



# Development Assistant

Department	Alumni and Development ( <a href="http://www.strath.ac.uk/alumni/">www.strath.ac.uk/alumni/</a> )		
Staff Category	Administrative and Professional	Reference No	637011
Reports To	Stewardship Officer	Grade	4
Salary Range	£23,144 - £25,138	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	01/09/2024
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).	On Site Facilities	Car parking, sports centre, catering.
Holidays	27 days + 11 statutory days Option to purchase additional holidays.		
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with <a href="#">Organisational and Staff Development Unit</a> (OSDU) plus external training if required.		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.		

## 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 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 and Individual Giving 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 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 Stewardship Officer and the Departmental Management Team.

### Main Activities/Responsibilities:

1.	Provide administrative duties for the department: finance processing; raising and reconciling purchase orders and invoices and answering telephone/email enquiries.
2.	Arrange meetings for fundraisers with individual alumni and supporters, based in the UK and internationally (often alumni in senior business positions) to explore their involvement and financial support.
3.	Support the department management team by organising and minuting a range of senior staff and departmental meetings.
4.	Support the delivery of donor stewardship activities which can include organising donor visits or events
5.	Support the Head of Department and fundraisers on a number of international trips per year. Including: coordinating meeting requests and follow up; making travel and accommodation arrangements; and managing itineraries.
6.	Support fundraisers in the organisation of events (receptions, dinners and lectures etc.) in the UK and internationally. This includes sending a range of email invites through a database and managing the invite list. The nature of events can require some evening/weekend working.
7.	Provide administrative support to the Alumni Fund Officer in the delivery of telethon and regular giving fundraising campaigns. This includes the Alumni Fund application process and annual board meeting
8.	Provide operational and administrative support to the Development Officer: connecting scholarship recipients to their donors; supporting donor tours on campus and events.
9.	Any other duties that may be assigned by the Stewardship Officer, Individual Giving Manager and the Head of Department.

## 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)

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

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### **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

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E5 Experience of drafting correspondence and taking minutes

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E6 Experience of establishing and maintaining administrative systems

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E7 Experience of providing operational support for events – including the co-ordination of invitations and responses; liaising with venues, suppliers and speakers.

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D4 Experience of organising complex travel itineraries

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D5 Experience of working within a busy fundraising/sales environment

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### **Personal Attributes**

E8 Highly organised, with excellent attention to detail and the ability to plan and prioritise your own workload to meet deadlines

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E9 Self-motivated, flexible and a team player

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### **Other Relevant Factors**

E10 Willingness to work some evenings/weekends

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E11 An interest in pursuing a career fundraising in Higher Education

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## **Application Procedure**

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Applicants are required to complete an application form including the name of two referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also complete the Equal Opportunities Monitoring Form.

## **Other Information**

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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 Tom Frost, Stewardship Officer ([thomas.frost@strath.ac.uk](mailto:thomas.frost@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 staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

### **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 the Local Government Pension Scheme (LGPS) in Scotland. Further information regarding this scheme is available from [Payroll and Pensions](#).

### **Interviews**

Formal interviews for this post will be held on 10/09/2024.

### **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+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

## 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.



# 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/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). 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 duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 6 months. Further guidance on probationary procedures is published at <http://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/hr](http://www.strath.ac.uk/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 27 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, annual leave entitlement will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four 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 five 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 five 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](http://www.strath.ac.uk/staff/policies/hr).

## **6. PENSIONS**

At the start of their appointment, new members of staff aged under 75 will automatically be admitted to membership of the Local Government Pension Scheme (LGPS). If you are already in receipt of a pension from LGPS and your benefits relate to service prior to 01/04/2015 then you are required to notify the scheme of your new position regardless of whether you decide to remain a member of the scheme at the University of Strathclyde.

LGPS requires a contribution from the member and a contribution, as a percentage of pensionable pay, is made by the University. The contribution rates that currently apply can be viewed here: - <https://www.spfo.org.uk/index.aspx?articleid=14879>.

If your post is located out with the UK in an EU member state, then pension rules do not permit us to enrol you to the scheme.

New members of staff may opt out of LGPS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. Any member of staff choosing to withdraw from LGPS during their employment with the University, and who is withdrawing after three months' membership but with less than two years' membership, may be entitled to a refund of contributions (less any statutory deductions). Staff withdrawing from the Scheme with more than two years' membership are entitled to a deferred pension benefit. Any member of staff who wishes to opt out should contact the Pensions Team, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)).

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding LGPS can be found on the LGPS website - [www.spfo.org.uk/index.aspx?articleid=14440](http://www.spfo.org.uk/index.aspx?articleid=14440)

## **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/policies/hr](http://www.strath.ac.uk/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 month's 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.