

# Alumni Communications and Publications Officer

CANDIDATE INFORMATION PACK | APRIL 2026



**TRINITY  
COLLEGE**  
CAMBRIDGE



## Letter from the Director

The Alumni Relations and Development team at Trinity College seek a **confident, friendly and motivated** individual to join our thriving office in the role of an *Alumni Communications and Publications Officer*. I am delighted to be introducing this candidate pack and hope that you are inspired by the possibilities of this position.

*“I do hope that you are as excited about this role as we are, and I look forward to receiving your application.”*

If you have a love of **telling stories and creating compelling content**, devising communications and social media strategies, supporting a diverse community or inspiring the next generation, then I encourage you to consider a career with us here at Trinity.

In return for hard work and commitment to delivering results, we offer a friendly environment that is committed to supporting the development of staff in their professional careers at all stages. You will have a chance to make your mark on a range of College publications and to work with inspiring alumni and academics from an impressive array of careers and backgrounds.

We have placed a huge significance on ensuring that our alumni and student engagement is highly impactful offering a diverse range of publications, events and programmes, such as the *Fountain* and *Annual Record*, meaning that this role represents an outstanding opportunity for the right individual to have a big impact on the shape of our communications and engagement programme.

If you would like to have an informal discussion about this role, please contact our acting Deputy Director, Guido Ruijl ([guido.ruijl@trin.cam.ac.uk](mailto:guido.ruijl@trin.cam.ac.uk)), who will be delighted to speak with you.

I do hope that you are as excited about this role as we are, and I look forward to receiving your application.

**BILL O’HEARN**  
Executive Director of Alumni Relations  
& Development



**Alumni Communications and  
Publications Officer**

£40,000 to £45,000 depending  
on experience

## Development at Trinity

Trinity's Alumni Relations and Development Office (ARDO) engages with the College's 15,000 alumni nationally and internationally through a varied number of events and communications initiatives. Last year, Trinity raised over £11 million from 2300+ alumni, friends & students and ran over 50 events. Donors contributed to projects including student bursaries, PhD Studentships, access programmes, the Wren Library, the Boat Club, and Trinity 2046.

ARDO is seeking an enthusiastic person with a flexible and positive attitude to join our friendly and busy office, which is the first point of call for alumni and donors to the College.

It is an exciting time to join Trinity as we are about to embark on a capital campaign. With our 500th anniversary coming up in 2046, the College is looking to the future and reaffirming our core mission in providing the greatest collegiate community in the University. **Students, Research, Place**, these three pillars are fundamental to our vibrancy as a College, our commitment to Cambridge and our impact in the world. The *Always Leading* Campaign seeks to support and strengthen them for this and future generations.

*“With our 500th anniversary coming up in 2046, the College is looking to the future and reaffirming our core mission in providing the greatest collegiate community in the University.”*

