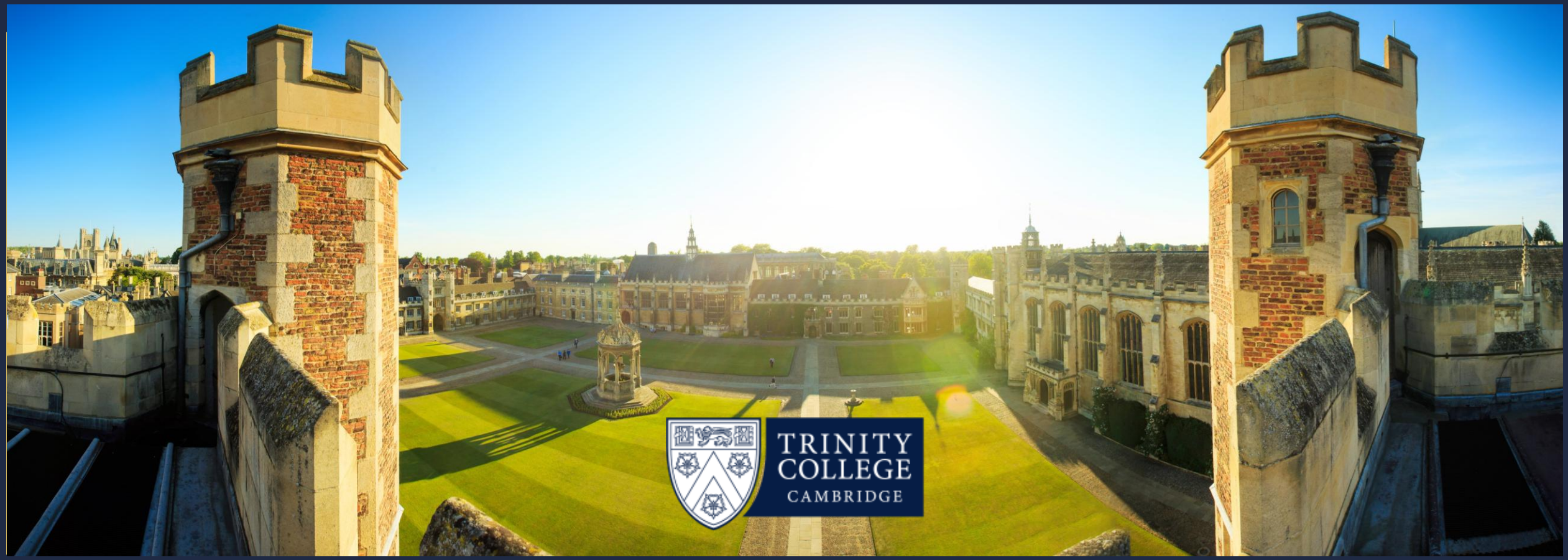
Alumni Engagement & Events Officer

Candidate Information Pack

June 2026





Alumni Engagement & Events Officer

£31,930 to £35,020 plus benefits

Development & Alumni Relations

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 Engagement & Events Officer*. I am delighted to be introducing this candidate pack and hope that you are inspired by the possibilities of this position.

If you have a love of **building relationships**, supporting a diverse community, managing a varied range of events, 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 the chance to run events in unique settings and work with inspiring alumni 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 events and programmes, such as our flagship *Annual Gatherings* and *Mentoring Months*, meaning that this role represents an outstanding opportunity for the right individual to have a big impact on the shape of our engagement programme.

If you would like to have an informal discussion about this role, please contact our Alumni Relations Manager, Phil Pass (phil.pass@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

