



**GIRTON COLLEGE**  
UNIVERSITY OF CAMBRIDGE

# PHILANTHROPY AND ALUMNI ENGAGEMENT GRADUATE TRAINEE

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CANDIDATE PACK

# GIRTON COLLEGE

Since its foundation in 1869, Girton College has led the way in educational empowerment. Founded as the UK's first residential institution for the higher education of women, Girton was part of a global movement for the full participation of women in political, professional, and scholarly life.

Fully mixed since 1979, Girton remains an inclusive and supportive community, with academic excellence, intellectual curiosity, and widening participation at its core. Today, the College is home to around 900 students, 150 Fellows, and over 135 professional and operational colleagues.

Set in more than 50 acres of greenbelt, Girton combines rich

Victorian heritage with outstanding contemporary facilities, offering a distinctive collegiate environment just outside the centre of Cambridge. The College provides a holistic educational experience, combining academic rigour with a vibrant cultural and social life, and extensive opportunities for personal development.

Girton's global community extends well beyond Cambridge, with more than 12,000 alumni in 116 countries. Our founding belief remains as relevant today as it was in 1869: that education can transform individual lives and help shape a better, more inclusive future.



# THE ROLE

Philanthropy and Alumni Engagement Graduate Trainee – a one-year fixed-term role with the possibility of extension to two years and a pathway to a permanent position. This is an ideal first role for a recent graduate to develop valuable skills that can be applied in any setting and make a meaningful contribution to the future of Girton College.

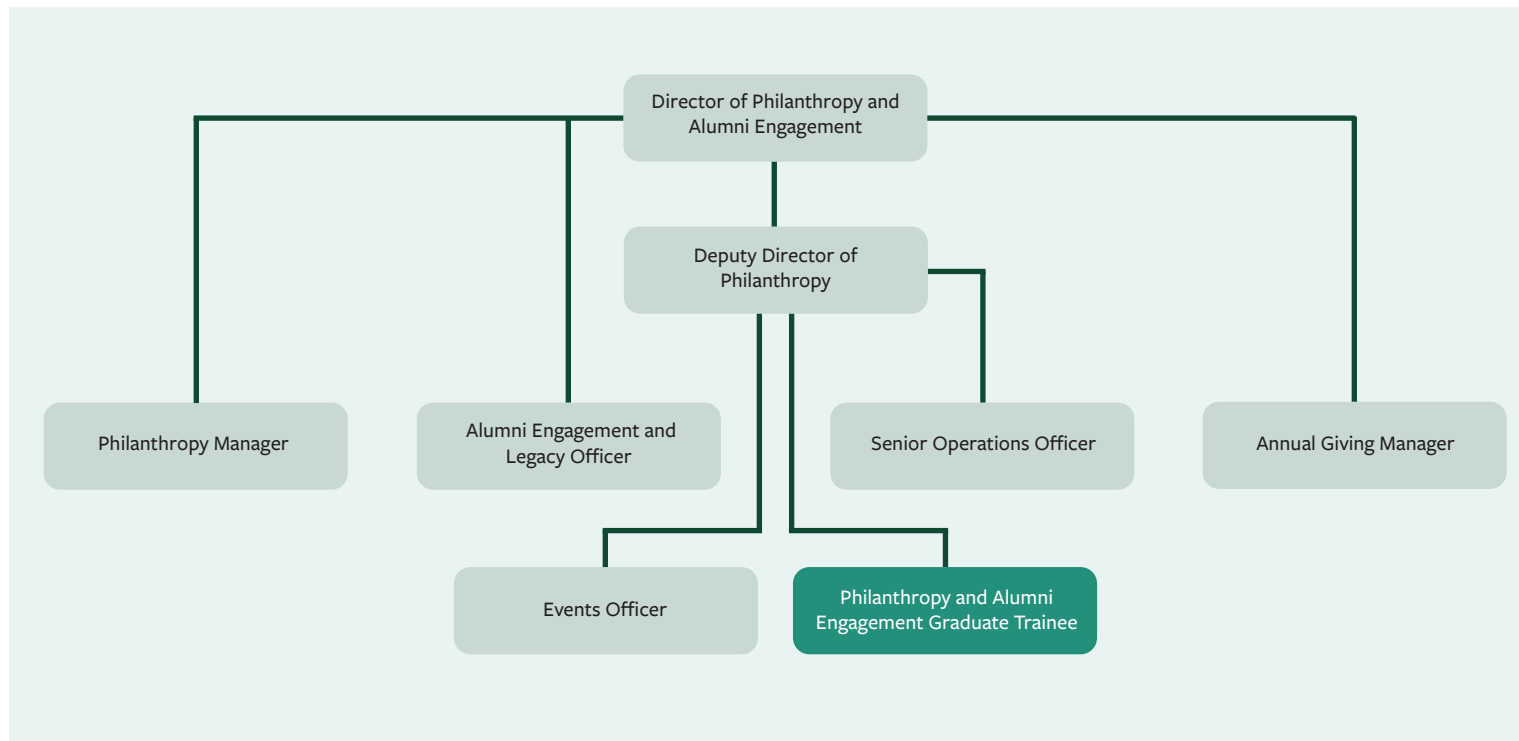
This role provides essential administrative and operations

