of life is important as the post holder will often be the first point of contact for members of the College.

Personal skills and abilities:
1. Excellent IT skills, knowledge of databases and exceptional presentation skills
2. Excellent attention to detail and good organisational skills
3. Ability to use own initiative and work under pressure, but also comfortable working closely with colleagues
4. Strong interpersonal skills and an ability to deal with individuals from all walks of life in a flexible and enthusiastic manner
5. Willingness to ‘muck in’ as sometimes required in a small team

Salary and Conditions

- The post is offered at a salary of £24,000 – £26,000 per annum pro-rata 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.
- The post is part time, 23.5 hours per week.
- 25 days annual leave (excluding Bank Holidays) pro rata
- Free lunch for staff on days they are working (up to a maximum daily allowance) in cafeteria. Any entitlement to staff meals is non-contractual and there is no payment in lieu for meals not taken or on the rare occasions when the kitchens are closed.
- The post is to commence from 28 May 2019 to cover maternity leave and is for a fixed-term of 13 months, or the return of the post holder, whichever is the earlier.
- The post holder will 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 three 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.
- The closing date is Monday 15 April 2019 at 9am and interviews will be held on Friday 26 April 2019.

CDL MAR 2019

Registered Charity No. 1137542