



Alumni Relations Assistant (Events)
Candidate Information Pack (9-month Maternity Cover)



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 Relations Assistant (Events) to cover a period of maternity leave (initially expected to be 9 months). 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 **delivering high quality and varied events** for a diverse alumni and student community, 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 play a big part in keeping our alumni community engaged with the College.

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

Bill O'Hearn
Executive Director of Alumni Relations & Development



Alumni Relations Assistant (Events)

£24,000 (pro rata) plus benefits (Maternity cover)

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. Our events programme regularly approaches 50 events per annum, and we have ambitions to deliver even more, 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.

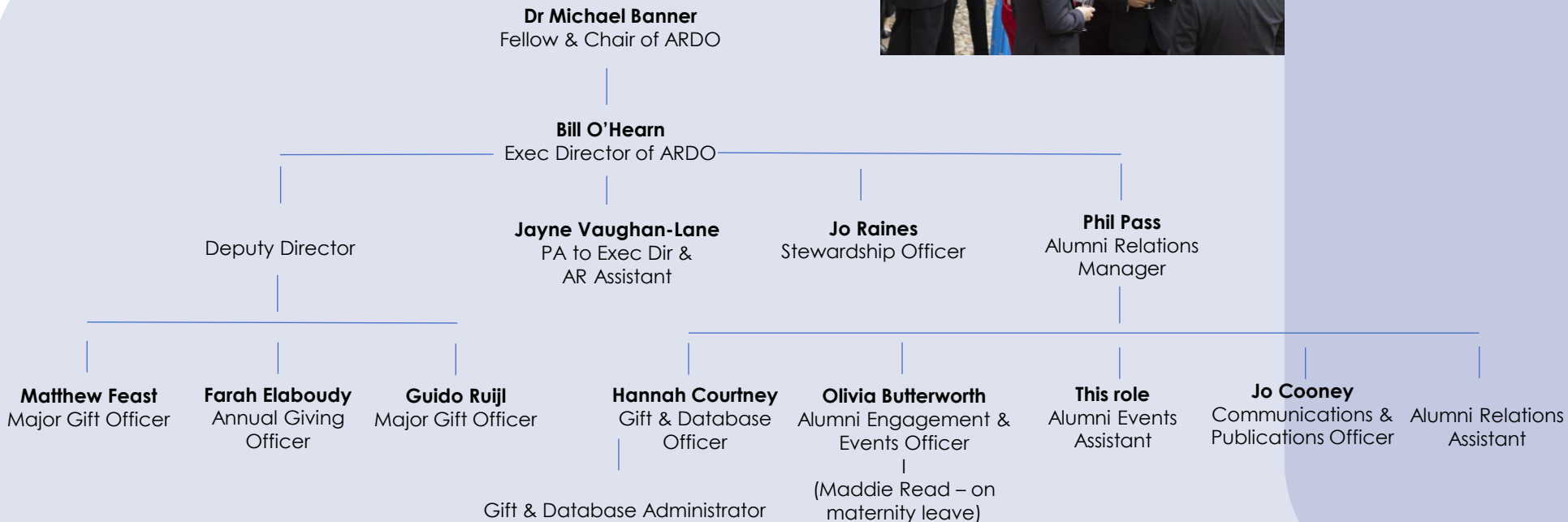
It is an exciting time to join Trinity which is planning its first major fundraising campaign to be launched in 2024. This is an opportunity to be part of a dynamic office (organogram below) with great potential and we are proud of the contribution we are making to the future of a world-class institution.



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 Relations Assistant (Events) is responsible for assisting with 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 (15%)

- 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
- Take responsibility for our online engagement series.
- Assist the Alumni Relations manager with the administration for Trinity Alumni Associations, maintaining and updating committee calendars and minutes.

Communications (15%)

- 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
- To assist the Alumni Communications & Publications Officer with communications as required, including the monthly e-newsletter, and the Stewardship Officer to produce reports for donors.



