



CORPUS CHRISTI COLLEGE JOB DESCRIPTION

Job Title: **Development Office Part-Time Intern**

Purpose:	To support the delivery of the College's strategic objectives towards its academic mission.	Terms /Hrs /week	Part-time role (3 days per week) for two months, with the possibility of extension. Additional hours also possible dependent on workstack.
Managed by:	Donor Relations and Events Executive	Contact Details:	Martha.baskerville@ccc.ox.ac.uk
3 rd Party Reviewer	Development Director	Contact Details:	Elizabeth.Lyle@ccc.ox.ac.uk
Role Description:	<p>We're looking for a highly versatile and motivated Development Intern to join the Corpus Christi College Development Team for a summer internship, in this key administration role to support the Keeper of the Pictures. The role is an exciting new opportunity for a recent graduate interested in learning more about the varied elements of a successful Development Office. The role is envisaged to provide a career platform for anyone seeking further opportunities within the realm of development and fundraising, alongside a keen interest in art.</p> <p>The College is in its final phase of a major capital campaign for our Special Collections Centre and new library facilities. While we look to the completion of the Spencer Building towards the end of 2023, we are now focusing on its interior design. This provides us with an opportunity to engage with our existing student and recent graduate community to celebrate Corpus art in this new space. It allows us with an opportunity to commission new pieces with funds raised from alumni, as well as identify art from our existing collection which would resonate well with the ethos of the Spencer Building, and its vision to transform research, teaching and scholarship at Corpus. The creation of an <i>Art Working Group</i> to advise on artwork and facilitate connections with artists and donors will be instrumental in ensuring the building is appropriately decorated.</p> <p>The role will work with the Development Director (also Keeper of the Pictures) and the Development Team at this early stage of the set-up of the Art Working Group, to primarily conduct a review of all Corpus' existing art and update the art catalogue. Subsequently, they will work with the Keeper of the Pictures, and Fellows with specialist knowledge, to identify which art within our collection to retain, any restoration requirements, and put plans in place to enable consolidation of the collection. With additional time, beyond the above, the intern to undertake other administration projects for the Development Team.</p>		
Pay:	£10.50 per hour plus provision of accommodation in Corpus student property.	Holiday Entitlement:	24 days (pro-rata if part-time) + 5 days at Christmas and Bank Holidays
Specialist Training:	Interest in and knowledge of fine art highly desirable	Location:	Corpus Christi College
Reviewed	HR	Date	23 rd June 2022

EXECUTIVE SUMMARY

Strong administrative and systems skills and experience, attention to detail, and an ability to multi-task and manage a varied workload are pivotal to the success of this role. An interest in and knowledge of fine art is highly desirable however not essential. The postholder will be confident working with a range of stakeholders: for this role this will include a wide range of internal colleagues such as the Bursary team, PA to the President, as well as liaising with alumni and friends of the College. With excellent communication skills, a flair for organisation and capable of acting on their own initiative, they will play a key role in a busy team. Experience of Microsoft Office is vital, training on Raiser's Edge CRM database would be provided. Experience of working in a development or charity fundraising team would be highly desirable, however not essential.

RELATIONSHIPS

- a. Managed by: The Donor Relations and Events Executive
- b. Objectives set and assessed by: The Donor Relations and Events Executive
- c. Co-workers: The Director of Development, Development Executive, President's PA, Development Officer
- d. Liaison with: PA to the President, College staff, alumni, external service providers including auction houses, architect, and students.

RESPONSIBILITIES

The postholder will be responsible for planning and implementing the following time-bound initiatives:

- Conduct a review of all our existing art, identify restoration requirements, particularly urgent needs, and update the art catalogue.
- Work with the Keeper of the Pictures, and Fellows with specialist knowledge, to identify art within our collection, which we can be made available to Fellows for their rooms, as well as College guest rooms and meeting rooms.
- Put plans in place to display this art at College across two days in 0th Week, (28th and 29th September identified as possible dates) where Fellows and the Accommodation and Conference Manager can view the available art.
- Work with the JCR President to review the JCR art collection, and support the identification of any requirements, alongside their ongoing involvement in the Art Working Group.
- Facilitate the sale of remaining art, that is not desirable, at auction, and profits used to establish a starter fund for the restoration and upkeep of our existing paintings.
- Support the Donor Relations & Event Executive and Development Director, in the development of the Terms of Reference of the Art Working Group for The Spencer Building, providing insight and input into how current students and recent graduates could be engaged in the project.
- Provide input, working with the Development Team, and the Architect for the Spencer Building, to identify appropriate and in-keeping recognition for donors to the build, i.e. donor boards, plaques, inscriptions etc.
- With additional time, beyond above, provide general administrative support as required, including handling routine correspondence and telephone calls, updating of alumni records and providing hands on support at events if required.

- Carry out any other duties which are requested by the line manager that are commensurate with the grade of this post.

APPOINTMENT

The College is looking to fill this post as soon as possible. The appointment will be conditional on verification of the successful candidate's right to work in the UK, and subject to the receipt of satisfactory references, one of which should be your current employer.

REMUNERATION AND TERMS

This post will be paid the Living Oxford Wage, and accommodation in a student building will be provided for the duration of the internship.

BENEFITS

24 Days (pro rata for part time) leave entitlement plus bank holidays, 5 days at Christmas and meals on duty when the kitchen is open.

NOTICE

Notice will be 2 weeks written notice on either side.

HOW TO APPLY

Prospective candidates should send a Curriculum Vitae along with a covering letter of no more than two pages to recruitment@ccc.ox.ac.uk, or by post to HR, Corpus Christi College, Merton Street, Oxford, OX1 4JF, to arrive no later than midday on 8th July 2022. Interviews will be held on 14th July 2022 at Corpus.

EMPLOYEMENT CRITERIA

Criteria	Essential	Desirable
Experienced team player with demonstrable capacity to influence and drive results	X	
Attention to detail and high level of accuracy with the ability to produce work of a high standard and proof-read her/his own work	X	
Able to collate and assess information and present it in an effective format	X	
Excellent communication skills, both oral and written, including a good command of the English language, and ability to write a range of communications for different audiences.	X	
Ability to manage and prioritise a varied and busy workload to deadlines in an efficient and effective manner, and manage projects from start to finish with little supervision.	X	
Experience of detailed analysis and manipulation of data and producing financial reports.	X	
Strong IT skills and confident use of the Microsoft™ Office toolset and the Internet, databases, and broad competence in a range of software applications.	X	
Excellent interpersonal skills and the personal sensitivity, discretion and tact that is needed when dealing with highly confidential information and working with senior academics and alumni; ability to build excellent relationships, both internal and external to the College.	X	
Experience of using a CRM database such as Raisers Edge (or similar) with confident use of queries and reports and the ability to analyse large data sets	X	
Interest in Higher Education and the role of fundraising	X	
Experience in fundraising, alumni relations or comparable activities.		X
Understanding of GDPR requirements, especially in a fundraising context		X
Ability to maintain Web and social media publications.		X
Knowledge of Oxford Colleges and the University of Oxford		X