



Development and Impact Assistant

This is an exciting opportunity for an energetic and motivated communications and administrative assistant to join Hughes Hall. The job will be shared across the Development and Alumni Relations team and the newly created Impact team.

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| Job Title | Development and Impact Assistant |
| Location | Hughes Hall, Cambridge CB1 2EW |
| Reporting to | Deputy Development Director |
| Contract Type | Permanent |
| Probation Period | Six months |
| Salary Range | £27,500 pro rata (HH Spine Point 29 – 31) 0.8 FTE |
| Hours of Work | Part-time 30 hours per week, Monday to Friday. Coverage is needed each day Monday to Friday, with a preferred working pattern of 6 hours per day. Occasional evening and weekend work may be required, for which time in lieu will be given. |
| Annual Leave | Annual paid leave of 27 days plus public holidays (adjusted pro-rata for part-time hours) |
| Pension Eligibility | The College offers membership of a contributory pension scheme with matched employer contributions up to 8% and free life assurance cover dependent on scheme |
| Benefits | <ul style="list-style-type: none"> • Medicash - Healthcare plan • Free lunches on working days • Enhanced Sick Pay • Cycle to Work Scheme • Annual Season Ticket Loan • Free Parking on College site (subject to availability) • Access to the University of Cambridge Holiday Playscheme (UHP) • For a full list of benefits visit Our benefits |

We are looking for an organised, motivated and creative individual who will be an active and engaged member of our inspirational and vibrant College at a time of transformation.

Hughes Hall, one of the largest constituent colleges of the University of Cambridge, was founded in 1885 to bring about positive change in society, through teaching and scholarship, and has enabled non-traditional students to access a Cambridge education for over one hundred years. In our 140th anniversary year, the College remains a community of learning, education and research rooted in its values of innovation, impact, and inclusion. The College welcomes postgraduate students and mature undergraduates in all areas of study and research, and its culture is egalitarian and commonly described as friendly, open, welcoming, inclusive and progressive.

The Fellowship and student body are highly international and forward-thinking. They come from a wide range of backgrounds, work in and across an extraordinary range of disciplines, and often arrive with a wealth of prior experience. The nature of these routes provides diversity of thought and fosters innovation.

An oasis of calm and quiet near the busy city centre, Hughes Hall provides a relaxing yet stimulating environment for study and research. Situated alongside Fenner's Cricket Ground, just off the cosmopolitan Mill Road, the College is currently planning a major capital expansion project which will enable substantial growth in size and impact. Our 2030 Vision is about transforming our unique college and, in doing so, enabling it to enhance the lives of others. And through education and research we aim to make a positive difference to the big challenges that people and societies face across the world in the 21st century. Our [website](#) contains further information about our history, people, work and values.

Hughes Hall is committed to diversity and helping people grow and develop; to that end we actively welcome diversity in personal and professional backgrounds and aim to ensure the post-holder will have access to training and the opportunity to grow in their role at the College. We will consider candidates with experience and transferable skills gained from outside the Higher Education sector.

If you are looking for the opportunity to make a difference in an exciting role at a pivotal time for a dynamic college, are organised with strong time management skills, enjoy using initiative, solving problems and contributing ideas, are interested in working with academic staff, alumni and potential college partners from all over the world and share our commitment to impact and the transformative power of philanthropy, we would be delighted to hear from you.

Kerry Wilson
Development Director and Fellow

Dr Alexis Willett
Impact Director and Fellow

Job Purpose

The role has two key elements that work together through the communities they support and the shared objective to deliver and demonstrate impact and support the fundraising and alumni relations work at Hughes Hall. The post holder will divide their time equally between the two teams.

The core activities of the Development and Alumni Relations Office are organising events and alumni engagement opportunities, developing a range of content and communications for our key audiences, producing the College magazine, running fundraising appeals and other fundraising activity, and being the first point of contact for the College's 13,000+ alumni community.

The new Impact Team at Hughes Hall focuses on identifying and leveraging both new and existing opportunities to amplify the impact of its people and initiatives. Working closely with College members and external stakeholders, especially those involved in research and its translation, the team designs, manages, and delivers activities that support the Impact pillar of the strategic plan, while enhancing the College's influence and reputation.

The Role

Development and Alumni Relations

The primary purpose of this element of the role is to provide exceptional administrative support to the Development and Alumni Relations Office. The successful candidate will undertake professional administrative duties for the Director and Deputy Director of Development, as well as working closely with the other members of the team to ensure that the College's alumni events, fundraising and other engagement activity run smoothly.