Events (60%)

- Be the first point of contact for all events related queries to the office, responding to alumni queries in person, by telephone, letter and email.
- Assist with the administration for events and digital engagement, including preparing invitations, mail merging letters and inserts, dealing with responses as appropriate and creating welcome packs and name badges.
- Produce relevant material to market alumni events online, including via the website, social media and on email.
- To assist the Alumni Engagement and Events Officer at events, including the preparation, set up, registration, welcoming guests, supervising student helpers and clear up.
- Liaising with internal departments, external contractors and suppliers of services and products used by the department.



Other duties (10%)

- 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

- Educated to A-level or equivalent.

Experience

- Experience working as part of a team in a customer-focussed or events environment desirable.
- Experiencing supporting or delivering events to external audiences.

Essential skills

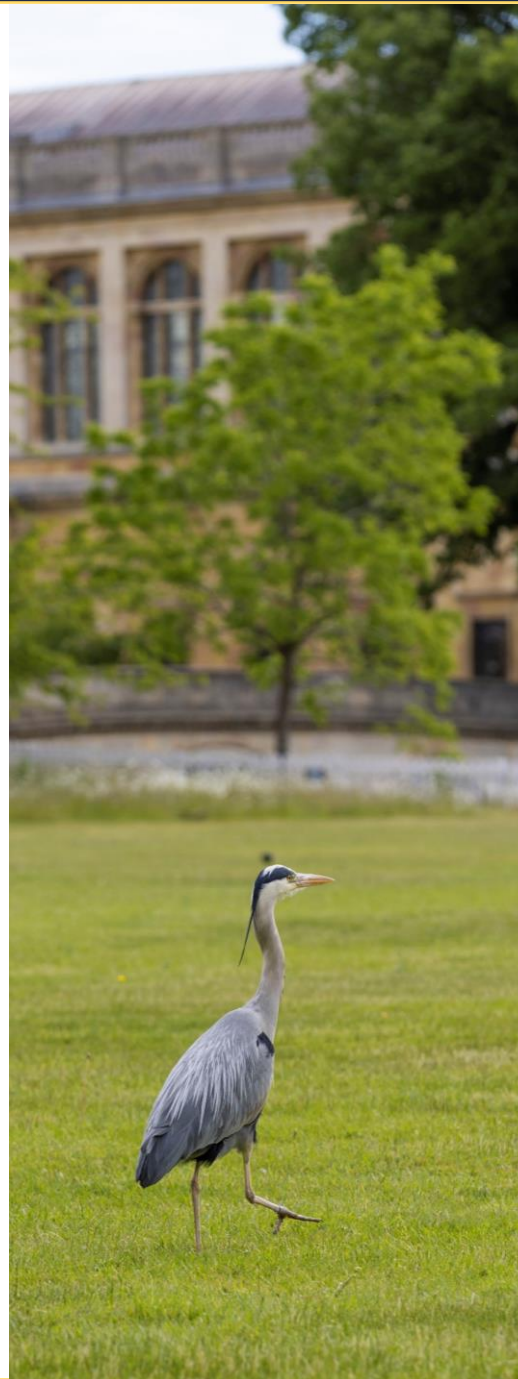
- Proficiency with MS Office suit, Teams, Zoom, etc.
- An ability to balance a number of varied tasks at one time.
- Strong time-management skills, with the ability to deliver to tight deadlines.
- Excellent interpersonal skills, with the ability to deal with a range of internal and external stakeholders and building personal networks with people.
- Confidence in producing written content for internal and external audiences.

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.
- An interest in progressing through a career in events management or alumni/client relations.

You...

- Self-motivated and efficient, with a desire to succeed.
- Friendly and courteous demeanour, with good diplomatic skills.
- Strong sense of professional integrity, honesty and sincerity.



Salary & Other Benefits

Salary, Hours & Other:

The salary for this position is £24,000 (pro rata) per annum for 5 days per week (36.25hrs) with an unpaid 45-minute lunch break. **This role is being advertised for a 9-month period, starting as soon as possible.**

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 annual leave (pro rata) 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: Wednesday 20 September 2023
Shortlisting will follow

Interview date: 5/6 October 2023
Date will be confirmed with you

Start date: ASAP

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

