

JOB DESCRIPTION

Philanthropy and Alumni Engagement Graduate Trainee

College Background

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 full participation in political, professional, and scholarly life.

Fully mixed since 1979, Girton remains an inclusive, diverse, 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 excellent welfare provision, 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. Its 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.

Role Purpose and Department Structure

Team/ Department: Philanthropy and Alumni Engagement Office

Reporting to: Deputy Director of Philanthropy

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.

Purpose of Job

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.

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

Role Duties and 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 (including Database Management)

- 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.

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.

NB: Occasionally, some evening and weekend work will be required, for example during the Telephone Campaign or to attend events (including, exceptionally, events outside Cambridge), or at particularly busy times. All agreed hours worked over and above contracted hours will be compensated with time off in lieu, according to the College's time off in lieu policies.

This job description may be subject to change following consultation between the Director of Philanthropy, the Deputy Director of Philanthropy, and the postholder.

General

- The post holder will be required to work in accordance with College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.
- Any other reasonable duties as requested by the Head of People & Culture.

Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed as a result of a change in strategic direction or operational requirements. It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
Educated to degree level or equivalent.	✓		CV and Cover Letter Interview
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	Essential	Desirable	Method of assessment
An excellent working knowledge of Microsoft Office (including Word, Excel, Outlook, and Teams).	✓		CV and Cover Letter Interview References
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.	✓		
Knowledge of Raiser's Edge NXT database or a similar CRM system.		✓	
Knowledge of the higher education sector.		✓	
Knowledge of the Cambridge Collegiate system.		✓	
Personal qualities	Essential	Desirable	
Good interpersonal skills and the ability to work as part of a team.	✓		CV and Cover Letter Interview References
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.	✓		

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.

EMPLOYMENT

Salary	Girton Single Spine Point 26 - £25,804 per annum
Working arrangements	Full Time, 35 hours per week.
Contract term	This is a 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.
Annual leave	Standard annual leave entitlement is 34 days (inclusive of bank holidays).
Other	<p>We also offer:</p> <ul style="list-style-type: none"> Life Assurance 3 X Annual salary Employee Assistance Programme Workplace Pension Health Cash Plan (MediCash) Cycle to Work Scheme Electric Car Scheme Gym & swimming pool Free Staff Lunch and refreshments Free Parking Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme Agile Working <p><i>Some of the above are non-contractual</i></p>