support across all areas of activity for a busy and highly effective Philanthropy and Alumni Engagement Office. The postholder will be fully trained to work and gain professional experience across a wide range of functions in the Philanthropy and Alumni Engagement Office, including fundraising, alumni relations, communications, database management, event management, gift administration, wider operations, and general administrative duties.\*

They will work in a small, friendly team of experienced colleagues who will provide all the necessary on-boarding and training. The postholder will be supported in assuming responsibility for discrete projects and ongoing tasks such as project-leading specific events and database enrichment. They will be an active contributor to a range of alumni engagement activities, fundraising appeals (such as the Telephone Campaign and Giving Day), and communications –

including those that might appeal to students and recent graduates.

The postholder will be required to be familiar with, and work in accordance with, all College policies and procedures and to participate in training designed to minimise occupational risks. This may include manual handling training, and other training as advised by the Health and Safety Officer.



\*This function can be known as Development and Alumni Relations in some institutions.

# KEY RESPONSIBILITIES

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

Provide support to Philanthropy and Alumni Engagement team members across a range of functions and specific tasks, including:

## EVENTS AND ENGAGEMENT ACTIVITY

- » Attending a variety of events and acting as a friendly and professional ambassador for the College and the work of the Philanthropy and Alumni Engagement Office.
- » Contributing to administration and logistics for current events and supporting colleagues to develop new ones, in line with the College's aim to engage a wide range of alumni and supporters. This will include preparing and sending invitations, responding to replies and bookings, helping to prepare attendee briefings for the Philanthropy and Alumni Engagement team and members of the senior leadership team, and liaising with internal or external catering teams to ensure smooth running of the event.
- » Contributing to other alumni engagement initiatives such as an alumni mentoring project and helping to support the

regional and international alumni networks.

- » Proactively identifying new avenues and further opportunities for alumni and student engagement.
- » Collaborating with colleagues across the College on administering key shared initiatives.
- » On an ad-hoc basis, assistance with the other functions of the Development team including developing new merchandise lines and enhancing the Philanthropy and Alumni Engagement Office presence at graduation ceremonies.

## COMMUNICATIONS

- » Helping to maintain and update the Alumni and Supporters area of the College website, including the development of new digital and social media content.
- » Contributing to digital, print, and social media communications.

## FUNDRAISING APPEALS AND DONOR STEWARDSHIP

- » Assisting in the preparation of appeals such as the Giving Day and Telephone Campaign.

This will include preparing and sending digital and postal mailings, managing responses, supporting on-site activities to encourage College community involvement, recruiting and supporting student callers, and preparing social media and website content.

- » Contributing to the production and distribution of fundraising impact reports and other stewardship material for donors. This will include sourcing and developing written and visual content independently and in collaboration with external providers, other College teams, Fellows, and students.

## OPERATIONS AND GENERAL ADMINISTRATION

- » Helping to ensure the swift and effective recording of gifts on to the College's database.
- » Helping to maintain and update the Alumni and Supporters' database, ensuring that all relevant activity and information is accurately recorded on the database in a timely manner.
- » Proactively identifying sources

of information that can be helpful for database enrichment including graduation lists, LinkedIn profiles, news bulletins.

- » Helping to evaluate the success of events, communications and fundraising appeals, and making recommendations for future.
- » General administration tasks, including management of the shared office email inboxes, processing contact information updates, answering queries, organising agenda and taking minutes for team meetings, and attending the College weekly diary meeting on behalf of the Philanthropy and Alumni Engagement Office.

