Telethon 2023 Winter

Further Particulars for Telethon Assistant

Trinity's Alumni Relations & Development Office (ARDO) engages with its 15,000 alumni, through publications and events, and raises funds for the College. Last year, over 2000 alumni gave to the College - contributing to projects such Student Support, Access and Outreach, the Wren Library, the Boat Club, the Choir, and the Relief Fund for Ukrainian Students and Scholars.

ARDO runs an annual telephone fundraising campaign, Telethon, during which Trinity students phone alumni to ask them to support the College. The Winter 2023 Telethon, will take place from **2 – 17 December** and ARDO is recruiting a student to work as a Telethon Assistant.

Rate of pay and employment

College will employ a current student on a Casual Workers Agreement to work as during the Telethon. The student will be working from the Trinity ARDO office with all equipment provided. The rate of pay will be £11.38 per hour.

ARDO pays for accommodation in College for students callers for the duration of the Telethon after the Licence to Occupy period ends. Lunch, in College, will be provided.

As the Telethon Assistant you will be expected to:
- Prepare materials for the Telethon and do routine administration such as updating the ARDO database
- Format and produce letters to alumni, preparing them for print and ensuring they are posted in a timely manner
- Assist the Regular Giving Officer with other Telethon related tasks

Skills and experience required:
- Self-motivation, attention to detail and the ability to work to deadlines
- A flexible and positive attitude to administrative work and the ability to operate as part of a team
- A good command of written English
- Good IT skills, especially in the use of Microsoft Office Word, Outlook and Excel
- A commitment to fundraising for the College and the Telethon in particular

The Telethon Assistant must be legally entitled to work in the UK (proof of this will be required at interview eg a passport and/or relevant visa) and have or be willing to obtain a UK National Insurance Number.

Application Process

Please apply for the post of Student Caller on the Trinity Telethon 2023 via this link:
 [Trinity College Telethon Winter 2023 - Trinity College Cambridge](#)

All applications will be notified to the Tutorial Office ahead of offering an interview.

The closing date for applications is Sunday 15 October 2023 and it is expected that interviews will be held during the week beginning **16 October 2023. Interviews will take place in person.**