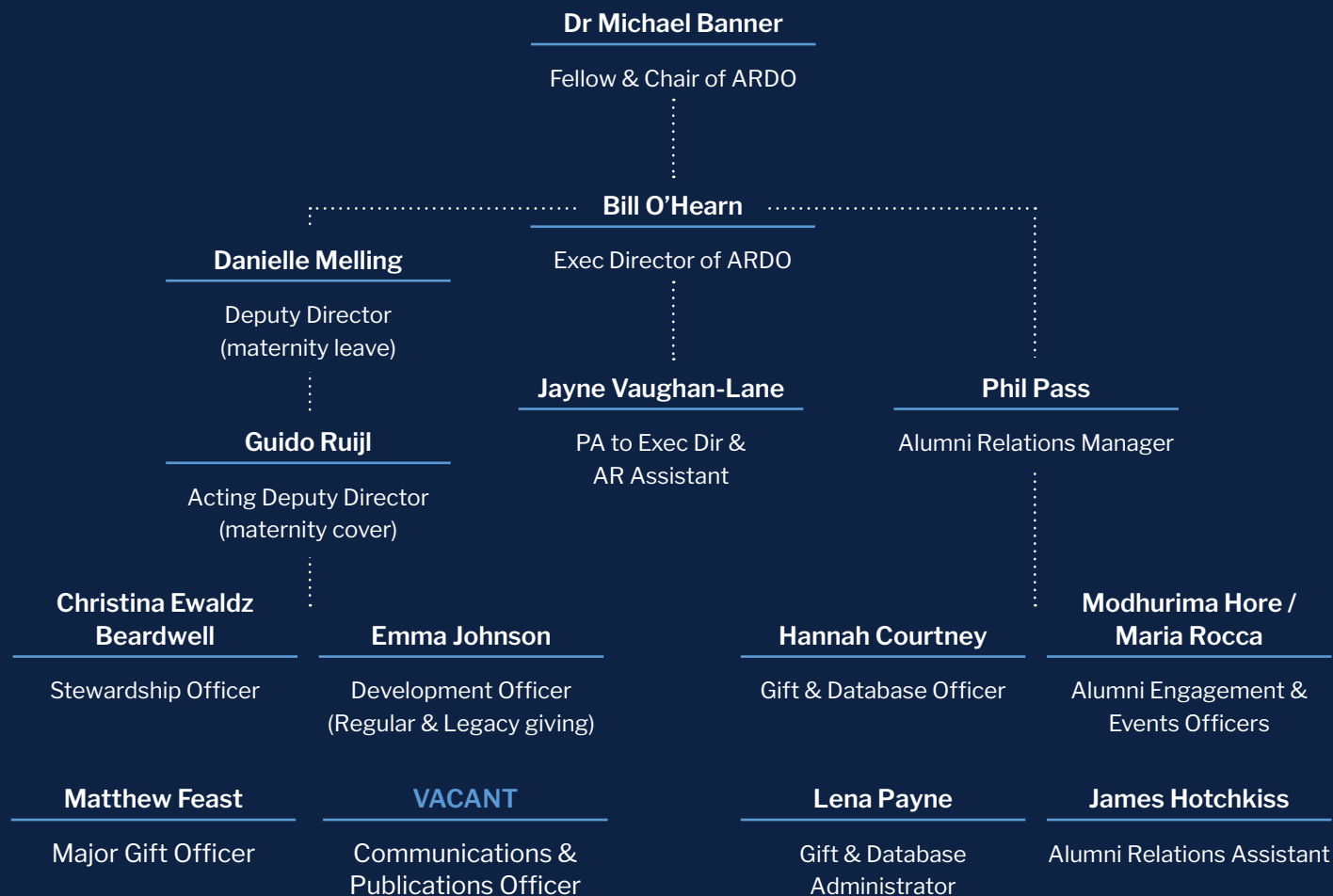


## Key stakeholders and relationships

You will be expected to work closely and build strong and professional working relationships with a wide-range of stakeholders across the College (and wider) community:

- Deputy Director (line manager)
- Exec. Director of ARDO and team
- College Director of Communications and team\*
- Fellow for Alumni Relations & Development
- College Senior Management, Fellows & students
- Alumni, donors and volunteers
- College departments, including Tutorial, Library and Gardens
- External suppliers

\* The post holder will have a dotted line reporting relationship to the College Director of Communications



## Role & Key Responsibilities

**Summary:** The Alumni Communications and Publications Officer has responsibility for the production of printed and online alumni publications including: the College's Annual Record, the annual alumni magazine *The Fountain*, monthly e-newsletter, campaign materials and event and fundraising literature, in print and on the website, via our online platform Shorthand. They also maintain the alumni website and manage social media content overseen by the office. In addition, they are responsible for helping to shape and direct the College's communications strategy with its alumni network and for helping to ensure that the alumni communications strategy complements the overall College communications strategy, which is led by the College Director of Communications.

# Key Responsibilities

## Alumni Publications

The Communications and Publications Officer will be responsible for managing, producing and developing the College's alumni publications, including all printed publications and e-newsletters. Key duties will include:

- Managing and producing all aspects of each publication from content planning to mailing;
- Writing, commissioning, editing and proofing copy, overseeing the quality control of communications produced by the office and making all printed publications available on Shorthand;
- Building a library of images from College events to be used in publications;
- Liaising and negotiating with designers, printers and mailing houses;
- Designing and producing inserts and other materials;
- Producing and developing the e-newsletter;
- Managing an annual budget;
- Liaising with key members of the Fellowship and the College's Communications Director to ensure editorial consistency and rigour.

## Fundraising / Campaign Literature & Alumni Relations Support

The Communications and Publications Officer will produce, in consultation with the Development team:

- Fundraising / Campaign literature and materials, including print publications, bespoke proposals and commemorative literature;
- Electronic fundraising appeals, along with the Regular Giving and Legacy brochures;
- They, in collaboration with the Stewardship Officer, will produce impact stories for donor stewardship purposes and for use in social media, print and other College comms;
- They will also work with the Alumni Relations Manager on the creation of event invitations and other event-related material in print and online, using strategically targeted mailings to ensure that the best practice of alumni engagement is achieved;
- The Communications and Publications Officer will maintain style guides for the Office, liaising with the College Director of Communications to ensure that they adhere to 'house style';
- They, in collaboration with the Alumni Relations Manager, will formalise regular strategic communication plans to maximise the effectiveness of the Office's engagement with, and outreach to, its alumni audience, nationally and internationally.

## Website

The Communications Officer will be responsible for:

- Managing the content, ongoing maintenance and design of the dedicated alumni, fundraising and events pages on the main website ([www.trin.cam.ac.uk/alumni/home](http://www.trin.cam.ac.uk/alumni/home)) on a regular basis to ensure that it is up to date at all times;
- Offering advice to committees and departments throughout the College, including Alumni Associations, working alongside and coordinating closely with the College Director of Communications.

