

Job Description



Summary

Job title	Project Officer - Social Sciences
Division	University Administration and Services
Department	Development and Alumni Engagement
Location	University Offices, Wellington Square, Oxford OX1 2JD and Social Sciences Division - 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 – with an Oxford University Weighting of £1,500 per year (pro rata)
Hours	Full time (37.5 hours per week)
Contract type	Permanent
Reporting to	Deputy Head of Development – Social Sciences
Vacancy reference	175132
Additional information	<p>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.</p> <p>Whilst this is a full-time post, we welcome applications from candidates who wish to work part-time (minimum 30 hours/0.8 FTE).</p> <p>Applications are welcome and encouraged from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply. The Development and Alumni Engagement is committed to equality and values diversity.</p>

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 \(ox.ac.uk\)](https://development.office.ox.ac.uk) and [HOME | Oxford Alumni](https://home.ox.ac.uk/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

Key relationships: Members of the Social Sciences development team; University of Oxford Department of Development and Alumni Engagement (DAE), and other academic and administrative staff as appropriate.

Purpose: To support Social Sciences fundraising across the Division to secure philanthropic income for the Divisional priorities. This will include identifying suitable potential donors, providing detailed research briefs, developing cases for support and proposals, preparing donor reports, and organising donor cultivation and stewardship visits and events as required. The role will also include working on special projects that come up for the team e.g. special events, centenary anniversaries, campaign activities.

The Deputy Head of Development – Social Sciences will regularly review progress. There may be opportunities for career development within the University structure. Development and Alumni Engagement 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.

Development & Alumni Engagement culture is professional, collaborative and service-oriented, and values transparency, flexibility, trustworthiness, tenacity, energy, drive and the ability to act as an ambassador for the office and for the collegiate University.

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.

The work of Development and Alumni Engagement 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.

The post holder will be able to use the support services provided (accounting, database, communications, stewardship and research). 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.

Development and Alumni Engagement values

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

- **We value each other** – 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.
- **We work collaboratively** – 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.
- **We go beyond** – 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.
- **We are part of something bigger** – 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 adaptable, and able to contribute to the development of the fundraising function of the collegiate University.

The main duties of this post will be as follows:

- Working under the direction of the Deputy Head of Development – Social Sciences, you will liaise with colleagues across Development and Alumni Engagement, and academics and staff across the Social Sciences Division in relation to fundraising priorities for the Social Sciences Division.
- You will draft major gift proposals in partnership with academics and Development Alumni Engagement's Proposals team, to engage new donors to the university, and to build on previous gifts from existing donors.
- To do this, you will be able to understand academically complex projects and develop proposals and briefings that can be used by fundraisers to explain and promote these projects to potential donors without a specialist background. This will involve working out how to articulate and publicise priority projects through written, electronic and oral communications. This will be undertaken in close collaboration with colleagues across Development and Alumni Engagement and with relevant academics
- You will undertake prospect research with regard to specific priorities, events and publications.
- You will help support and organise prospect and donor visits and events, with tasks including preparing briefings for attendees, and event logistics, in consultation with the DAE Events team.
- Using information generated by fundraisers and through research, you will develop an understanding of potential prospects' interests and aspirations in order to identify potential links with key divisional priorities with the aim of supporting the fundraisers in securing a major gift.

- You will manage donor reporting within the Social Sciences Development team, liaising with academics and other key stakeholders within the Division to draft reports to donors.
- You will work on a number of other special projects; such as developing closer links with Social Sciences Alumni; identifying networking opportunities for the team to develop their prospect pool; supporting departments to mark big anniversaries, or other one-off projects or events that come up in the course of the work of the Social Sciences Development team.
- You will update the collegiate University development database (DARS) with new information relating to prospective donor profiles and associated plans following meetings, ensuring such information is appropriately shared and acted upon. You will also provide up-to-date information and regular progress reports on the status of donations/prospects to senior staff as required

You will also be expected to carry out such other functions as from time to time the Deputy Head of Development – Social Sciences might require, commensurate with the level of this position.

You will carry out any other duties which are requested by the line manager and are commensurate with the grade of this post.

Selection criteria

Essential selection criteria

To be assessed by application/CV

Experience and knowledge

- A good general level of education.
- Experience of working in a communication role in a fundraising and/or higher education environment.
- Experience in event management and/or prospect research.
- An interest in higher education and/or social sciences research and in particular an understanding of Oxford University, and its goals in teaching and research.
- A high level of IT proficiency, including Microsoft Office and desktop design/publishing software.

Skills and abilities

- Superlative communication skills, both oral and written; the ability to be highly creative in producing materials and to understand how to articulate projects for prospective and existing donors.
- Confidence and the ability to work with professional and academic colleagues to support them in the cultivation of prospects and in the solicitation of gifts.
- An ability to think both strategically and tactically about the relations between potential donors and fundraising goals.
- An ability to act independently and decisively when the situation demands it, and also to work closely with members of different teams.
- 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; good listening skills are essential.

Attitudes

- A dynamic and creative professional with an affinity for working with social sciences research related projects.

- A combination of the personal sensitivity, creativity and tact that is needed when working with donors and prospective donors to the University.
- Keen to pursue a career in development.

To be assessed by interview/exercise

- Excellent communication skills, both oral and written.
- An ability to act independently and decisively when the situation demands it.
- The ability to plan strategically.
- An ability to work closely with members of different teams.
- The ability to manage and develop relationships with academic colleagues, volunteers, donors and prospects; good listening skills are essential.
- The ability to manage and prioritise a diverse workload, to meet deadlines, and to work calmly under pressure.

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.

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 at recruitment@devoff.ox.ac.uk

To return to the online application at any stage, please go to: <https://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 dependants 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.