Job Description

<table>
<thead>
<tr>
<th>Job title</th>
<th>Development Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Development team</td>
</tr>
<tr>
<td>Location</td>
<td>Mansfield College, Mansfield Road OX1 3TF</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 4.4 (£25,642)</td>
</tr>
<tr>
<td>Hours</td>
<td>Full-time (36.5 hrs per week)</td>
</tr>
<tr>
<td>Contract type</td>
<td>Permanent</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Alumni Relations &amp; Events Executive</td>
</tr>
<tr>
<td>Additional information</td>
<td>The post holder may on occasion be required to work out of normal working hours during the weekend or evening, for which time off in lieu can be taken. Flexible working, including working remotely for a proportion of the week, is supported in this role.</td>
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The role

We are looking for a well-organised, personable, and proficient communicator to provide administrative support for the Development team, specifically on alumni relations activity and events.

The post-holder will be a positive and goal-oriented team player, comfortable with working on a number of projects at once, often to short deadlines, and able to prioritise a substantial workload.

The successful candidate will have excellent interpersonal skills and have demonstrated experience in dealing with senior contacts with tact and discretion. Willingness to work as part of a team where roles are, at times, interchangeable is essential.

About Mansfield College

Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has around 250 undergraduates, 170 graduates and 30 visiting students. This relatively small size engenders friendly and close relationships not only among students and tutors, but across the whole community at the College.
Mansfield is one of Oxford University’s most open and forward-thinking Colleges. Proud of its non-conformist history – the College was founded to provide theological training for ‘dissenting’ ministers of the church – today the College is model for access to higher education, and exemplifies how social and intellectual diversity enriches an academic community.

We think that Mansfield is everything an Oxford college should be in the twenty-first century: historic, beautiful, centrally located in the city, and a leading light on widening access to Oxford University. After two decades of pioneering outreach work, the College today has the highest intake of undergraduates from state-funded schools in the UK; from disadvantaged backgrounds; and one of the most diverse communities of all the Oxford colleges in terms of the social, educational and ethnic backgrounds of its students. At the same time as remaining true to its founding principles of freedom of conscience and educational access, the College is rightly proud of its strong academic results (top 5 of all the Oxford colleges in 2018/19).

The College is also home to the Bonavero Institute of Human Rights, within Oxford University’s Law Faculty, which was opened by the late Secretary-General of the United Nations, Kofi Annan, in 2018. The Institute is a perfect reflection of the spirit of the College: plural, broad-minded, and respectful of the dignity and worth of all.

Mansfield’s Principal, Helen Mountfield KC is an internationally renowned human rights law specialist. As one of the UK’s leading equality law specialists, she has argued cases in the Supreme Court and European Court of Human Rights.

In 2021, Mansfield was recognised as a university College of Sanctuary by the UK charity City of Sanctuary, after demonstrating an ongoing commitment to nurturing a culture of inclusivity and awareness on campus for those seeking sanctuary (which includes refugees and asylum seekers), as well as in the wider community.

Detailed information about Mansfield College may be found at www.mansfield.ox.ac.uk

Development Team

The Development team at Mansfield College is responsible for the College’s fundraising and alumni relations activity, and plays an important role in maintaining engaging external communications on behalf of the College.

The team has an important task ahead. After the successful completion of a major fundraising campaign to establish a new student accommodation building and – in partnership with the Faculty of Law – create the Bonavero Institute for Human Rights, the College is currently in the quiet phase of a new major fundraising drive. Our strategic aim over the coming years is to help secure Mansfield’s future through raising funds to support all elements of its work: from teaching and research, to improving College buildings and facilities, to student support and scholarships.

The Development team consists of the: Development Director; Deputy Development Director; Regular Giving Manager; Alumni Relations Executive; Development Officer (part-time), and this post.
Responsibilities

Events

- Working to the Alumni Relations & Events Executive, provide proactive and hands-on administrative support for alumni and College events, ensuring that administration around events runs smoothly and facilitates excellent relationships with donors and alumni, suppliers, and attendees.
- Draft accurate and informative briefings for events, and major donor visits and meetings.

Communications

- Along with the Communications Officer, capture and communicate College news and activities – from Fellows, academics, staff, and the current student body, specifically the JCR and MCR Benches and presidents of clubs and societies – in order that this can be shared as relevant with the alumni community.
- Monitor and promptly respond to queries from alumni received via phone and the general Development email account.
- Drafting e- and postal invitations; liaising with external mailing houses on creating, printing and mailing collateral for alumni relations activity, including the safe transfer of data.
- Designing invitations and other alumni materials on packages such as Canva and Stripo.

Database

- Assist with the upkeep of DARS (University of Oxford database); including updating records and data cleaning, maintaining consistency and high levels of accuracy at all times.
- Use the DARS database to develop queries, analyse records and trends and produce reports to support alumni relations work.
- Support the Alumni Relations & Events Executive on the preparation of invitations and communications with alumni.
- Have a full understanding of GDPR legislation and adhere to best practice in the use and handling of data.

General administrative support for the Development Director and Deputy

- Support the Development Director and Deputy Development Director on preparation for meetings and visits with major donors and prospects, including preparing materials and briefings.
- Undertake database and online research to help identify potential prospects based on their interests, philanthropy, information in the public domain, and previous engagement with the College.
- Draft correspondence and thank you letters on behalf of the Development Director and Deputy Development Director when required.

