

The Alumni Relations & Development Office (ARDO) wishes to recruit an enthusiastic and conscientious Trinity student for a paid **Summer Internship lasting ten weeks from 3 July to 8 September**¹. This immersive experience will provide an opportunity to engage with tangible projects which will develop your transferable skills, whilst contributing to the work of a busy and friendly office fulfilling an important role in the work of the College.

ARDO maintains lifelong relationships with our global network of over 15,000 alumni (former students) working as leaders in law, medicine, politics, business and finance, the creative arts, engineering, and academia, via a programme of events, communications and engagement.

Alumni, recognising the important part Trinity played in shaping their lives, support the College by providing career advice/mentorship to current students, donating to bursaries and other fundraising initiatives, and by using their expertise to help Trinity to achieve its aims.

Description of Role

Based in Angel Court with the 12 members of the ARDO team, you will predominantly support the engagement (events and communications) and stewardship (thanking donors) teams.

You will help to deliver key projects such as:

- *Work to establish a programme of activities for the 2023-24 academic year for students and recent graduates, designed to provide advice, information and skills for post-Trinity life. This new initiative is a great chance to shape a vitally important area of support and to engage inspiring alumni in delivering the programme.*
- *Deliver, with the support of the Alumni Relations Manager and the Communications Officer, the refresh of the alumni website, specifically the areas relating to alumni engagement, updating content and improve navigation.*
- *Produce the annual report on the Dunlevie Fund including eliciting student contributions and photographs, writing copy, and liaising with the designer, through to conclusion.*
- *Support the production of a 'thank you' video to be sent to donors.*
- *Support 'regular' tasks within the team (such as responding to alumni queries, drafting reports, data entry/analysis, and attend our Annual Gatherings (reunion events) on 15 and 19 July)*

As an intern, you will:

- Experience all aspects of a busy office environment, working at pace and balancing the competing needs of varied projects and deadlines.
- Enhance your interpersonal skills and your ability to collaborate with a team and with other colleagues and interns across the College.
- Get 'hands-on' with delivering practical, focused, and achievable projects that progress the department's engagement goals.
- Spend time with colleagues working in all areas of the team (alumni relations and engagement, events, database management, communications and fundraising).
- Be mentored/coached by a member of the team throughout the internship.

¹ *If you have pre-existing plans that will see you away from Cambridge for a period of the internship (eg a holiday with family or friends) please do still apply, as there is some flexibility on dates.*

- Develop transferable skills beneficial to a range of sectors, including marketing and communications, event management, relationship management, charity and policy.
- *There is also the possibility that you may join the University's 10-week curriculum for interns, designed to give a holistic view of a career in Alumni Relations and Development/the charity sector – more details will be made available upon the offering of the role.*

About you – to be successful in this internship, you will:

- Be self-motivated, friendly and have a 'can-do' attitude.
- Demonstrate good written and spoken English.
- Have excellent attention to detail.
- Have good IT skills (e.g. Office, website (desirable, but not essential)).

Terms and Conditions:

- Working hours: 36.25 hours per week (usually 9-5 but with some flexibility).
- Pay is £11 per hour, for a maximum of 10 weeks.
- Option to stay in Accommodation in a College Room, offered at the Long Vacation rate (this will likely not be your current or next year's room.)
- Free lunch in College is provided for on working days.

To apply:

- **Send a CV and a one-page cover letter** detailing your suitability for the role to Phil Pass (Alumni Relations Manager - phil.pass@trin.cam.ac.uk)
- **Deadline: Wednesday 24 May 2023**
Short-listed candidates will be interviewed as soon as possible after the closing date, working around individual exam timetables.