**DEVELOPMENT EVENTS CO-ORDINATOR**

**Permanent position | Full time | 37.5 hours per week**
**Salary range - £28,756 to £30,497 per annum plus pensions and benefits**

**Introduction**
Trinity Hall is a friendly and welcoming academic community committed to developing the talents of its students, supporting its Fellows and promoting the training and professional development of its staff. It is one of 31 Colleges within the University of Cambridge and comprises a community of around 650 students, 60 Fellows and 150 operational staff. The College is located across two main sites: Central Site in the city centre, bordering the River Cam, and the large and beautiful grounds of Wychfield, on Storey’s Way, around a 10-minute cycle away. Each individual who joins Trinity Hall enriches the College and is encouraged to participate actively in college life. Principles of excellence, respect and fairness underpin all our work. We offer a supportive and friendly environment, that is committed to promoting the development of staff in their careers.

**The role**
Trinity Hall is seeking to appoint a Development Events Co-ordinator to organise all aspects of a range of stewardship and fundraising events both within college and elsewhere; alongside events open to a wide audience which are designed to raise the profile of the College. This includes advertising, taking bookings, and recording them on the database and liaising with other departments/venues, as well as general event management. This is an exciting opportunity to join a successful office and develop event organising skills across a range of different event types.

**The Office**
The Alumni & Development Office is responsible for alumni engagement activities, including events and communications, as well as fundraising to support the College’s charitable mission of education and research. An alumni relations programme has been in place since the mid-1990s when the office was established for the College’s 650th anniversary.

The office organises a busy and varied programme of around 35 events per year, in college, elsewhere in the UK and overseas. These events are in-person, online and hybrid. The College has invested in the Raiser’s Edge NXT database, including Netcommunity, and an online community provided by Graduway, and has around 8,500 addressable alumni.

The office has raised £3M each year on average over the past five years with an average annual giving rate of 14%, which is above the average for Cambridge
colleges. The College is planning to launch a fundraising campaign with the aim of raising £25 million for student support in the run up to our 675th anniversary.

The team consists of a Development Director, Development Officer, Alumni Events Officer, Communications Officer, Database & Gifts Officer, Alumni & Donor Relations Officer, Alumni & Development Office Assistant and Alumni Officer. Mary Hockaday joins the College as our new Master from October.

Further details about this position can be found here

**How to apply:**
Please note the College has a responsibility to ensure that all employees are eligible to live and work in the UK.

- Please submit your **Application Form** by sending to jobs@trinhall.cam.ac.uk or the HR Office, Trinity Hall, Trinity Lane, Cambridge CB2 1TJ
- Closing date for applications is **9am on Monday 25th July 2022**
- **Short-listing by 28th July 2022**
- Interviews anticipated to be in-person at the College on **Tuesday 2nd August 2022 (between 9-1pm)**

**Employees’ benefits**
- 25 days plus bank holidays annual entitlement
- Extra day’s holiday every two years, up to a maximum of 30 days holiday in total
- Defined contribution pension scheme (up to 8% employer’s contribution)
- Meal on duty if available (daily allowance)
- Uniform if required for the post
- Training and development opportunities
- Medicash health plan (after 3 months of employment)
- Annual bonus scheme (varies and subject to end of year financial results)
- Recruitment incentive (1.5% of the starting salary of your referral)
- Social activities (e.g., end of year celebrations, garden parties, away days, etc.)
- Long Service Awards (financial gifts from 10 to 40 years of service)

All enquiries to jobs@trinhall.cam.ac.uk or tel. 01223 764660

*Trinity Hall actively supports equality, diversity and inclusion and encourages applications from all sections of society*