



CHRIST CHURCH

JOB DESCRIPTION

Job title	Graduate Scheme Development Associate
Location	Christ Church
Department	Development Office
Salary	University Scale Grade 3, NSP 14 currently £26,948
Hours	37.5 per week
Contract type	One-year fixed term contract to start in September 2025
Responsible to	Deputy Development Director, Alumni and Stewardship
Application deadline	Noon 18 August 2025
Vacancy reference	TT25_GSA
Additional information	<p>This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Development Director.</p> <p>This post is subject to a six-month probationary period</p>

Role of the Graduate Scheme Development Associate

The position of the Graduate Scheme Development Associate is an exciting opportunity for a recent graduate interested in learning more about the varied elements of a successful Development and Alumni Relations Office. The successful candidate will be exposed to a spectrum of fundraising activities, event delivery, alumni relations and stewardship, as well as key administrative functions. It will provide opportunities for creativity and will require an open and flexible approach to suit the ever-changing demands and priorities of a busy office within a large and complex Oxford college. The role has been designed as an early career development post and intended specifically to provide a time-limited period of training and development and is envisaged to provide a career platform for anyone seeking further opportunities within the realm of development, fundraising, and the not-for-profit sector.

Christ Church will encourage the Graduate Scheme Development Associate to undertake relevant training, conference attendance etc. to enhance their work performance. You will also be able to join the Advancing Oxford network, an internal forum for development, alumni relations, and communications staff across the University of Oxford. Advancing Oxford brings together over 500 staff working across more than 80 different departments, colleges, alumni societies and the overseas offices to engage to network and to learn – whilst simultaneously showcasing the immense impact of philanthropy across the collegiate University. Opportunities within the network include talks, seminars, drinks, and advertisements for future career development.

Department Information

Christ Church has a large and thriving alumni base of more than 9,000 members. Major resources have been invested in development activities since the mid-1990s, with important results for the institution's long-term financial security and ability to invest in its



students. As the 500th anniversary in 2025 approaches, Christ Church remains committed to widening access through outreach activities, increasing student financial support, sustaining the tutorial system, preserving historic buildings, and attracting world-class scholars. The Development Office plays a crucial role in raising funds in support of those important priorities.

Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at www.chch.ox.ac.uk.

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community, with a great range of staff benefits.

Main Duties and Responsibilities

- Working closely with the Alumni Relations and Events Officer to provide administrative and logistical support for Alumni events, including coordinating invitations, assisting with bookings, liaising with relevant internal departments, and responding to attendee queries;
- Attending Alumni events such as Gaudies, Reunion Dinners, lectures, and smaller-scale events, where responsibilities include assisting with check-in, welcome packs, meeting and talking with alumni, taking photographs with the Office's camera, and coordinating the Student Ambassadors;
- Aiding the Development Office in day-to-day workings, including support with key office mailings and responding to general enquiries via email, telephone and mail;
- Conducting desk research to find 'lost Members' and improving the quality of the data held by the College. Reconnecting with 'lost' alumni, alerting them to events, publications and networks;
- Working with the alumni relations and events team on Development Office communications including e-Matters, the monthly online newsletter; the bi-annual Christ Church Matters publication; and liaising with Christ Church's Head of Communications to provide social media content for the Christ Church accounts;
- Undertaking research in accordance with office priorities.

The Graduate Scheme Development Associate will be expected to carry out other duties, commensurate with the grade and responsibilities of the role, in related areas which the Graduate Scheme Development Associate may reasonably expect, to develop a general understanding of work across the Development Office and provide cover, assistance or support if needed to colleagues in other areas.

Person Specification

Essential

- Educated to degree level;
- Excellent written and spoken English with an appreciation of different audiences;
- Confident in meeting with and talking to a wide variety of individuals;



- Professionalism, tact and discretion in handling confidential information;
- Numerate and confident in handling financial data;
- Excellent IT skills including a thorough knowledge of Microsoft Office applications, especially Word and Excel;
- High standards of personal presentation, and a confident and polished manner;
- Personal motivation, ambition and drive;
- The ability to work well as part of a 10-person team;
- Flexibility to manage a variety of tasks;
- Creative abilities and talent, combined with common sense and good judgment;
- Punctuality and good timekeeping;
- A creative and logical approach to work, with the ability to take the initiative, be proactive and work accurately under pressure;
- An interest in fundraising and alumni relations, and sympathy with the aims of the college.

Desirable

- Experience with social media, mailing lists and website management;
- Experience of raising funds, producing communications and/or running events an advantage.

Pre-employment screening

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right to work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check will also be required.

Terms and conditions

- Salary: will be within the University Scale Grade 3, NSP 14 currently £26,948.
- Working hours: 37.5 hours per week. The normal working week is Monday to Friday. The post-holder will also need to have a flexible approach to working hours, as additional hours during weekends and evenings may be required at certain points of the year.
- A one month notice period.

Employee benefits

- Christ Church employees enjoy five weeks paid holiday per calendar year. Time off in lieu will be given for Public Holidays which fall during term time.
- The post-holder will be entitled to lunches without charge when the kitchens are open.
- Generous pension scheme.
- Employee Assistance Programme alongside access dedicated support both within the college and wider University for your personal and career development.
- Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges.



How to Apply

Please apply using the online application form available

https://fas.chch.ox.ac.uk/fas_live/chchgdsa/ no later than the deadline of noon **Monday 18 August 2025**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the Deputy Development Director, Alumni and Stewardship stating your interest in the role, and explaining how you meet the criteria set out above using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidate.

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

Interviews

Interviews for the position are expected to take place on w/c 26 August 2025.

If you need help

If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Important information for candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Christ Church's policy on retirement



There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.