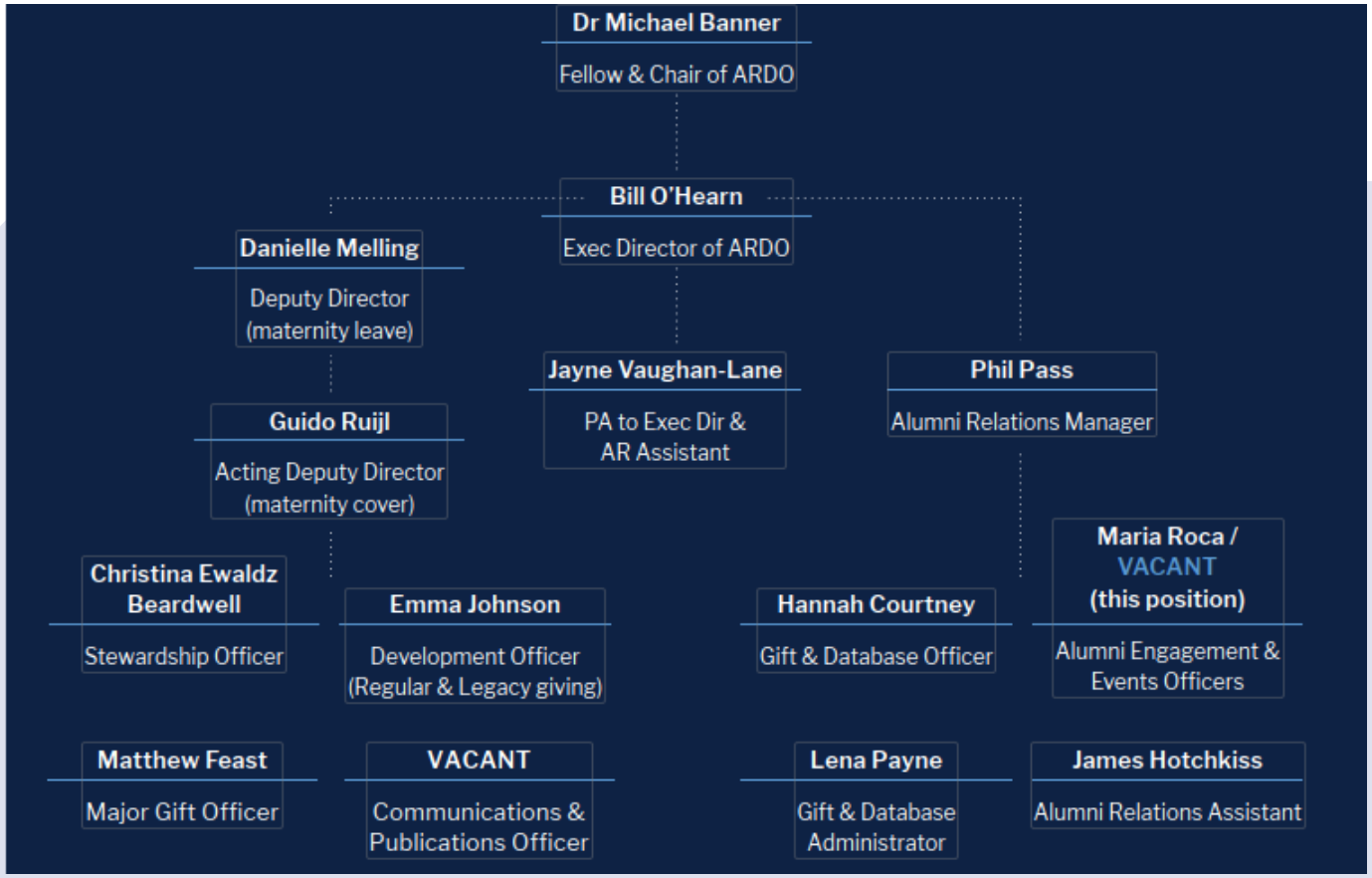


Development at Trinity

Trinity's Alumni Relations and Development Office (ARDO) engages with the College's 15,000 alumni through a range of events, publications and initiatives throughout the year. Our events programme delivers around 50 events per annum, taking advantage of the virtual and hybrid opportunities to engage with alumni more widely than ever before.

Trinity has raised over £35 million over the last three years – and with a strong performance this year too – for projects including undergraduate bursaries, graduate studentships, College access and outreach programmes, the Wren Library, First and Third Trinity Boat Club and the Choir.

It is an exciting time to join Trinity with many varied projects on the horizon, including the launch of our capital campaign, *Always Leading,* coinciding with our 500th anniversary in 2046. This is an opportunity to be part of a dynamic office (organogram below) with great potential, and we are proud of the contribution we are making to the future of a world-class institution.





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:

- Alumni Relations Manger (line manager)
- Exec. Director of ARDO and team
- Fellow for Alumni Relations & Development
- College Senior Management, Fellows & students
- Alumni volunteers and committee members
- Alumni and donors
- College departments, including Catering, Tutorial, Accommodation, Housekeeping, Porters, Gardens, IT
- External suppliers

Role & Key Responsibilities







Summary

The Alumni Engagement & Events Officer will work in close collaboration with the existing Alumni Engagement & Events Officer to deliver a dynamic and varied programme of events and communications to engage the Trinity alumni community. It is expected that the job will be split roughly:

Key Responsibilities

Alumni Engagement (35%)

- Take responsibility for being the point of contact for a number of the College's regional alumni groups and Alumni Associations, working with the volunteer committees to plan communications, events and projects in support of their aims and objectives
- Use your personal skills to identify and connect with alumni at events (and elsewhere) who could be possible future volunteers, mentors, or provide case studies for ARDO communications

Student Engagement (10%)

- Lead on the planning and delivery of our flagship Mentoring Month programmes (alumni to student in March, alumni to alumni in October), including managing the communications and support to participants, follow up, and reporting
- Develop and evolve other opportunities for providing careers support to students and recent graduates, working closely with the Student Engagement Officer (Tutorial)

Other duties (5%)

- Ensure accurate records are maintained on the ARDO database
- As we are a busy team, it is expected that we support colleagues in the team with other projects as required
- Respond to general alumni queries by phone, email and post

Events (40%)

