Job Description

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Summary

Job title	Project Officer – Senior Leadership Team
Division	University Administration and Services
Department	Development and Alumni Engagement
Location	University Offices, Wellington Square, but you may be able to agree a pattern of regular remote working with your line manager.
Grade and salary	Grade 6: £32,332 - £38,205 per annum with possible extension to £41,732
Hours	Full time (37.5 hours per week)
Contract type	Permanent
Reporting to	Executive Director of Development
Vacancy reference	173172
Additional information	Applications are welcome and encouraged from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply. Development and Alumni Engagement is committed to equality and values diversity. We support a range of flexible working arrangements, including when and where you work. The responsibilities of this post mean that you will need to work on-site regularly. We would be happy to discuss this with you at any point in the application process. Whilst this is a full-time post, we welcome applications from candidates who wish to work part-time (minimum 30 hours/0.8 FTE).

Development and Alumni Engagement (DAE)

DAE is led by Liesl Elder who, as Chief Development and Alumni Engagement Officer at the University of Oxford, reports directly to the Vice-Chancellor. DAE's mission is to help secure philanthropic support for the University, and build an engaged, informed and active alumni community. Through working in partnership with academic, development, and alumni colleagues throughout the collegiate University, DAE builds enduring relationships with external constituencies – including alumni, non-alumni, corporate and foundation donors – and increases financial support for agreed academic priorities.

The office is one of the central administrative departments of the University, collectively known as University Administration and Services. Due to the nature of its work, DAE collaborates closely with a number of other units and teams, particularly Public Affairs, Finance, Research and Legal.

In 2019, the University and the colleges completed the *Oxford Thinking Campaign*, which raised £3.34bn, and is the most successful higher education fundraising campaign in Europe. The University is currently planning its next major campaign and, as a member of DAE, the post holder will have a key role to play in helping realise its successful delivery.

In addition to front-line fundraising and alumni engagement staff, DAE has a number of teams that cover particular support functions. These include:

- Donor Relations

- Events

- Research

- International Engagement

- Development and Alumni Relations Systems (DARS) (which supports the Development and Alumni Relations database)

- Communications

- Marketing and Insights

It also works closely with Gift Registry, part of the Finance Division, which records and processes donations received by the University and on behalf of colleges. In addition, there are four overseas offices whose remit includes development and alumni engagement; these offices are located in North America, Japan, Hong Kong, and Switzerland.

For further information please visit: Development Office (ox.ac.uk) and HOME | Oxford Alumni

DAE is committed to equality and values diversity. The University holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

The role

Overview: This is a responsible and rewarding post in an exciting, challenging and fast-moving environment, which will suit an experienced project officer. The role offers an opportunity to work at the heart of the University of Oxford's Development and Alumni Engagement office at a strategically important time for the University. The workload of the office is demanding, requiring first-class judgment, personal organisation and adaptability, as well as an ability to work to deadlines.

                          The successful candidate will work closely with all members of the Senior Leadership team and other key stakeholders to assist them with the co-ordination and delivery of their fundraising responsibilities.

Purpose: To support Development and Alumni Engagement in the planning, co-ordination and delivery of the University's next comprehensive fundraising Campaign through their work with, and support for, the Senior Leadership team and other stakeholders to ensure the appropriate activities are undertaken, accurate records kept, goals set and met, and deadlines achieved.

                          To meet the objectives outlined below and other key strategic priorities as identified by the University.

Key relationships: The post holder will work closely with colleagues across Development and Alumni Engagement; the Vice-Chancellor's Office, academic departments, colleges, University Administration and Services, and other internal and external stakeholders as required

Additional information: The post holder will be based in central Oxford, but they may be able to agree a pattern of regular remote working with their line manager.

The line manager will regularly review progress. There may be opportunities for career development within the University Development and Alumni Engagement structure. DAE seeks to support and encourage staff to help them reach their potential, providing access to appropriate courses and training whenever possible, as well as a comprehensive induction process.

DAE's work covers a wide range of activities and priorities which will inevitably change from day to day. All staff operate as a team, and, while each has their own responsibilities, they are expected to assist each other in peak periods. The post holder will need to become conversant with the University as a whole and especially with the numerous academic staff and volunteers.

Development and Alumni Engagement values

The following points lay down the foundations of DAE's working ethos, culture and values. Aspirational and celebratory in turn, they provide a central framework for individual members of staff and teams, encouraging personal and professional growth.

- <u>We value each other</u> – We respect the professional expertise of our colleagues. An approachable, friendly and kind office, we work in an environment where transparency of action and clarity of intent create openness and trust.

- <u>We work collaboratively</u> – Whether within our own teams, across DAE, the collegiate University, or beyond, working collaboratively is second nature to us, and enables us to navigate complicated landscapes successfully.

- <u>We go beyond</u> – We prize working with a high degree of autonomy and trust, and deliver a wide range of projects to the very highest standards. We are committed to personal, professional development.

- <u>We are part of something bigger</u> – Our work supports the strategic priorities of the University of Oxford. We take pride in the contribution we – individually and collectively – make to the University.

Responsibilities

The duties of the post are set out as they are envisaged at present, but it will be important for the person appointed to be versatile and adaptable, and able to contribute to the development of the fundraising function of the collegiate University. As a core element of their activity, the Project Officer – Senior Leadership Team will be expected to work closely with other development professionals of the University and the Colleges.

