



FURTHER PARTICULARS – CASUAL DEVELOPMENT ASSISTANT

Job Title: Casual Development Assistant

Reports to: Development Officer/Database Manager

Direct Reports: None

St Hugh's College

St Hugh's is a constituent College of the University of Oxford and was founded in 1886 by Elizabeth Wordsworth, the great niece of the poet. Using money left to her by her father, a bishop of Lincoln, she named it after one of his twelfth century predecessors, Hugh of Avalon, who was canonised in 1220, and in whose diocese Oxford had been. Elizabeth Wordsworth was a champion of the cause of women's education, and her foundation was intended to enable poorer women to gain an Oxford education. The first male Fellow was elected in 1978, and the first male undergraduates were admitted in 1986.

The College has some 440 undergraduates and around 560 graduates, a fellowship of 75, 70 college lecturers, and a non-academic staff of 110. From its beautiful site in North Oxford, the College promotes a thriving culture of research and intellectual engagement.

Role Context

The Development Office is responsible for two main areas - all aspects of alumni relations and College fundraising. The Senior Member programme consists of a wide variety of regular Senior Member events, at a local, national and international level, as well as two annual publications and quarterly e-bulletins. The Development Office manages donations that make up the College Annual Fund, as well as developing strategies to generate new philanthropic income streams that will support the College's current priorities and future goals.

Overall Objectives

To provide administrative support to the Development team during the summer period. Including, data entry, correspondence and helping to plan and run alumni events.

Person Specification

- Previous administration experience preferred
- Good organisational skills
- Professional manner and ability to communicate appropriately with external donors

Terms and Conditions

- Summer position, temporary casual assignment
- Pay: £10.50 per hour
- Hours of work: Full time (37.5 per week) or part time applications can be considered (minimum of 15 hours per week)
- Annual leave: 38 days per year pro rata. Annual leave that is accrued is encouraged to be taken or paid upon completion
- On the job training will be provided