

BACKGROUND INFORMATION

Girton College was founded as the first residential college for the higher education of women in the United Kingdom in 1869, but it has been mixed since 1977 and now has a balance between sexes at senior and junior levels.

Girton is one of the larger Colleges in the University of Cambridge, having some 80 Fellows, 480 undergraduates and 200 graduate students. It is located on two sites. The main building stands in 50 acres of grounds two miles north-west of Cambridge city centre on the Huntingdon Road.

Wolfson Court is an annexe of Girton situated close to the city centre in Clarkson Road. It has accommodation for 134 students plus library and catering facilities.

Further information relating to the College is available at <http://www.girton.cam.ac.uk>.

THE DEVELOPMENT OFFICE

The office was established in 1994, expanded in 2000, and has been successful in fundraising for major gifts, growing the College's endowment, and increasing alumni participation

THIS APPOINTMENT

The post is paid in accordance with a College scale which is in keeping with University grades 10 and 11, the grade depending upon experience. This is equivalent to points 59 – 67 of the College's single pay spine which are currently £49,539 - £62,756 per annum. Progression through the relevant grade will be dependant upon six months service and satisfactory work performance.

The post is full time and the contracted hours of work are 35 hours per week. These are usually worked 9.00 am – 5.00 pm Monday – Friday however the post holder will need to work outside of these hours on occasions and be prepared to travel outside the Cambridge area including overseas.

The appointment is subject to a six months probationary period.

The annual leave entitlement is 6.8 days of holiday per annum for every day in a normal week, a day consisting of the same number of hours as a normal working day and the annual leave entitlement to holiday being in all cases 13.08% of normal annual working time. This is equivalent to 34 days annual leave per year for anyone who works 5 normal working days per week and is inclusive of bank holidays.

The post holder will, if they so wish, be entitled to join the Universities Superannuation Scheme (USS).