Development Office Administration

- Acting as first point of contact for the Development team, monitoring the *development@hughes.cam.ac.uk* inbox, dealing with correspondence and ensuring that queries are escalated where needed.
- Managing diaries for the Development Director and Deputy Development Director, scheduling meetings with alumni, donors and other key stakeholders, organising room bookings and related travel.
- Arranging UK and international travel associated with Development business, including flights, hotels and visas as required.
- Organising and maintaining the team's Sharepoint document library.
- Dealing with team member expenses, monitoring and recording Development Office expenditure and income, and liaising with third parties and the college finance team to ensure production and payment of invoices.
- Ensure supply of Development collateral and stationery for mailings and events.
- Other administrative tasks as required.

Engagement and Communications

- Processing event registrations and supporting alumni events; providing on-the-day event support when needed.
- Acting as first point of contact for alumni. Responding to and dealing with general alumni queries by email, in person and over the phone.
- Actioning updates and amendments on alumni records and donations on the Raiser's Edge database.
- Assisting with the production of the College magazine, The Owl, and other alumni communications.

Strategy Input and Collaborative Working

- Contributing to the team's strategic goals around alumni engagement and fundraising.
- Attending College meetings and supporting the production of papers and meeting notes on behalf of the development team where required.
- Providing administrative support to Development committees.
- Working collaboratively with other College teams to ensure integration of Development work in College-wide processes and procedures, specifically with the conference, communications, finance, portering, admissions and tutorial teams.

Impact

The primary purpose of this element of the role is to assist with the management and delivery of impact initiatives. The successful candidate will undertake professional administrative duties for the Impact Director, and support events, communications and engagement activities that underpin the Impact function.

Communications and Engagement

- Sourcing impact data, stories and case studies on College initiatives.
- Maintaining a file of impact examples from individual College members and alumni.
- Identifying impact resources to maintain the Impact HQ web page.
- Drafting College impact reporting materials.
- Supporting communications on College impacts, ensuring visibility of initiatives.
- Supporting engagement activity with College By-Fellows.
- Acting as primary liaison for a stakeholder network and maintaining database details.
- Horizon-scanning for external opportunities to amplify the impact of our community.

Events

- Providing broad administrative support to impact events.
- Acting as primary liaison with internal teams and participants in impact event organisation.
- Working closely with the conference team to coordinate event logistics.
- Attending and updating the College events committee on impact events plans.
- Drafting event materials and briefings.
- Assisting with event marketing and publicity.
- Providing on-the-day event support.

Administration

- Limited diary management for Impact Director, scheduling meetings with external stakeholders, organising room bookings and related tasks.
- Monitoring the *impact.director@hughes.cam.ac.uk* inbox, ensuring that queries are escalated where needed.
- Dealing with expenses, monitoring Impact budgets and liaising with the Finance team.
- Other administrative tasks as required.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

Person specification

| | Essential | Desirable |
|--|-----------|-----------|
| Education and Experience | | |
| Administrative experience | ✓ | |
| Experience in drafting communications | ✓ | |
| Educated to degree level or relevant experience | | ✓ |
| Experience in supporting events and engagement activities | | ✓ |
| | | |
| Skills and Personal Qualities | | |
| Strong organisational and timekeeping skills | ✓ | |
| Ability to multitask and manage a diverse workload | ✓ | |
| Ability to communicate confidently with a wide range of people | ✓ | |
| Excellent written and verbal skills | ✓ | |
| Attention to detail | ✓ | |
| Ability to use own initiative and contribute ideas | ✓ | |
| Strong team player | ✓ | |
| IT literate, including MS Office products | ✓ | |
| Experience of using CRM database systems | | ✓ |
| Good analytical skills, ability to gather and organise data | | ✓ |

All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with College's Staff Handbook, Health & Safety Policy, and all relevant procedures.

Screening check requirement

The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Any offer of employment will be subject to the College verifying that you are eligible to work in the UK before you start work.

If you are invited to interview, you will be asked to bring original documents from List A or List B (below) and a copy will be taken; alternatively, if you hold a 'digital immigration status', your [Share Code](#) will be required to access this status online.

- [List A: Documents/statuses which denote an unrestricted and unlimited right to work in the UK](#)
- [List B: Documents/statuses which denote a temporary and/or restricted right to work in the UK](#)

Application process

To submit an application for this vacancy, please enter your email address in the box on the right of the web page and click 'Apply Now'.

The closing date for applications is Sunday 11th May. Interviews will be on Thursday 22nd May and held at Hughes Hall, University of Cambridge, Wollaston Road, Cambridge CB1 2EW.

Data protection

Any information given will be processed for employment selection and statistical purposes. To understand how your personal data will be processed during the application process, please see the [Data Protection Statement for Job Applicants](#).

For an informal discussion about the post, please contact Kerry Wilson on development.director@hughes.cam.ac.uk or Caroline Jelves on development.deputy@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR team on hr@hughes.cam.ac.uk.

Organisation Chart

