



Hertford College
UNIVERSITY OF OXFORD

Development Assistant Further Particulars

Job Title:	Development Assistant (Intern)
Hours:	Flexible, 20 hours to 37.5 hours per week
Salary:	£14.06 per hour
Contract Type:	Fixed term for up to 12 months
Reports to:	Head of Alumni and Donor Relations

This role is open to applicants that are either currently enrolled as a Hertford student and due to graduate this year, a current Hertford postgraduate student, or a Hertford alumnus who has graduated within the last 2 years.

The College

Hertford College ('the one with the bridge') is a constituent college of the University of Oxford, and a registered charity (1137527). Hertford is home to some 750 students, two-thirds of whom are undergraduates. The main site lies in the heart of Oxford, occupied from the late thirteenth century by Hart Hall and, from 1740 until 1816, by the first Hertford College; and then, from 1822, by Magdalen Hall which was re-founded in 1874 as the second Hertford College.

The Fellowship, which has responsibility for the governance of the college, currently consists of forty Fellows, the majority of whom are involved in undergraduate teaching. In addition, thirty lecturers supplement teaching provision, and around 125 members of administrative and domestic staff coordinate and support key activities across the main site and across various other sites around Oxford. The Hertford community has over 10,000 alumni members and the Development Office is the main point of contact between Hertford and its alumni.

This is an exciting time to join Hertford following the appointment of our new Principal, Baroness Alexandra Freedman in March 2026. Right now, we are in the middle of the most significant building and renovation programme in a century on our main site and we have further ambitions to transform the college through more building projects and a continued commitment to access, student support, and sustainability.

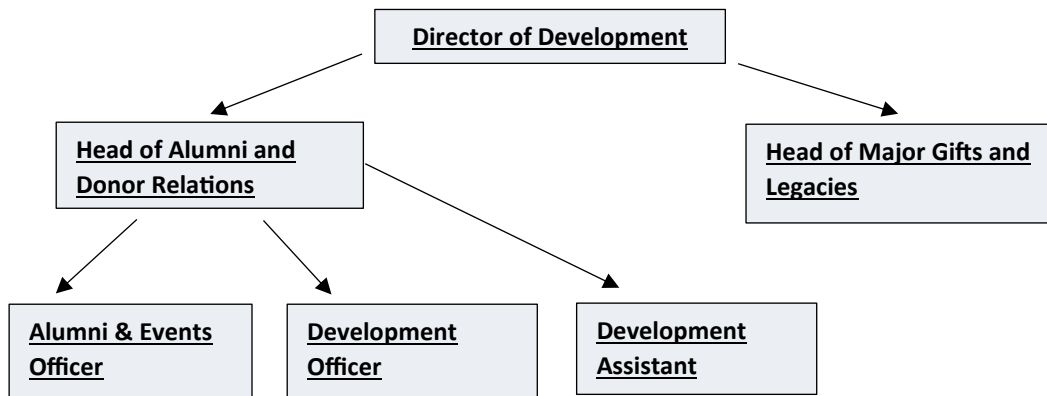
Hertford is known for its progressive social agenda and proactive approach to access. The college is a friendly and open community where staff, fellows, alumni, and students work together for the best interests of current and future students. In the 1960s one of Hertford's academics, Neil Tanner, pioneered access across the university by encouraging applications from state and maintained schools in the north of England, attracting young people from non-traditional backgrounds to study at Hertford. Today we consistently offer amongst the highest number of places to state school students and those facing educational or socio-economic disadvantage.

Further information about the college is available at <http://www.hertford.ox.ac.uk>.

Development and Alumni Programme

The Development team are close-knit, friendly, dynamic and ambitious. This is a wonderful opportunity to make a real impact as we plan a significant fundraising campaign.

There are six members of the team:



The team is responsible for keeping alumni of Hertford in touch with the college and each other. There is a good alumni relations programme already set up with regular events and communications. We have plans to enhance this further by launching a new alumni offering in 2026. Further information is available at: www.hertford.ox.ac.uk/alumni.

The Development team is also responsible for raising money for key transformational projects including the new library, lecture theatre and postgraduate centre alongside undergraduate bursaries, postgraduate scholarships and support for academic Fellowships. The team is currently planning a major new fundraising campaign, and in March 2026 the team delivered a Giving Day that raised over £615,000, setting a new record for the amount raised by any Oxford college. So far £9.1m has been raised for the new library project. The college leadership are keen to build on this support and grow philanthropy at Hertford in the years ahead. Further information is available at: www.hertford.ox.ac.uk/support-us.

The Development team work collaboratively with many other teams across the college, including the Bursary, Events, and Communications teams.

The Role

The Development Assistant is a great opportunity for someone to get experience of events, data, communications and fundraising, as part of our development team. The role will manage key projects and administrative tasks.

The ideal candidate will be organised, enthusiastic and have good interpersonal skills. They will be a collaborative team player who can prioritise competing demands within a fast-paced working environment. This is an exciting time to join the friendly Hertford College Development team and make a real impact on our alumni and fundraising programmes.