Other

- Other duties as can reasonably be required, by the Development team.
Person Specification

**Essential**

**Experience and knowledge**
- A good general level of education
- An interest in higher education and in particular an understanding of Oxford University, and its goals in teaching and research

**Skills and abilities**
- Ability to manage projects from start to finish with little supervision
- Ability to analyse processes and suggest improvements
- Ability to build excellent relationships, both internal and external to the College
- Attention to detail and high level of accuracy
- Confident use of the Microsoft™ Office toolset and the Internet, and broad competence in a range of software applications including email, social media, and other packages
- Able to produce work of a high standard and proof read her/his own work
- Excellent communication skills, both oral and written, including a good command of the English language. Ability to write a range of types of communication for a range of audiences.
- Demonstrable ability of working effectively with others, co-operating with colleagues and helping the team to achieve its goals
- Excellent organisational skills; the ability to manage and prioritise a varied and busy workload to deadlines in an efficient and effective manner

**Attitudes**
- Considerable tact and discretion is required in dealing with highly confidential information and initiative in handling the day-to-day operations of the office.
- A flexible attitude and the ability to work well within a team
- An interest in fundraising or alumni relations

**Desirable**

**Experience and knowledge**
- A degree or administrative qualifications
- Experience of maintaining effective administrative systems with the ability to identify fresh approaches to streamline processes
- Experience of working with a database, and of managing data entry and extraction
- Experience of working within a fundraising, alumni relations or marketing environment
- Experience of events organisation
- Working proficiency of a range of financial, biographical and news databases for carrying out prospect research
Training and personal development

Training on DARS (the University database, which is used by Mansfield) will be provided. The post-holder will also be encouraged to attend sessions provided by the University of Oxford’s Advancing Oxford programme to support their development in this post.

Terms and Conditions:

- Salary Grade 4 of the University’s salary scale (£25,642)
- Permanent.
- The post is pensionable in OSPS – Oxford Staff Pension Scheme.
- The post holder is required to attend events and meetings during the weekend and evenings, for which either over-time pay or time off in lieu can be taken.
- Free meals in College when on duty.
- 25 days annual leave, pro rata, in addition to the College closed period (5 days at Christmas) plus Bank Holidays.
- The appointment will be conditional on the verification of the successful candidate’s availability for employment in the UK.
- The appointment is subject to a three-month probation period and the policies and procedures outlined in the Mansfield College Staff Handbook.
How to apply

If you would like to apply please submit a cover letter and a CV to Mansfield HR
vacancies@mansfield.ox.ac.uk

Postal application should be sent to the below address however, we recommend electronic
submission:

Mansfield Human Resources
Mansfield College
Mansfield Road
OXFORD
OX1 3TF

Your application will be judged solely on the basis of how you demonstrate that you meet the
selection criteria stated in the job description.

As part of your application, you will be asked to provide details of two referees and indicate whether
we can contact them now.

The supporting statement must explain how you meet each of the selection criteria for the post
using examples of your skills and experience. This may include experience gained in employment,
education, or during career breaks (such as time out to care for dependants)

We highly recommend uploading all documents as PDF files with your name and the document type
in the filename.

All applications must be received by 12 midday UK time on the closing date stated in the online
advertisement.

If you need help

For general support enquiries on how to apply for the role, please email
vacancies@mansfield.ox.ac.uk

Please note that correspondence on application progress will be via email. Please check your
spam/junk mail if you do not receive an email.

Important information for candidates

Equal Opportunities

Mansfield College and the University of Oxford are equal opportunities employers and welcome
applications from all suitably qualified candidates. Mansfield actively welcomes diversity amongst its
staff and students and all reasonable adjustments will be made to the recruitment process, working
arrangements and/or environment to accommodate applicants with any form of disability.

Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are
currently under-represented in college posts at Mansfield.

Please let us know if you believe there are any reasonable adjustments we should be making to
assist you with your application. If you feel that you have a disability which may affect your
application, please let us know. Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.

To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of his or her eligibility for employment before starting work with the College. Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a sponsorship for a visa.

Data Privacy
Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see: GDPR Framework | Mansfield College, Oxford

Standard checks
If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven’t done so already) we will contact the referees you have nominated.

Benefits of working at Mansfield College

<table>
<thead>
<tr>
<th>Annual Leave</th>
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<tr>
<td>College employees enjoy a generous annual leave package of 25 days, pro rata in year of joining and per the hours worked in addition to the College closed period (5 days at Christmas) plus Bank Holidays.</td>
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<tr>
<th>Staff Meals</th>
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<tr>
<td>College employees can benefit from a free meal while on duty during normal operations. Meal times are always a welcoming opportunity to meet fellow staff. Some posts come with specific dining rights which will be outlined in the contract of employment main terms and conditions.</td>
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<tr>
<th>Pension Scheme</th>
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<tbody>
<tr>
<td>We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details will be provided on appointment. This post is pensionable in OSPS.</td>
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<th>Family-friendly benefits</th>
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<tbody>
<tr>
<td>The College follows the University of Oxford’s family leave schemes. With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. <a href="https://hr.admin.ox.ac.uk/family-leave/">https://hr.admin.ox.ac.uk/family-leave#</a></td>
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