

## FURTHER PARTICULARS

# GRADUATE ASSOCIATE IN DEVELOPMENT

This post is open to 2023 or 2024 University graduates

<b>Job Title:</b>	Graduate Associate in Development
<b>Department:</b>	Development Office
<b>Contract type:</b>	Fixed term, 12-month contract commencing July 2024 or latest by September 2024
<b>Responsible to:</b>	Development Director and Deputy Development Director

### Merton College

Merton College is one of the oldest Colleges in the University of Oxford. Founded in 1264, Merton marked its 750<sup>th</sup> anniversary in 2014. It is a self-governing institution and a registered charity in which the ultimate authority for all decisions rests with the current Acting Warden and Fellows who are its trustees and form the Governing Body. Merton has in the region of 600 students, comprising of undergraduates and graduates.

To find out more about the community at Merton College visit the website: [www.merton.ox.ac.uk](http://www.merton.ox.ac.uk)

### Main purpose of the role

The position of the Graduate Associate in Development is an exciting opportunity for a recent graduate interested in learning more about the varied elements of a successful Development Office. The successful candidate will be exposed to a spectrum of fundraising activities, event delivery, alumni relations and stewardship as well as key administrative functions. The role will provide opportunities for creativity and will require an open and flexible approach to suit the ever-changing demands and priorities of a busy office within an ancient and friendly Oxford college.

The role is envisaged to provide a career platform for anyone seeking further opportunities within the realm of development, fundraising and external relations. In order to create opportunities for future graduates it is an essential feature that this post is limited in duration.

### Main duties and responsibilities:

- Providing administrative support for the Development Office including support with key office mailings and responding to general enquiries via email, telephone and letter;
- Managing and organising the office environment;

- Supporting the Annual Fund and telethon campaigns and appeals, including elements of copywriting, data analysis, content generation and project management;
- Researching trusts and foundations whose support criteria cover the aspirations of the college and, in liaison with senior Development Office colleagues, developing grant proposals for submission;
- Working with volunteers and managing a programme of student involvement in development activities;
- Conducting desk research to find 'lost' alumni and improving the quality of the data held by the College. Reconnecting with 'lost' alumni, alerting them to events, publications and networks;
- In liaison with the Database Manager and fundraisers, taking the lead on gift processing and helping to prepare gift receipts and acknowledgement letters for donations;
- Supporting the administration of Graduate Scholarships, Choral Scholarships, College prizes and other awards – as this relates to donor stewardship;
- Helping with the acquisition and sale of merchandise and stock management;
- Working with the alumni relations and events team on Development Office communications;
- Supporting content generation for Development Office social media platforms;
- Undertaking research in accordance with office priorities;
- Supporting the delivery of college events – meeting and greeting, name badges, welcome packs, gown allocation – and assisting guests at events as required.

## **Person Specification**

### **Essential**

The following personal qualities, skills, knowledge and experience will be sought:

- Educated to degree level;
- Some experience managing information on a database;
- Excellent written and spoken English with an appreciation of different audiences;
- Numerate and confident in handling financial data;
- Thorough knowledge of Microsoft Office applications, especially Word and Excel;
- High standards of personal presentation, and a confident and polished manner;
- Personal motivation, ambition and drive;
- The ability to work well as part of a team;
- Creative abilities combined with common sense and good judgment;
- Punctuality and good timekeeping;
- Professionalism, tact and discretion in handling confidential information;
- Innovative and logical approach to work, with the ability to take the initiative, be proactive, prioritise and work accurately under pressure;

- An interest in fundraising and alumni relations, and sympathy with the aims of the college.

### Desirable

- Working knowledge of Merton College;
- Experience with social media, mailing lists and website management;
- Experience of raising funds, producing communications and/or running events a distinct advantage.

### Salary and Benefits

The salary for full-time appointment is £22,731.80 per annum.

Weekly hours of work are 35 hours normally between 9am and 5pm. However, the post holder will need to have a flexible approach to working hours in order to manage workload during busy periods. In such cases, where overtime has been approved in advance, time off in lieu may be taken.

In addition to the normal English bank and public holidays a full-time post-holder will be entitled to 30 working days' holiday.

The post holder is eligible for membership of the University of Oxford Staff Pension Scheme (OSPS), which is a contributory scheme, and free medical insurance. Meals in College are provided free of charge when on duty and free car parking is available. A loan is available for the purchase of seasonal travel passes and the College operates a Cycle to Work Scheme. The College has a gym, which is free to use for staff and there are a number of organised activities such as yoga and circuit training that are also free for staff.

### Training

The College will encourage the Graduate Development Associate to undertake relevant training, conference attendance etc. to enhance their work performance.

### Application Process

Those wishing to apply for this post should complete the online application at <http://www.merton.ox.ac.uk/about-merton/vacancies> and upload the following documents **as a single PDF document named in the format 'Last name First name Application' and in this exact order:**

- A detailed cover letter outlining their motivation for applying and how their skills and experience equip them to undertake the role.
- A CV.
- The name of one Academic referee who should be their Tutor or Supervisor.

Candidates are encouraged to complete and upload (as a separate document) the Equal Opportunities Recruitment Monitoring form. The information collected on the Equal Opportunities Recruitment Monitoring form does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College's equality policy which is published at <http://www.merton.ox.ac.uk/college-policies>.

The closing date for applications is **9.00am Tuesday, 11<sup>th</sup> June 2024**. Late applications will not be accepted.

### **References**

When completing the application form, you will be asked to provide the name of one Academic referee who should be your Tutor or Supervisor. Applicants should ask their referee to send the reference direct to the HR team at [vacancies@merton.ox.ac.uk](mailto:vacancies@merton.ox.ac.uk). **Applicants are responsible for requesting the reference from their referee and for ensuring that the reference arrive by 9.00am on the closing date of 11<sup>th</sup> June 2024.** Applicants should therefore give their referee enough time to write in their support. The College will **not** request references directly from the referee.

Applicants should ask their referee to name their reference document with the applicant's name in the format '**Last Name First Name Graduate Associate in Development Reference Last Name of Referee**'. Hard copy signed reference will be required for the successful candidate.

Applicants are also requested to inform their referee that, under the 1998 Data Protection Act, the reference they provide will be regarded as disclosable to the subject of the reference unless marked "**strictly confidential**". This instruction must appear on the letter of reference itself and not just on the envelope in which the letter is contained. The referee should also be asked to note that even where a reference is marked "strictly confidential" it could still be disclosed to the subject of the reference if that subject so requested and the College's Data Protection Officer deemed it appropriate.

The position may be discussed further with Mark Coote, via email at [vacancies@merton.ox.ac.uk](mailto:vacancies@merton.ox.ac.uk).

It is anticipated that interviews will be held in the week commencing **17<sup>th</sup> June 2024**.

### **Equal Opportunities**

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of their sex, gender re-assignment, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, religion and beliefs or sexual orientation.

The College is committed to improving employment opportunities for ethnic minorities. We therefore particularly welcome applications from Black, Asian and Minority Ethnic (BAME) candidates as well as other under-represented groups.

### **Privacy Notice**

To view our Privacy notice please see here:  
<https://www.merton.ox.ac.uk/privacy-notice-and-ropas>.

**Merton College is an equal opportunities employer**