- Drive forward the College's events and engagement programme by delivering on all aspects of ARDO events, working with the Alumni Engagement & Events Officer, Alumni Relations Manager and other stakeholders. Your ability to build and maintain relationships will be crucial here as you work with Fellows, alumni, students and other College staff members to achieve your event aims
- Deliver - with the Alumni Engagement & Events Officer – a programme of 30-50 engagement, stewardship and cultivation events, in person and online, throughout the year to the highest standard, on time, and on budget
- Develop and adhere to robust event management processes to ensure event success, including invitations, briefings, follow up.
- Work with the Stewardship Officer and Deputy Director to deliver a suitable regular programme of donor recognition activities
- Ensure that Health & Safety considerations are followed with all events (training will be provided)

Strategic planning & Communications (10%)

- Monitor Key Performance Indicators (KPIs) to identify trends in event attendances and help guide strategic planning for ARDO's regular events schedule and future Campaign events, with the aim of engaging as wide an alumni base as possible
- Meet regularly with the Alumni Relations Manager, Alumni Engagement & Events Officer, Deputy Director and Executive Director to help devise the annual programme of events
- Using your attention to detail and communications skills, take responsibility for many of our event-related e-comms (e-mail, web and social media) to alumni to ensure accurate and timely notices are issued





Person Specifications

Education/Qualifications

- Degree level or equivalent (preferred)

Experience

- Two years events/relationship management experience, ideally, but not restricted to, a higher education setting
- Proven experience of managing volunteer/committee groups
- Proven experience of managing multiple projects and maintaining accuracy
- Track record of successful project management, from formation to finalisation, particularly with regards to delivering quality events on time and on budget

Essential skills

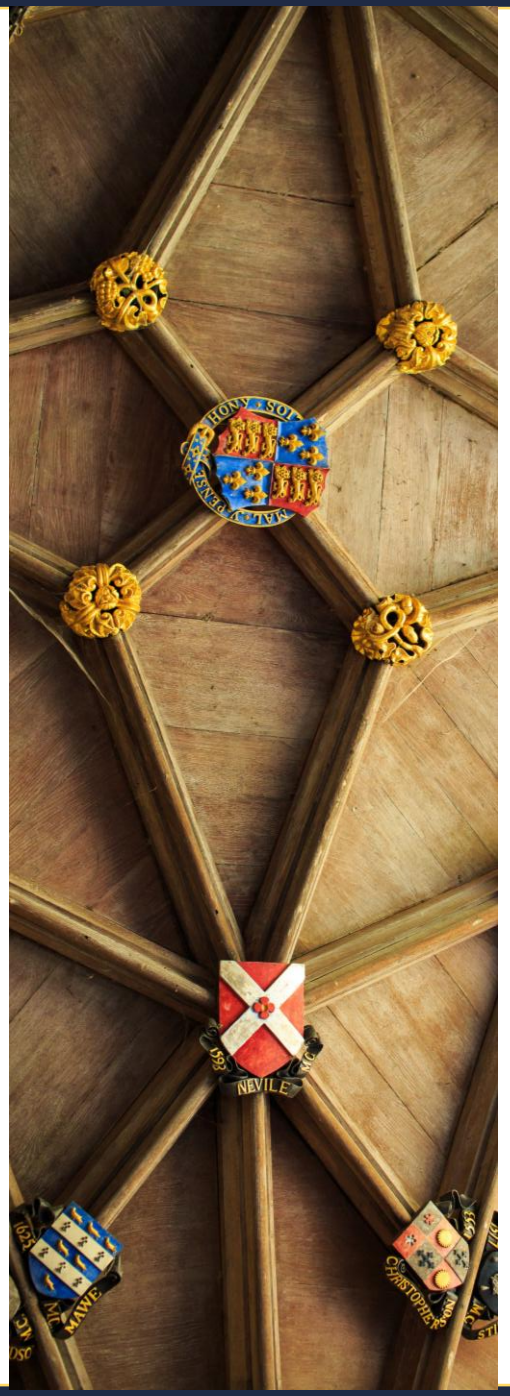
- Proficiency with MS Office suit, Teams, Zoom, etc.
- An ability to balance a number of varied tasks at one time
- Ability to devise, and then work to, a budget
- A creative approach to event planning and problem solving
- Ability to communicate successfully with a range of internal and external stakeholders

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
- An understanding of hybrid and online events

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 for people and their stories
- Satisfaction in a job well done and in seeing happy guests



Salary & Other Benefits

Salary, Hours & Other:

The salary for this position is £31,930 - £35,020 per annum for 5 days per week (36.25hrs) with an unpaid 45-minute lunch break.

Usual office hours are expected, but with some flexibility possible. Due to the nature of an events-based role, some evening and weekend work will be required, with time off in lieu (1:1) given. This role is office-based.

Occasional UK travel will 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

TRINITY COLLEGE CAMBRIDGE

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: Wednesday 15 July 2026
Shortlisting will follow

Interviews: Tues 4/Weds 5 August 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
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, David Johnson and Ian Olsson

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