



WELCOMING APPLICATIONS: ALUMNI & COMMUNICATIONS OFFICER

OVERVIEW	
Job title:	Alumni & Communications Officer
Responsible to:	Vice Principal
Responsible for:	N/A
Grade:	6 – St John's College Graded Pay Scale
Salary (FTE):	£29,611 per annum
Contract type:	Permanent
Working arrangements:	Full-time (35 hours per week), on site minimum three days per week
Pension:	St John's College Pension Scheme
Holidays:	27 days annual leave plus statutory holidays and University customary days, pro rata
Start date:	As soon as possible
Closing date:	Sunday, 26 May 2024, 5:00 pm
Interview date:	Wednesday, 5 June 2024

ABOUT ST JOHN'S COLLEGE

St John's College is one of the smallest Durham colleges, renowned for our welcoming atmosphere. Founded in 1909 and set in a series of beautiful, listed buildings in the heart of Durham city, our community enjoys stunning views of Durham Cathedral and boasts gardens and lawns stretching down to the River Wear. Each year we have around 280 students resident in the College – undergraduates and postgraduates studying for degrees at Durham University, as well as students of Cranmer Hall, a theological College within St John's. Altogether we have around 850 students, over 100 staff and over 8000 Alumni all over the world. The College has a degree of independence within the University, both financially and in its governance, meaning that we have the freedom to do things a little differently. As the College was founded by the Church of England, the Principal operates across networks of not only the academic university but also the worldwide Anglican Church and other denominations. Throughout the year, the College's Christian ethos translates into warm hospitality. All our different staff teams work closely together with our students to create the unique John's experience.

JOB SUMMARY AND PURPOSE

The Alumni & Communications Officer is responsible for the operational delivery of the College's Alumni & Development strategy and its Communications strategy. At the heart of these is the aim of creating a positive, cohesive, and lifelong student journey; and building a thriving and inspiring college community that enables personal formation, meaningful relationships, and opportunities for volunteering and giving. The



role involves both developing relations through fundraising, stewardship and events, as well as managing a range of core operational and administrative remits.

The College is entering into an exciting phase as we embark on a substantial development programme focused on the renewing the heart of the College. The hope is that this project will enhance the student experience and build a strong inter-connected college community. The incumbent of this position will play a key role in driving the progress of this project, particularly in engaging our alumni community and other key stakeholders.

The post-holder will need to demonstrate an enthusiasm towards ongoing business development within the College's operational model and will adapt quickly to change, contributing ideas for continuous improvement, as well as proactively engaging in formal and informal learning and development activities.

KEY RESPONSIBILITIES

Management

- Support the College Officers in cultivating a lively, connected college community and exceptional stakeholder experience, tied to our core mission.
- Contribute to and grasp the College's strategic objectives and operational planning.
- Oversee all daily operations in a specific area, making pivotal decisions to drive service delivery.
- Guide and mentor alumni/development/communication interns under the guidance of the Vice Principal.
- Efficiently manage workload, delegate tasks, and supervise team activities.
- Ensure compliance with relevant statutory and regulatory obligations, overseeing implementation and adherence.
- Demonstrate proactive problem-solving skills, using innovation and critical thinking to address issues and prevent reoccurrence.
- Manage allocated budgets, following financial protocols and College Council-approved procedures.
- Handle customer inquiries and complaints within the role's scope in alignment with College guidelines.

Alumni relations, development and College life

- Drive the College's Alumni & Development strategy to create lifelong engagement opportunities for our supporters, in collaboration with the Principal and Vice Principal.
- Partner with DARO, Durham University's Alumni Relations Office, leveraging their expertise and resources.



- Research funding opportunities and craft compelling grant applications to secure financial support.
- Organise and promote a variety of events throughout the year, including alumni reunions and graduation events, serving as the main point of contact and ensuring successful execution.
- Collaborate with the Principal and Vice Principal on fundraising initiatives and manage fundraising platforms.
- Handle donation administration and stewardship responsibilities.
- Maintain accurate records of engagement and produce necessary reports.
- Lead on alumni communications across various platforms, from emails to social media content.
- Coordinate student enrichment activities, including alumni and career mentoring events.
- Cultivate community engagement by attending College events and enhancing social capital.

Communications and marketing

- Collaborate with the Vice Principal to create and implement the College's Communication Strategy.
- Maintain and update the College's website.
- Develop internal communication guidelines and provide training to staff.
- Manage the creation and distribution of College's annual publication, the St John's College Record.
- Oversee the St John's Chronicle, the College's primary news site, with a particular focus on recruiting and training student editors.
- Handle social media accounts to engage with students, staff, alumni, and supporters and increase donations.

Other

- Maintain awareness of and compliance with relevant University and College policies, regulations and procedures.
- Maintain continuing professional development.
- Undertake all other duties appropriate to the grade and role, as directed by the Vice Principal, and other College Officers.



PERSON SPECIFICATION

	Criteria	Essential	Desirable
1	Educated to degree level or equivalent experience	x	
2	Excellent interpersonal skills, and the ability to create and maintain meaningful relationships with a wide range of stakeholders	x	
3	Excellent communication skills including a high standard of written English	x	
4	Experience in copywriting, researching, editing, proofing and originating printed and digital communications	x	
5	Strong organisational skills, and the ability to manage competing priorities to meet deadlines and milestones	x	
6	Ability to work independently and contribute positively within a small team	x	
7	Experience of providing advice and guidance to a range of customers and colleagues	x	
8	A good understanding of GDPR and issues associated with confidentiality and information sharing	x	
9	Demonstrable competence with IT, including database management, use of social media, and website maintenance	x	
10	Evidence of personal development to maintain and develop skills	x	
11	Willingness to work occasional evenings to support the delivery of core operational work and activities	x	
13	Experience in alumni relations, development and fundraising.		x
15	Experience in events management and/or marketing		x

This role is subject to the successful applicant providing proof of eligibility to work in the UK.

APPLICATION PROCESS

This application should include:

- Letter of application indicating fulfilment of essential and desired criteria
- CV
- Names and contact details of two referees (including current or most recent line manager)

Applications should be addressed to the Vice Principal (Locum), George Connolly, and submitted by email to george.a.connolly@durham.ac.uk.

The deadline for applications is 5:00 pm on Sunday, 26 May 2024.

Interviews will be held in person at St John's College on Wednesday, 5 June 2024.