## Social Media

The Communications and Publications Officer will be responsible for managing, developing and frequently updating the Alumni Relations and Development Office's social media presence. This includes:

- Devising strategies, in collaboration with the Alumni Relations Manager, for promoting Trinity events, mentoring month etc;
- In collaboration with the Regular Giving and Legacies Officer, devising Giving Day and other fundraising appeal social media strategies;
- Working with the Stewardship officer on getting content and drafting impact stories for Social Media.

## Other Responsibilities

- The Communications and Publications Officer will be expected to produce regular reports to update the Deputy Director (line manager) and senior management regarding the effectiveness of the office's communications strategy;
- To assist the office leadership in report writing, prospect management, internal strategies and other activities as required;
- Sourcing the supply of suitable images for the Office's publications and online presence;
- Taking the lead in managing all large print orders with external suppliers;
- Attending the College Communications Committee meetings and other relevant meetings.

*The College reserves the right to make reasonable changes to the duties and requirements in the job description which may be necessary to meet the changing needs of the job or to reflect the latest technology or best practice.*

# Person Specifications

## Education/Qualifications

- Degree level or equivalent desirable.

## Experience

- Minimum two years communications & publications experience desirable, ideally in, but not restricted to, a higher education setting.
- Proven experience of writing copy, content creation, proofing and developing social media and comms strategies.
- Track record of successful project management, from formation to finalisation, particularly with regards to delivering quality publications on time and on budget.

## Essential skills

- Proficiency with MS Office Suite, Teams, Zoom, etc.
- An ability to balance a number of varied tasks at one time.
- Ability to devise, and then work to, a budget.
- A creative approach to comms, publications and other content.
- A keen eye for detail.
- Ability to communicate successfully with a range of internal and external stakeholders.

## Desirable skills

- Experience of using a relationship management database (e.g. The Raiser's Edge) would be helpful, although full training will be provided.
- Some knowledge of video/image editing programmes (e.g. Canva, Adobe) would be a benefit.
- An understanding of data protection.
- The ability to interpret data and turn it into a compelling story.

## You...

- Self-motivated and efficient, with a desire to succeed.
- Friendly and courteous demeanour, with good diplomatic skills.
- Strong on detail and strategy.
- A natural curiosity about people and their stories.

# Salary & Other Benefits

## Salary, Hours & Other:

The salary for this position is £40,000 – £45,000 (depending on experience) per annum for 5 days per week (36.25hrs) with an unpaid 45-minute lunch break.

The position is predominantly office-based and usual office hours are expected, although a degree of flexibility may be considered.

Due to the nature of the role, some evening and weekend work will be required, with time off in lieu (1:1) given.

Occasional UK travel may be required (travel expenses reimbursed).

This role has a six-month probationary period.

## Other benefits:

- 25 working days plus eight public holidays.
- Free **lunch** is provided for staff whose duties cover this period.
- A generous **pension scheme**, available after three months' service. All staff will become members unless they choose to opt out.
- Free **private health care** and a dental care scheme are available upon completion of probation (taxable benefit).
- Membership of the **College gym** and access to most exercise classes are available for a modest fee.
- **Cycle to Work** scheme is offered (tax-free benefit) allowing you to spread the cost of a new bike, available after successful completion of probation.
- The Trinity College **Staff Sports and Social Club**, run by a committee of staff, offer regular outings to places of interest, and organises functions.



## About Trinity

Trinity College, Cambridge, was founded by Henry VIII in 1546 when he combined two existing colleges (King's Hall and Michaelhouse) and seven hostels (Catherine's, Garratt, Gregory's, Ovyng's, Physwick, St Margaret's, and Tyler's).

Since then, Trinity has flourished and grown. Our 180+ Fellows provide world-class and inspiring teaching for around 730 undergraduates and 350 graduates from diverse backgrounds all around the world, supported by the work of 350 non-academic staff.

Trinity exists to give its members a rewarding, richly resourced, and intellectually inspiring setting in which to pursue their education and research and to grow as individuals.

Members of the College go on to a very wide range of professions and careers after taking degrees in all the subjects the University offers. We have a global community of more than 15,000 alumni changing the world with their careers, including scientists, politicians, writers, doctors, film makers, policy-setters, musicians, lawyers and engineers.

## Application Process & Contact

### Application & Cover Letter

<https://www.trin.cam.ac.uk/vacancies>

**Closing date: Thursday 28 May 2026**

Shortlisting will follow

**Interview date: Tuesday 16 June 2026**

Time will be confirmed with you

References will be requested in the event of a job offer

**For further information, or if you have any queries, please contact the HR team at Trinity:**

**E:** [jobvacancies@trin.cam.ac.uk](mailto:jobvacancies@trin.cam.ac.uk)

**T:** 01223 338 400 (Porters' Lodge)

**W:** <https://www.trin.cam.ac.uk>



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Registered Charity No: 1137604

Photos by: James Appleton, Stephen Bond