**St Hilda’s College**

St Hilda’s is one of the constituent colleges of Oxford University, spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge. The College, which enjoys registered charitable status, is an independent and self-governing body, with an academic staff of about 100 Fellows and Lecturers. There are at present approximately 400 undergraduates and 220 graduate students. The College has a long tradition of inclusion, and the community here is diverse and down to earth. It has ambitious development plans and its ethos is a commitment to “excellence and equality, fostering intellectual and personal achievement in an environment in which every voice matters. Under the academic guidance of world-class researchers, students are expected to challenge and question, as pioneering, independent thinkers who will go on to shape their generation.”

**The role**

This is a new full-time role, split 60/40 between the Development Office and the Academic Office. For much of the year, the postholder will work three days in the Development Office and two in the Academic Office, but this may be varied to allow the appointee to devote their time solely to one office or the other during busy periods, according to an agreed work schedule.

The two offices are located next to each other in the College and have different peak periods. As key activities for each office are scheduled well in advance, the post holder will meet with line managers to agree the priorities and allocation of time.

**Common duties and responsibilities**

There are some responsibilities common to both the Development Office and the Academic Office:

- Be welcoming and helpful to all visitors to the College, including students, academic and other staff, alumnae and friends of the College, parents, members of the public
- Recording information accurately and carefully in the databases used by the Academic and Development Offices, updating records and producing reports, lists and mailing data to support the work of each of the teams
- Assisting with key events and prepare materials for these. The events will include: Open Days, student registration, outreach activities and visits, alumnae events and visits. Dates for these will be agreed in advance and time off in lieu is offered for these. Some out of hours work is involved.
The Development Office

St Hilda’s is a welcoming place to work and the Development Office is responsible for fundraising for the College. The 125th anniversary campaign was publicly launched in 2018 and seeks funding for a major new building programme, student bursaries and scholarships, teaching and research. The post-holder will be joining our team at an exciting time - with Phase II of our successful fundraising campaign due to start early in 2020. Led by the Development Director, the members of the team have specific responsibilities for elements of the campaign and the wider development and alumnae relations programme including: working with donors and prospects, preparing alumnae communications, running events, processing gifts and financial reporting. The team members work together closely and frequently interact with other teams within the College.

The Administrator’s role is a varied and busy one and provides essential support for all aspects of our fundraising campaign and events programme. The role provides an excellent introduction to educational fundraising and alumni relations. We offer training in all aspects of the work, including using a customer relationship database Raiser’s Edge NXT which is an industry standard.

For this 60% of the role, the post holder will be responsible to the Development Director and on a day-to-day basis will work with the Campaign Executive. Most daily tasks involve using a customer relationship database Raiser’s Edge (training will be given).

The main duties and responsibilities will include:
- Financial processing of donations and registrations and other transactions and liaison with the Accounts Department
- Assisting with mailing lists and ensure timely dispatch of mailings, printed invitations and emails
- Managing the general inbox, responding to enquiries via email and telephone and where necessary referring enquiries to other team members
- Assisting with updating the Alumnae & Friends section on the college website
- Assisting with contacting senior members via social media (LinkedIn and Facebook)
- Ad hoc secretarial assistance to the Development Director (arranging meetings, taking calls, filing, photocopying, taking notes at meeting) when required

The Academic Office

The small and friendly Academic Office handles the College’s academic administration under the direction of the Senior Tutor; the Academic Registrar oversees the Undergraduate Admissions and Outreach Officer, the Academic Events Officer, and the Student Administrator. Whilst each member of staff has particular responsibilities, the Academic Office works as a team, with members assisting one another as the need arises.

This role gives all-round exposure to academic administration and office team work. We are looking for a strong team player who can work across a number of different activities systematically and to a high level of accuracy, continually streamlining and improving procedures. Since the post involves extensive contact with a broad range of people, excellent communication skills, both face to face and via email, are essential.

For this 40% of the role, the post holder will be responsible to the Academic Registrar and the main duties and responsibilities will include:
- Responsibility for administering College collections each term. This involves liaising with tutors, ensuring all papers are received, printed and labelled correctly, arranging invigilators, setting up the exam room and recording students’ collection marks
- Monitoring the attendance of all overseas undergraduate students each term and maintain accurate records in accordance with current legal requirements
- Administering the collection of tutorial feedback each term
- Acting as Secretary to the College’s Welfare Committee
- Assisting the Undergraduate Admissions and Outreach Officer with outreach work and the undergraduate admissions procedure
- Assisting the Academic Registrar with the administration of University examinations
- Assisting College Fellows and lecturers with administration tasks at their request
- Ordering stationery for the college and managing the photocopy room
Selection Criteria

Essential
- A can-do attitude and good inter-personal skills, with the ability to deal confidently and appropriately with a variety of people, including students, alumnae, tutors and college staff
- Excellent command of English, both written and oral, high level of numeracy
- Adaptability and flexibility to manage a variable workload
- Ability to work within, contribute to and lead teams
- Ability to stay calm and work accurately when under pressure
- Excellent attention to detail
- Willing to take ownership of duties, with the judgement to know how and when to take initiative, and when to refer to others
- Good computer skills, including Excel, Word and University databases; the interest in and ability to learn new IT skills as required
- Ability to handle confidential and sensitive data with discretion
- Willing to keep up to date with new procedures (training will be given)
- Willing to work out-of-hours for events as required (usually 6-8 times per year)

Desirable
- Previous administration experience, ideally within the University of Oxford
- Understanding of studying within the collegiate University
- Experience of organising events

Conditions of Employment

University Grade 5 salary scale, currently £25,941-£30,942 pa (reviewed annually), according to qualifications and experience. This is a permanent, full-time post with a contributory pension scheme. Lunch is provided free of charge when on duty. There is a paid holiday entitlement of 38 days holiday per year including public holidays. Please note that the College reserves the right to require staff to work any or all of bank holidays that fall in Full Term. Leave may not normally be taken during Full Term.

The post is subject to a 6-month probationary period, with 1 month’s notice on either side during the probationary period and 3 months’ notice thereafter.

The College is committed to helping its staff to develop their careers and fully supports career development, for example through the University-run national Springboard/Navigator scheme. Additional material about the College can be found at the St Hilda’s website: www.st-hildas.ox.ac.uk

How to Apply

Applications should include the following documents:

- Completed application form
- *curriculum vitae*
- Letter of application explaining your interest in the post and how you meet the selection criteria. If you are not currently working in Higher Education, please tell us why you are interested in moving into this area.
- Recruitment monitoring form (optional)

Your application should be sent to Susan Vickery, the HR Manager, at recruitment@st-hildas.ox.ac.uk

The deadline for applications is 12 noon on Friday 20 March. Interviews will be held on Friday 27 March.