VACANCY: Development and Alumni Relations Officer

Wolfson College is one of the 31 Colleges in the University of Cambridge and provides an academic home for over 900 students aged 21 or above, 200 Fellows, 300 senior members and 100 staff. There are more than 450 residential units on site, housing over 500 residents. The College is the most cosmopolitan in Cambridge which, together with its egalitarian ethos, helps to create a very friendly working environment. Full details of the College are available at www.wolfson.cam.ac.uk

HOW TO APPLY

Please send a completed Wolfson College Application Form and Equal Opportunities Form (available online at www.wolfson.cam.ac.uk/jobs), with a copy of your CV, and a covering letter setting out three ways in which you feel you are suitable for this post, to arrive by midday on Tuesday 25 July 2017, to:

Mrs Sally Cullen (ref. Development)
Personnel Manager
Wolfson College
Barton Road
Cambridge CB3 9BB  or by email to: jobs@wolfson.cam.ac.uk

Interviews will take place on Monday 31 July 2017

TERMS AND CONDITIONS

Salary: The salary for this post is £25,124 - £31,902 depending on experience

Benefits: Membership of the NOW: Pension scheme (www.nowpensions.com)  
25 days’ holiday per year, plus public holidays  
Meals on duty  
Free parking  
Uniform  
Use of the gym  
Use of the Library  
Membership of a healthcare cash plan  
The College operates a childcare voucher scheme for staff  
Cambridge University offers a subsidised staff accommodation rental scheme to University and College employees

Hours: 40 hours per week. The standard weekly pattern for the role will generally be 9.00am-5.30pm with half an hour’s lunch-break, Monday to Friday. There will also be the occasional need for attendance at events in the evening and at weekends for which time off in lieu will be given. Occasional travel outside of Cambridge will be required.

Holidays: 25 days’ holiday per year plus public holidays.  
Of the 25 days’ holiday, the College schedules up to 4 days in December for all staff when the department is closed.  
Attendance is normally required on public holidays which occur in Full Term, such as the May public holidays, for which alternative days’ holiday are given.
**Probation:**

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one month’s notice on either side. Following the successful completion of the probationary period, the period of notice would be two months on either side.

*Wolfson College is an Equal Opportunities Employer*