GIRTON COLLEGE
JOB DESCRIPTION

Development Assistant (Events and Administration)
Development Office

Post Title: Development Assistant (Events and Administration)

Reporting to: Development Officer (Events and Communications)

Job Purpose
To help in the running and administration of a range of alumni and supporter events both in the College and elsewhere as directed by the Development Officer (Events and Communications).

To support the Development Director in the management of the Development Director's diary, the updating of the database and in the organisation of International events and trips.

To support the Development Office's administrative activities as directed.

Job Activities

A. ALUMNI AND SUPPORTER EVENTS

1. To help in the running and administration of the College’s programme of networking, social and educational events designed to engage alumni, supporters, students and Fellows, as directed by the Development Officer (Events and Communications).

Tasks include sending and responding to invitations, processing event payments and adding the information to the database, liaising with internal departments on the running of the event, preparing table plans, guest lists and other literature associated with the events, and answering alumni queries by email, letter and telephone. Create and maintain event and other relevant pages on the website, assist with mail-merging of letters and emails. Attendance at events during evenings and at weekends will also be required.

2. To work with your line manager to evaluate the systems and processes used for event management and bookings with a view to making suggestions for their ongoing improvement.

B. TRAVEL AND MEETING ARRANGEMENTS

3. Support the Development Director in the management of their diary in respect of meetings with potential and existing donors and other external stakeholders.

4. Ensure that all relevant meetings, notes, actions undertaken by the Development Director are entered in a timely and accurate manner on the database, Raiser’s Edge.

5. Manage itineraries and travel bookings for International Development Trips.
C. GENERAL OFFICE ADMINISTRATION

6. Team/office diary management, preparing and circulating meeting agendas, and taking and circulating meeting notes.

7. Update address and contact information on the database as they come in on a daily basis and update the monthly address updates received from CUDAR, the University's Development Office.

8. Working and administration of ad-hoc and routine projects as directed by your line manager, including tasks such as database entry and tidying, occasional research, questionnaires, mailings etc.

9. Create and maintain Development and other relevant pages on the website.

10. Be familiar with, and work in accordance with, all College policies and procedures.

11. Participate in training designed to minimize occupational risks. This may include manual handling training, safe use of display screen equipment and other training as advised by the Health and Safety Officer.

This job description may be subject to change following consultation with the post holder.

May 2020
**GIRTON COLLEGE**

**PERSONAL SPECIFICATION**

**DEVELOPMENT ASSISTANT (EVENTS AND ADMINISTRATION)**

<table>
<thead>
<tr>
<th>Education</th>
<th>Educated to A-level or equivalent. <strong>Desirable</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>Experience of working with databases, ideally Raisers Edge. <strong>Essential.</strong></td>
</tr>
<tr>
<td></td>
<td>Previous office experience. <strong>Essential.</strong></td>
</tr>
<tr>
<td></td>
<td>Experience of event planning. <strong>Essential</strong></td>
</tr>
<tr>
<td>Knowledge and Skills</td>
<td>Computer literate. <strong>Essential.</strong></td>
</tr>
<tr>
<td></td>
<td>Articulate and possessing good writing skills. <strong>Essential</strong></td>
</tr>
<tr>
<td>Other aptitudes</td>
<td>Ability to prioritise work. <strong>Essential.</strong></td>
</tr>
<tr>
<td></td>
<td>Ability to work on own initiative and without supervision, as well as part of a team. <strong>Essential.</strong></td>
</tr>
<tr>
<td></td>
<td>Ability to occasionally work outside normal office hours. <strong>Essential.</strong></td>
</tr>
<tr>
<td></td>
<td>Tact and diplomacy. <strong>Essential.</strong></td>
</tr>
</tbody>
</table>

Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.