



Girton College Telephone Campaign 2022: Background, and Caller Job Description

Background

This is your chance to do something worthwhile, earn money, get great experience for your CV and have fun chatting to your Girton College predecessors in the Easter holidays!

In March/April 2022, Girton College will hold its 22nd telephone campaign. The purpose of this campaign is twofold: to raise funds for Girton's student support initiatives and to enhance communication between the College and its alumni. Old Girtonians enjoy hearing what's happening at Girton College – particularly from a student's perspective – and this is an important opportunity for you to help build closer links between the College and its members.

All alumni whom we intend to call will receive a letter in advance, letting them know that a Girton College student will be calling to ask them to make a donation to the Development Campaign and to update them on College news and forthcoming events. Everyone will be given the opportunity to opt-out if they do not wish to receive a phone call.

Callers will receive comprehensive training, for which they will be paid at the end of the calling period (provided callers attend all calling sessions). As most calling takes place in the evening this leaves plenty of time to study during the day.

Dates, Hours and Rates of Pay

Dates of Commitment: 28th March to 14th April 2022

There will be 2 days paid training on the 28th and 29th March 2022 which will take place during the day. Calling will start on the evening of the 29th March 2022. The shifts during the week will take place in the evening and one weekday will be a day off. The weekend calling will take place during the day and in the early evening.

Callers will be expected to attend a briefing at the start of each calling session, for which you will be paid. There may be some additional international calling sessions but these are not compulsory for all callers.

Callers will therefore be working approximately between 25-28 hours per week at a rate of £9.90 per hour. The training days will **only** be paid if **all** scheduled shifts are worked.

Please note that callers will also receive £15 per week credit on their university cards as a meal subsidy during the campaign.

Duties

Callers will contact selected Girton College alumni to:

- update them on College news and activities;
- engage them in conversation about the College and get their feedback on events, publications, etc;
- Ask them for a gift to support students, teaching and research at Girton.

Callers will need to keep an accurate (and legible!) record of all the calls they make.

Callers will write short thank-you notes to the alumni they speak to.

Person Specification

Above all, callers need to enjoy speaking to people and have an outgoing, pleasant and friendly manner: the calling should be enjoyable for both caller and alumni! Callers should be enthusiastic about Girton. Reliability and self-confidence are important, as are tact and discretion; all personal information must be treated as confidential beyond the calling room.

Application Process

The deadline for applications is on **Monday, 24th January 2022**. Shortly thereafter you will be notified if we would like to interview you. Interviews will be held on Tuesday 1st February 2022 and Wednesday 2nd February 2022. If we then wish to offer you a post, a provisional offer will be made within a few days of the interview. Confirmation of the offer will be subject to a satisfactory working status check (for this you will need to show original identity documents, such as your passport). Once this check has been completed, a contract of employment will be sent for you to sign and return.