



Inviting applications – St John's College Internship 2025-26:

ALUMNI & DEVELOPMENT INTERN

We are now inviting applications for an Alumni & Development Intern to work with staff in the Alumni & Communications Office on delivering the College's Alumni & Development Strategy through engagement in person and online with alumni, supporting the delivery of alumni & supporter events, producing high quality written content (e.g. alumni interviews) and general administration.

Requirements

- Be a current student at St John's College
- Excellent English written language skills, with attention to detail
- Good organisational and time management skills

Key responsibilities

- Support the creation and delivery of alumni and supporter communications and content, from College emails to university wide newsletters and blog posts
- Engage with College alumni and supporters through events attendance, giving tours and sending emails, as directed by supervising staff
- Attend fortnightly meetings with the wider College alumni and communications teams, and collaborate with and support the wider team
- Provide support for fundraising campaigns and funding applications
- Undertake administrative tasks relating to alumni relations and development according to agreed procedures
- Regularly check emails and teams messages (every other day during the working week), responding promptly where required, and keeping supervising staff informed if there are any changes in your circumstances affecting your commitment to the role.
- Undertake any other tasks within the remit of the position.
- We do not expect these tasks to take longer than 1 hour per week.

Benefits

- Honorarium of £500 per year, payable in three instalments
- Excellent opportunity for developing a range of transferable skills
- Guaranteed place at all Once a Johnian vocation themed formals 2025-26.

Application process

To apply, email johns.alumni@durham.ac.uk outlining why you are applying, examples of relevant work (e.g. content creation, social media accounts you manage), and details of any relevant experience, and what you hope to gain from doing the role. Deadline for applications: Monday, 20 October 2025.