The main duties of this post will be the provision of high quality and efficient project management for the Senior Leadership Team, with a focus on supporting the fundraising activity of the Executive Director of Development. Duties include:

- Understanding academically complex projects and developing cases, proposals and briefings that can be used by SLT to explain and promote these projects to potential donors without a specialist background. This will involve articulating and publicising priority projects through written, electronic and oral communications. This will be undertaken in close collaboration with colleagues across DAE, and senior fundraising personnel in the collegiate University.

- Collating information and materials to provide reports for the SLT and other senior officers within the Pro VC's and VC's offices as needed for donor and volunteer cultivation, solicitations, stewardship and events.

- Taking minutes at meetings and the rapid post-meeting production of reports, presentations, letters and other documents as required. Ensuring follow up actions are completed.

- Undertaking prospect research with regard to specific priorities, events and publications.

- Helping support and organise donor and volunteer visits and events, with tasks including preparing briefings for attendees, and event logistics, in consultation with the DAE Events team.

- Managing donor reporting for key donors, liaising with academics and other key stakeholders to draft reports to donors.

- Supporting the SLT's work by maintaining the integrity of information from pipeline meetings, next steps/actions on the University's shared files and, as appropriate, its internal fundraising database (DARS).

- Providing follow-up to any initiative which members of the SLT thinks must be tracked but which does not fall within the remit of any of the Development and Alumni Engagement teams, prompting members of the team about action as needed.

- Exercising confidentiality regarding a number of high priority fundraising and personnel matters.

- Becoming fully familiar with the University's administrative and academic structures and liaising with people both within and outside the University with tact and discretion

- Carrying out any other duties which are requested by the line manager and are commensurate with the grade of this post, which will often involve responsibility for deadlines, University-wide communications, issue-handling and managing the momentum of appropriate activities

Essential selection criteria

To be assessed by application/cv

Experience and knowledge

- A good general level of education

- Experience of providing a high level of project support in a fast-paced, complex organisation, ideally in a higher education or development environment

- Experience working with and supporting senior staff

- Excellent communication skills, both oral and written

- A high standard of literacy, including the ability to draft correspondence on behalf of senior staff

Skills and abilities

- Excellent telephone manner and interpersonal skills, and the ability to deal with highly influential external contacts

- A high level of IT proficiency, including confident use of the Microsoft™ Office toolset and the Internet, and broad competence in a range of software applications including email, web browsers, desktop design/publishing software etc.

- Superlative communication skills, both oral and written, including a good command of the English language; the ability to be highly creative in producing materials and to understand how to articulate projects

- An ability to act independently and decisively when the situation demands it. Good judgement and the ability to acquire the knowledge necessary to support the task in hand in a timely manner

- An ability to work on a variety of tasks at the same time, and to organise and prioritise own work, including coping with unpredictable volumes of work and busy periods

- The ability to absorb substantial detail and keep track of a range of diverse activities and to make connections between them, especially during a period of organisational growth. Experience of managing systems for tracking workflow and follow up actions

- Ability to produce work of a high standard and proof read their own work

- An ability to act independently and decisively when the situation demands it, and also to work closely with members of different teams

- Considerable organisational skills, adaptability, initiative and a willingness to accept responsibility; ability to manage a variety of tasks at the same time, to organise and prioritise the post's own work and that of others, and cope with unpredictable volumes of work and busy periods

- Ability to draft letters or documents at short-notice to a very high standard

- The ability to plan strategically, and a 'can-do' attitude to implement such plans

- The ability to manage and develop relationships with academic colleagues, volunteers, donors and prospects

Desirable selection criteria

- Fundraising and/or marketing experience

To be assessed by interview/exercise

Experience and knowledge

- Experience of providing a high level of project support in a fast-paced, complex organisation, ideally in a higher education or development environment

- Experience working with and supporting senior staff

- Excellent communication skills, both oral and written

Skills and abilities

- Excellent telephone manner and interpersonal skills, and the ability to deal with highly influential external contacts

- A high level of IT proficiency, including confident use of the Microsoft™ Office toolset and the Internet, and broad competence in a range of software applications including email, web browsers, desktop design/publishing software etc.

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- The ability to plan strategically, and a 'can-do' attitude to implement such plans

- The ability to manage and develop relationships with academic colleagues, volunteers, donors and prospects

Attitudes

- Evidence of tact and discretion in dealing with confidential or sensitive matters

- High levels of professionalism, self-motivation, and organisation, and an ability to manage complex issues effectively

In addition, the Project Officer – Principal Gifts should have (or quickly acquire):

- A general understanding of the structure of the collegiate University and the division of responsibilities between the various bodies by which the University is governed and between the various officers

- An understanding of the nature of, and interest in, the business that forms the Chief Development and Alumni Engagement Officer's portfolio A general understanding of the external context in which the University operates, particularly in relation to development and external relations

Pre-employment screening

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. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners

across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

We encourage applicants from all sectors of the community and are keen to encourage candidates from under-represented groups to apply. The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. For more information about equality-related networks for staff and students, please visit https://edu.admin.ox.ac.uk/networks#/

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

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.

You will be asked to submit a CV and a letter of application. The cover letter 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).

Please submit all documents **as PDF files** with your name and the document type in the filename.

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

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:
https://staff.web.ox.ac.uk/recruitment-support-faqs

Non-technical questions about this job should be addressed to the recruiting department directly – *please email recruitment@devoff.ox.ac.uk*

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University 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 the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See https://hr.admin.ox.ac.uk/staff-benefits

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

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. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See https://hr.admin.ox.ac.uk/my-family-care

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see https://childcare.admin.ox.ac.uk/

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see https://edu.admin.ox.ac.uk/disability-support

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.