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Alumni and Development Assistant

Department	Alumni and Development (www.strath.ac.uk/alumni/)		
Directorate	Marketing And Development Services (www.strath.ac.uk/mds/)		
Staff Category	Administrative and Professional	Reference No	851471
Reports To	Donor Experience & Legacies Officer	Grade	5
Salary Range	£28,031 - £30,378	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	14/10/2026
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on IFTE) will be spent working on-site (with flexibility as appropriate).		
Work Location	Learning and Teaching Building		

Job Advert

The University of Strathclyde seeks to appoint a Development Assistant to work within the Alumni & Development team. You will provide operational support to a busy fundraising program, which raises funds through the development of relationships with a wide range of alumni, trusts and foundations and company supporters. Working directly with our fundraising teams and across the wider department, this is an excellent opportunity to progress your administrative skills in a dynamic environment whilst supporting the generation of philanthropic income at Strathclyde.

Your day-to-day responsibilities will be focused on providing administrative support for a wide range of fundraising and alumni relations activity. You will have the opportunity to assist in event planning and delivery, support our Telethon and Giving Day campaigns, facilitate meeting arrangements between fundraisers and donors and organise complex travel itineraries for fundraisers undertaking UK and International travel. From time to time this will include communicating directly with our alumni and supporters. You will further maintain the department's administrative systems, including some financial processes, and support the effective running of the wider department.

The successful candidate will have strong administrative experience, ideally gained in a customer focused environment. They will be able to prioritise their own tasks within the agreed framework of the role and have an interest in developing their career within a higher education and fundraising setting.

If you are passionate about higher education, and supporting projects that will benefit students, then you could have the opportunity to help deliver an ambitious fundraising strategy at Strathclyde.

Job Description

Brief Outline of Job:

This role is an excellent opportunity to contribute to a broad and varied fundraising programme within the Higher Education sector. You will work closely with the Major Gifts, Individual Giving and Alumni Relations teams to provide comprehensive administrative support that underpins and enhances our fundraising activity.

You'll have the chance to assist with a wide range of activity, including the planning and delivery of events, our annual telethon and biennial Giving Day campaigns, donor visits to campus and donor stewardship initiatives. Further to this you will support fundraisers in the planning of a number of UK and International fundraising trips each year, helping to put in place the necessary logistical arrangements and communicating directly with alumni and friends of the University to help arrange meetings with fundraisers to explore their involvement and financial support.

In this role you will also gain exposure to the wider work of the Alumni & Development department with responsibility for a small number of departmental administrative tasks. You will provide support to the department's management team, which will include helping to organise and minuting at senior level meetings alongside the coordination of team planning away days. You will also play a key role in ensuring that invoices are processed for payment on the University's financial management system and will maintain a system to monitor annual leave requests from across the team.

To achieve this, you will have the opportunity to work proactively within the remit of your role, with direction and support provided by the Donor Experience and Legacies Officer and the Departmental Management Team.

Main Activities/Responsibilities:

1. Support the department management team by organising senior staff meetings, departmental meetings and project meetings, including organisation and monitoring of the agenda, action tracker and minutes.
 2. Support fundraisers and Alumni Relations staff in the delivery of a number of complex UK and international trips per year, including support for project team meetings; coordinating donor and alumni meeting requests; supporting event planning; organising travel and accommodation and managing staff itineraries.
 3. Support fundraisers and Alumni Relations staff in the organisation of a wide variety of events (receptions, dinners and lectures etc.) in the UK and internationally. This includes managing project team meetings; co-ordinating invitation lists and recording responses; liaising with the venue on logistics and attending events to support delivery. The nature of events can also require some evening/weekend working.
 4. Arrange meetings for fundraisers with alumni and donors, based in the UK and internationally (often alumni in senior business positions) to explore their involvement and financial support.
 5. Provide administrative support for the Alumni Relations team to deliver a programme of alumni engagement activities including support for the delivery of flagship alumni events and awards; supporting global alumni group activities and managing alumni reunion requests and activities on campus.
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6. Provide administrative support for the Alumni Fund Officer in the delivery of regular giving fundraising campaigns including an annual Telethon. This includes administratively supporting the Alumni Fund application process and co-ordinating the bi-annual Alumni Fund Board meeting.
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7. Support the delivery of donor stewardship activities, including donor communications and donation acknowledgements; liaison between donors and their student scholarship recipients; the co-ordination of a legacy giving patrons circle and organising major donor campus visits and tours.
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8. Provide a wide range of regular administrative duties across the department: finance processing; raising and reconciling purchase orders and invoices; monitoring budget and spend; updating a contact management database and answering telephone/email enquiries.
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9. Serve as the department's Health and Safety representative, serving on a departmental committee and a wider directorate committee to support staff safety on and off campus.
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10. Contribute to the continuous improvement of departmental administrative systems and processes, identifying opportunities to improve efficiency, data quality and service delivery.
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11. Undertake any other reasonable duties that may be required by the department's management team, with oversight and prioritisation support from the Donor Experience & Legacies Officer.
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Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

D1 Educated to HNC level or with equivalent work experience

Experience

E1 Demonstrable experience of working as an administrator in a customer focused environment

E2 IT literate with a particular competence in Microsoft Office packages (Word, Excel, Outlook)

E3 Demonstrable experience of using databases to accurately update, query and report information

D2 Experience of using The Raiser's Edge (a fundraising relationship management database)

D3 Experience of monitoring budgets and invoice processing and using a finance management system

Job Related Skills and Achievements

E4 Excellent written and verbal communication skills, with the ability to work with a wide range of stakeholders using tact and diplomacy

E5 Experience of drafting correspondence and taking minutes

E6 Experience of establishing and maintaining administrative systems

D4 Experience of providing operational support for events – including the co-ordination of invitations and responses; liaising with venues, suppliers and speakers.