The list of tasks and responsibilities outlined here is not comprehensive, and the postholder will be expected to perform further duties as required to support the work of the Philanthropy and Alumni Engagement Office and as part of their own professional development. Please see the Job Description for further information.

# PERSON SPECIFICATION

## ESSENTIAL

### Qualifications

- » Educated to degree level or equivalent.

### Skills and Experience

- » An excellent working knowledge of Microsoft Office (including Word, Excel, Outlook, and Teams).
- » Knowledge and experience of using social media and video conferencing platforms.
- » Excellent interpersonal, communication and presentation skills (oral and written) and the ability to, and an interest in, in engaging with a wide range of people.
- » Ability to gather, analyse, present and explain information to a range of audiences.
- » Ability to work quickly and accurately, with excellent attention to detail and to tight deadlines.
- » Ability to prioritise own workload, and to use initiative.
- » Excellent organisational skills and the ability to cope with a varied and demanding workload.

- » Excellent copy writing skills.
- » Ability or willingness to learn to use artificial intelligence tools and related technology effectively, appropriately, and with good judgement.

### Personal Qualities

- » Good interpersonal skills and the ability to work as part of a team.
- » Flexibility and a willingness to 'muck in'.
- » Ability to work outside of normal office hours (including weekends) when required and to travel outside the Cambridge area on a very occasional basis.
- » Reliability, trustworthiness, and the ability to maintain confidentiality.
- » The ability to adapt and be receptive to change and new challenges.
- » The ability to communicate well with and for all members of the College community, Fellows, staff and students.

## DESIRABLE

### Qualifications

- » Experience of maintaining websites and working with online booking software.
- » Experience of working in education administration, a charity, non-profit, or members' organisation.

### Skills and Experience

- » Knowledge of Raiser's Edge NXT database or a similar CRM system.
- » Knowledge of the higher education sector.
- » Knowledge of the Cambridge Collegiate system.

The assessment methodology for these specifications can be found in the Job Description.

# TERMS & CONDITIONS

## LOCATION

Girton College, Cambridge, CB3 0JG

## SALARY

Girton Single Spine Point 26 - Spine Point 26 (currently £25,804 per annum), with annual incremental cost-of-living increases.

## REPORTS INTO

The Deputy Director of Philanthropy

## EMPLOYMENT DETAILS

The post is one-year fixed term role, subject to a six-month probationary period. The post may be extended to two years subject to satisfactory work performance, or – in exceptional circumstances, subject to outstanding performance – the Graduate Trainee post holder can be offered the permanent Philanthropy and Alumni Engagement Coordinator role after the first twelve months.

The post is full-time, 35 hours per week. Occasionally, some evening and weekend work will be required, for example during the Telephone Campaign or to attend events (including, exceptionally, events outside Cambridge).

## EQUALITY

If you have a disability, then please tell us if there are any reasonable adjustments that we can make to help you in your application, or with our recruitment process.

## BENEFITS

We offer 34 days annual leave (includes Bank Holidays), as well as:

- » Life Assurance 3x Annual salary
- » Employee Assistance Programme
- » Workplace Pension
- » Health Cash Plan (MediCash)
- » Cycle to Work Scheme
- » Electric Car Scheme
- » Gym & swimming pool
- » Free Staff lunch & refreshments
- » Free parking
- » Staff discount to hold private events in College
- » Local discounts via the University
- » Access to a Holiday Play scheme
- » Agile working

Some of the above are non-contractual.

The Job Description may be subject to change following consultation between the Director of Philanthropy, the Deputy Director of Philanthropy, and the postholder.



# HOW TO APPLY

This Candidate Pack should be read alongside the full Job Description, so candidates can access additional information that is not included in the pack, including the method of assessment and other recruitment-related details.

To apply for this role, please send a covering letter and a CV detailing how your skills and experience match the person specification to [recruitment@girton.cam.ac.uk](mailto:recruitment@girton.cam.ac.uk)

The deadline for applications is 9am on Monday 6 July 2026.

Interviews will be held on Tuesday 14 July 2026.



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## **GIRTON COLLEGE IS AN EQUAL OPPORTUNITIES EMPLOYER.**

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.



[www.girton.cam.ac.uk](http://www.girton.cam.ac.uk)



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