



TRINITY  
COLLEGE  
CAMBRIDGE

# Alumni Engagement & Events Officer

## Candidate Information Pack





## 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.

This is an exciting time for Trinity as we work towards developing our first major fundraising campaign, presenting 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](mailto: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*

**Bill O'Hearn**  
Executive Director of Alumni Relations & Development



## Alumni Engagement & Events Officer

£30,000 to £34,000 plus benefits

Development & Alumni Relations

Trinity College, Cambridge



## 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. Pre-Covid, our events programme saw more than 50 events per annum, and we have ambitions to return to this volume, taking advantage of the virtual and hybrid opportunities to engage with alumni more widely than ever before.

Trinity has raised over £50 million over the last nine years for projects including undergraduate bursaries, graduate studentships, College access and outreach programmes, the Wren Library, First and Third Trinity Boat Club and the Choir.

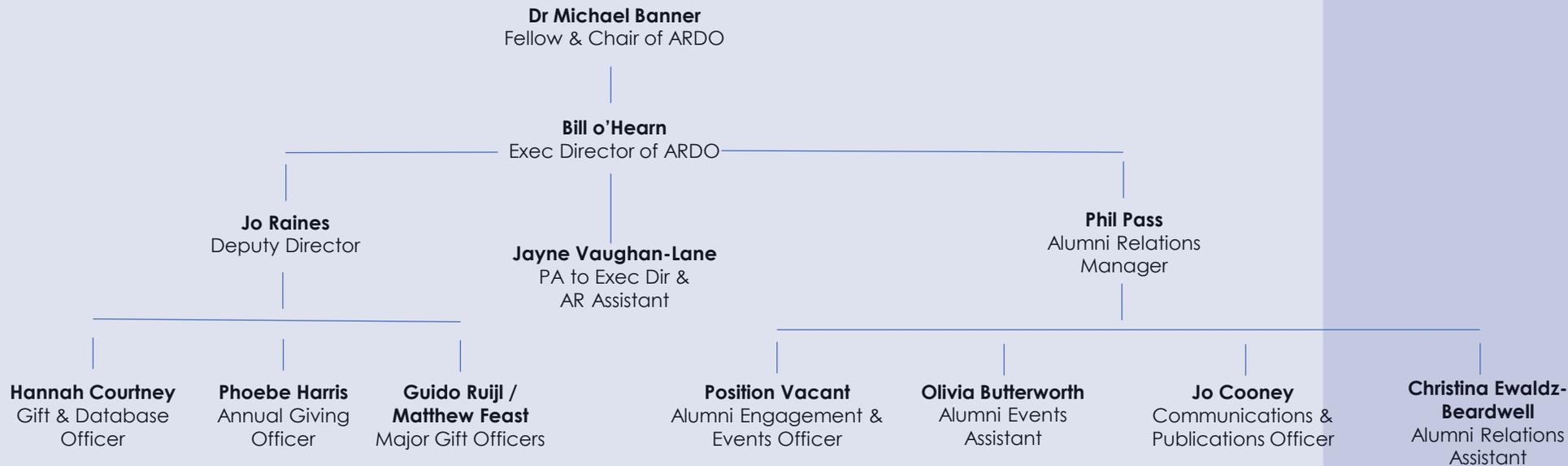
It is an exciting time to join Trinity which is planning its first major fundraising campaign to be launched in 2023. This is an opportunity to be part of a dynamic office (organogram below) with great potential and we are proud of the contribution we are making to the future of a world-class institution.



## 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 is responsible for delivering, with the support of the Alumni Events Assistant, a dynamic and varied programme of events and communications that enhance 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 two of the College's Alumni Associations, working with the volunteer committee 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 or provide case studies for ARDO communications
- Work with the Alumni Relations Manager, Tutorial and student committees to deliver a young alumni/student engagement strategy, focusing on mentoring, networking and career coaching

### Communications (10%)

- Using your attention to detail and communications skills, take responsibility for many of our event-related e-comms (including website and social media) to alumni to ensure accurate and timely notices are issued
- Work with the Alumni Relations Manager, Communications & Publications Officer, and College Communications Manager to coordinate marketing communications and to identify possible future content



### Events (40%)

- Drive forward the College's events and engagement programme by delivering on all aspects of ARDO events, working with the Alumni Events Assistant, 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 support of the Alumni Events Assistant – a programme of 40-50 engagement, stewardship and cultivation events throughout the year to the highest standard, on time, and on budget
- Be responsible for ensuring that Health & Safety considerations are taken into account with all events (training will be provided)



### Strategic planning & projects (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
- Meet regularly with the Alumni Relations Manager, Deputy Director and Executive Director to devise the annual programme of events

### 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



## Person Specifications

### Education/Qualifications

- Degree level or equivalent

### Experience

- Two years events/relationship management experience, ideally, but not restricted to, a higher education setting
- Proven experience of managing volunteer/committee groups
- 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. iMovie, 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



## Salary & Other Benefits

### Salary, Hours & Other:

The salary for this position is £30,000 - £34,000 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 given.

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** (currently through membership with Aviva). Membership of a dental care scheme is also available
- Membership of the **College gym** and access to most exercise classes are available for a modest fee
- 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: Monday 27 June, 2022  
Shortlisting will follow

Interview date: 5/6/7 July, 2022  
Date 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>

Trinity College,  
Trinity Street,  
Cambridge,  
CB2 1TQ

Registered Charity No: 1137604

Photos by: James Appleton, David Johnson  
and Ian Olsson