D5 Experience of organising complex travel itineraries

Personal Attributes

E7 Highly organised, with excellent attention to detail and the ability to plan and prioritise your own workload to meet deadlines

E8 Self-motivated, flexible and a team player

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Other Relevant Factors

E9 Willingness to work some evenings/weekends

E10 An interest in pursuing a career fundraising in Higher Education

Application Procedure

Applicants should visit Strathclyde's vacancies portal and complete an online application form including the name of two referees who will be contacted without further permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

University of Strathclyde encourages the recruitment of disabled and neurodivergent candidates. If you need any reasonable adjustments during the recruitment process, please let us know. You are welcome to submit a paper application or a CV instead of the online application form by contacting us at humanresources@strath.ac.uk.

Interviews

The University is a Disability Confident Employer and operates a guaranteed interview scheme for disabled candidates who meet all the essential criteria for the post that they are applying for.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Aileen McConnell, Individual Giving Manager (aileen.mccconnell@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our comprehensive benefits package, including generous annual leave, family-friendly benefits, flexible work options, and a commitment to continuous learning, reflects our appreciation for the valuable contributions of our colleagues.

We understand that each staff member has unique priorities and lifestyles, so our diverse benefits ensure there is something for everyone, details of which can be found on our [Rewards and Benefits webpage](#).

- **Financial Rewards:** We provide attractive financial packages, including competitive salaries, relocation support for employees and a generous pension scheme, with university contributions of 14.5%.
- **Work-Life Balance:** We are dedicated to enhancing healthy work-life balance for our employees. We offer generous annual leave, an additional annual leave purchase option, flexible and agile work arrangements.
 - Annual Leave: Generous entitlement of 31 days, in addition to 11 public holidays and University closure days.
 - Additional annual leave purchase: Option to request purchase of 2 weeks' additional annual leave per year.

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- Flexible and agile working: The University provides flexible work arrangements. You can request arrangements that fit you and your role, such as hybrid, part-time, compressed hours, term-time, adjusted shifts, staggered hours. These requests can be made from the first day of your employment.
- **Family Friendly Benefits:** We offer a variety of enhanced family-friendly benefits to support our employees in balancing work and family responsibilities. These include Maternity Leave, Paternity/Maternity Support, Adoption Leave, Shared Parental Leave, Parental Leave, Carers Leave and support, Family Friendly Research & Scholarship Leave, and access to our on-campus nursery.
- **Career Development:** Our commitment to personal development is reflected in initiatives such as professional courses, subsidised educational programs, coaching and mentoring, leadership development, secondment opportunities, and access to our library.
- **Health & Wellbeing:** We place high importance on the safety, wellbeing, and health of all our staff and offer discounted Strathclyde Sport membership, an Employee Assistance Programme (EAP), Occupational Health Service, and Cycle to Work scheme.
- **Recognition Awards:** At Strathclyde, we place a strong emphasis on acknowledging and rewarding our staff's commitment and exceptional contributions. This is demonstrated through our Long-Service Awards and our Values-based Strathclyde Medals.

Pre-Placement Health Screening

If you are offered a job with us, you'll be encouraged to let us know about any disability, medical condition, or neurodivergence you have by completing a confidential pre-placement health questionnaire. Completing the questionnaire is entirely voluntary but by doing so we can put in place the right support and make any reasonable adjustments before you start.

Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

Pension

The successful applicant will be eligible to join Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our [equality, diversity and inclusion charters, initiatives, groups and networks](#).

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

The University currently holds an Athena Swan **Silver award**, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

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In delivering **our People Strategy**, we will contribute, act, and make decisions guided by these values.

- **People-oriented:** committed to our staff and students, providing opportunities, and investing in their development.
- **Bold:** confident and challenging in what we do, and supportive of embracing appropriate and managed risk in our decision-making.
- **Innovative:** focused on discovering and applying knowledge with impact and encouraging creative thinking and new ideas.
- **Collaborative:** working together, with our colleagues and external partners, with integrity and in an open, respectful way.
- **Ambitious:** for our institution, staff and students as well as supporting the ambitions of our partners.



Conditions of Employment

Administrative and Professional Services Staff Grades 3 to 5



1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises UNISON as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 3 to 5. Such terms and conditions may be varied by the University Court after negotiation and consultation with UNISON.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers. Members of staff may not accept outside paid work including personal consultancies without the permission of the University, which will not be unreasonably withheld.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/policies/. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff. The probation period for posts in this staff category is 6 months. Further guidance on probationary procedures is published at www.strath.ac.uk/staff/policies/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/staff/policies/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 August each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm

Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to 11 public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for 4 additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to 5 days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of 5 days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 6.1% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2026 is £74,208 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment

Builder. Please use the following link to access information, including the USS Member Guide: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the [Pensions SharePoint \(staff login required\)](#). Full information regarding USS can be found on the USS website – www.uss.co.uk.

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/staff/policies/hr or on request from Human Resources.

9. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least one months' notice, in writing, on either side, except during the probationary period when the notice period is one week. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is

for a fixed term period it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.

Revised April 2026