Ridley Hall, Cambridge

*Fixed Term, Part-time Position*

**Development and Funds Officer**

**Job Profile**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Development and Funds Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Summary:</strong></td>
<td>The Development and Funds Officer will make applications to grant-awarding bodies, process donations, manage the Donor Strategy database and process Gift Aid claims. They will be the first point of contact for alumni and supporters of the College and will play a key role in organising and running the annual ‘Moule Lecture’.</td>
</tr>
<tr>
<td><strong>Fixed Term:</strong></td>
<td>2 October 2017 – 31 July 2018</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>The post is based at Ridley Hall, Cambridge CB3 9HG</td>
</tr>
<tr>
<td><strong>Reporting to:</strong></td>
<td>The Principal</td>
</tr>
<tr>
<td><strong>Working hours:</strong></td>
<td>20 hours per week. Normal hours are 9.00am – 1.00pm Monday to Friday. Some flexibility may be possible.</td>
</tr>
</tbody>
</table>

1. **General Background**

Ridley Hall is a theological college set in spectacular surroundings in the centre of Cambridge. It is part of the Cambridge Theological Federation, with close and multi-layered links to the University of Cambridge and other universities. Its site serves as the nucleus for a range of innovative ventures contributing to the life of the wider church.

Since 1881, Ridley Hall has prepared men and women for ordination in the Church of England and other provinces of the Anglican Communion. The College also welcomes lay ministry students for undergraduate and postgraduate awards. It has 70 full-time ordinands, 40 students training for lay ministry and a number of research students. It combines ministerial formation and the teaching of academic awards with a diverse range of initiatives involving its staff and facilities. The College is in regular touch with approximately 3,500 alumni and supporters. A key focus for this activity is our annual ‘Moule Lecture’, celebrating the life and work of a distinguished former Vice Principal of the College.
Ridley Hall is a dynamic and multifaceted institution, committed to serving the contemporary life and mission of the Church in imaginative ways. In its last Inspection Report, it was described as ‘a vibrant learning, worshipping and praying community’ which provides ‘exciting opportunities’ for contributing to the mission of the wider Church. The Report also referred to Ridley’s ‘cohesive and well qualified staff’ who ‘excel in service to the Ridley Community and are assets to the wider Church’. The staff team includes the Principal, twelve tutorial staff, a chaplain, a bursar and an administrative team. Its style of working is collegial, within the context of interdependent activities and initiatives.

2. Main Duties and Responsibilities:

- Make applications to grant-making bodies
- Process donations, including managing the Donor Strategy database
- Process Gift Aid claims
- Liaise with the College accounts team
- Liaise with alumni and supporters of the College
- Undertake administration in relation to Legacies
- Work with the Associate Principal and a small team to organise and run the annual ‘Moule Lecture’

3. Skills and experience:

Education:
- Qualified to Degree Level

Knowledge/Experience/Skills:
- Knowledge and experience of working in the charity sector
- Knowledge and experience of fundraising
- Experience of making successful applications to grant-awarding bodies
- Knowledge and experience of making Gift Aid claims
- Knowledge of restricted and designated funds
- Experience of working with alumni and supporters of Higher Education Institutions
- Experience of using databases such as Donor Strategy or Raiser’s Edge
- Strong numeracy skills
- Strong interpersonal skills which inspire confidence and trust
Personal Attributes:
- Commitment to the flourishing of an institution that trains leaders for the Church
- Ability to work well with others
- Self-motivated and able to work alone
- Creative and able to take initiative
- Good organisational abilities
- Good time keeping

4. Details of Employment

Salary: £25,000 pro-rata

Annual paid leave entitlement will be 5 working weeks, which should be taken outside term time, plus bank holidays pro rata during the fixed term period. If any statutory holidays need to be worked, particularly those that fall during term time, a day off will be given in lieu.

Benefits include enrolment in the College’s designated Pension Scheme, a Non-Contributory Pension Scheme, which provides contributions of 10% of gross salary.

5. Application Timescale

Closing date for applications: Friday 1 September 2017

Interviews will be held on: Monday 11 September 2017

Your completed application form and any queries about the role should be addressed to:-

Katie Bowers
Principal’s Administrator
01223 741060
ridleypa@hermes.cam.ac.uk

July 2017