Job Description

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Administrative Officer, Alumnae Relations – Fixed term (Mat cover)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Development</td>
</tr>
<tr>
<td>Location:</td>
<td>Murray Edwards College, Cambridge. Murray Edwards College, Cambridge. In addition, any other locations as may be reasonably required of this role.</td>
</tr>
<tr>
<td>Line manager:</td>
<td>Deputy Director of Development</td>
</tr>
<tr>
<td>Line manages:</td>
<td>N/A</td>
</tr>
<tr>
<td>Financial responsibility:</td>
<td>N/A</td>
</tr>
<tr>
<td>Salary and Salary Band:</td>
<td>£19,500 (pro-rated according to part-time role from FTE of £24,480)</td>
</tr>
<tr>
<td>Hours:</td>
<td>Part-time – 30 hours per week (80% FTE)</td>
</tr>
<tr>
<td>Working environment:</td>
<td>Office based</td>
</tr>
</tbody>
</table>

Overview of the role

The Administrative Officer, Alumnae Relations will work under the Deputy Development Director to deliver alumnae relations activities, to support the College's mission, aims and objectives. The post holder also provides administrative support to the team, supports the delivery of events and processes the team finances. The post holder also provides diary management for the Director of Development.

Responsibilities

Alumnae Relations (40%)
- To be the first point of contact for College Alumnae
- To oversee the e-mail inbox (newhallsociety@) and respond promptly to alumnae queries by telephone, e-mail and in person, using standard procedures
- To triage standard alumnae queries - e.g. changes of address/data updates/deceased alumnae, in collaboration with the Data Officer
- To refer unusual queries to the Deputy Development Director
- To co-ordinate the New Hall Society Committee meetings, taking minutes and arranging catering, etc.
- To co-ordinate alumnae representatives, entailing initiating regular contact, providing information, processing data
- To organise the gathering and meeting of Reps at Alumnae Weekend
- To deliver the College’s Alumnae Mentoring Programme, through pulling data and leading the marketing activities and communications for the Programme
- To support other team members as required on standard office processes so that work is covered (for example, gift processing, creating lists for mailings, data processing).

General Office Administration (40%)
- Processing invoices and expenses claims
- Recording office expenditure
- Checking management monthly accounts against the office budget
- Supporting the Development Office team with administrative assistance such as taking phone calls, issuing standard correspondence
- Taking minutes and issuing papers for committees
• Managing office supplies and stationery/office equipment
• Assisting with the planning and execution of events in College and elsewhere, especially supporting the team with creating guests lists and collating RSVPs
• Attending Development Office Alumnae Events out of office hours when required
• Other reasonable tasks required to assist the efforts and efficiency of the Development Office.

Assisting the Director of Development (20%)
• Proactive diary management
• Providing administrative support such as preparing correspondence
• Proactively managing a ‘bring forward’ file, preparing papers for meetings
• Assisting with the budget planning process
• Assisting with the planning and execution of trips within the UK and abroad
• Ad hoc day to day assistance as may be required.

Person Specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Degree level education, or equivalent level of experience</td>
<td>Experience of working in a Higher Education setting</td>
</tr>
</tbody>
</table>
| Skills, knowledge, experience | - Experience in an administration role, and/or experience in a PA role, including skills in proactive assistance of a senior manager  
- Excellent IT skills: word processing, spreadsheets, e-mail  
- Experience of budget management and invoice processing  
- Highly efficient organisational skills  
- Excellent written, verbal and social communication skills  
- Good organisational and administrative abilities  
- Discretion and ability to handle confidential information  
- Good team-working skills  
- Ability to prioritise and work with team leaders to manage priorities  
- Attention to detail  
- Ability to prioritise a varied and constantly changing work load  
- A flexible attitude | - Understanding of the Collegiate University environment  
- Knowledge of The Raiser’s Edge database an advantage |
| Personal attributes | - Energy, adaptability and a willingness to learn  
- Ability to build and maintain positive working relationships with a variety of people, including Fellows, students, alumnae and volunteers  
- Ability to update skills quickly  
- Ability to represent the College and Department in a highly professional manner  
- A professional attitude  
- Good team-work skills | - |
Terms and Conditions

Staff are entitled to free lunches on days at work when College kitchens are open, parking during working hours and use of College sports facilities. A contributory pension scheme is available.

There will be a need occasionally to travel and attend evening and weekend events and meetings. Overtime will not normally be paid but time in lieu may be taken. There are 25 days holiday per year (pro-rata for part-time roles) in addition to Public Holidays.