What does the role offer?

Throughout the year, the Development Assistant (with support from the Head of Alumni & Donor Relations and the rest of the team) will lead on specific projects in each of the areas below, developing highly transferable skills relevant to many professional fields:



Main duties of the role include:

Alumni relations and events support

- Oversee management of the Development team shared email inbox
- Act as the first point of contact for all alumni enquiries (other than those related to events).
- Provide a warm welcome to alumni wishing to visit Hertford, leading tours as required.
- Work closely with the Alumni & Events Officer on all events.
- Attend events and represent the college in a way that enhances its reputation.
- Undertake administrative tasks to support alumni and fundraising events, such as creating name badges and guestlists, and sending out emails.
- Prepare profiles of major donors and potential donors for event briefings.
- Liaise with the family of alumni to create and share obituaries
- Liaise with the Principal's PA

Fundraising and data support

- Provide support for regular giving projects (such as Giving Days and telephone campaigns), as required.
- Undertake research online into potential major donors.
- Update alumni details, including new addresses and employment details.
- Help to ensure all donors receive timely thanks for their contributions.
- Provide finance and donation administrative support, including processing donations.
- Provide other administrative support for the database.

Additional responsibilities

- Plan and arrange UK and overseas travel for members of the development team.
- Order office supplies and stationery, as required.
- Be an engaged and active member of the team, generating new ideas and identifying ways to improve or streamline systems.
- Undertake any other tasks or projects required by the Head of Alumni and Donor relations or Director of Development.

Person Specification

Essential

The post-holder must satisfy the following criteria:

- Excellent level of attention to detail and accuracy.
- Ability to manage, plan and take responsibility for multiple projects simultaneously, prioritising workload to meet deadlines.
- Good time management skills
- Strong IT skills (particularly Microsoft Office)
- Good written communication and interpersonal skills.
- Previous administrative experience.
- Ability to work under own initiative and as part of a wider team.
- Flexibility in working practices (the post-holder will be required to attend evening/weekend events).

Desirable

The post-holder will ideally possess:

- Experience in higher education or the wider charitable sector, working in a customer facing environment.
- Experience of using a fundraising or other CRM database, and ability to extract and manipulate data.
- Experience of events organisation and/or project management.
- An interest in pursuing a career in fundraising or alumni relations.

Terms and Conditions

This is a fixed-term appointment for up to 12 months, to start between June and September.

The post is being advertised flexible as either part-time (from 20 hours per week) or full-time (37.5 hours per week), with ordinary hours being weekdays. The post-holder will need to have a flexible approach to working hours, as there will be particular periods of the year when longer working hours may be necessary (for which time off in lieu will be granted). Hybrid working may be considered.

The salary will be £27,492 per annum full-time equivalent (£14.06 per hour). The post is eligible for membership of the OSPS pension scheme.

Benefits:

Annual leave: The college offers an annual leave entitlement of 28 working days (five to be used for Christmas Closure), plus Bank Holidays, pro-rata for part-time employees. Bank holidays which fall within the full terms of the University of Oxford are normally worked, for which time off in lieu will be given. The holiday year runs from 1st October to 30th September. Additional holiday days are awarded as longer services awards.

Employee Benefits Platform: Free access to thousands of discounts and savings via vouchers, reloadable cards, cashback and online voucher codes.

Free Meal: When on duty, a meal is provided free of charge when the kitchens are open.

Pension: The post is eligible for membership of the OSPS Pension Scheme, further details can be found at <https://finance.admin.ox.ac.uk/pensions>

Health and Welfare Support: Employee Assistance Programme. Free annual flu jab.

Travel Pass Loan: A discounted travel scheme is available with monthly deductions from salary.

Cycle to Work Scheme / Bike Loan: Monthly deductions from salary. On site cycle repair service at discounted rates.

Sports Facilities: Access to the University Sport club.

University Card: for discounts in shops, cafes and restaurants and University Leisure facilities.

Other staff benefits are outlined on the HR section of the college website: <https://www.hertford.ox.ac.uk/and-more/vacancies>

The appointment is subject to a probationary period of six months. The college may initiate a DBS check during employment. You may also be required to submit to a medical assessment that is satisfactory to the college, a medical questionnaire will be provided if relevant to your employment.

Application and Appointment Procedure

Please email the required documents to hr@hertford.ox.ac.uk by **9am on Monday 15 June 2026**

1. CV (maximum two sides of A4);
2. A covering letter detailing how your experience, skills and qualifications meet the criteria;
3. A completed Employment Application Form.

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the college website www.hertford.ox.ac.uk/about/vacancies). The information collected on the Equal Opportunities Monitoring form does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the college's equality policy. Completed forms should therefore be sent to hr@hertford.ox.ac.uk as a separate document, and not contained in the same string as the other application materials.

Interviews will take place on the 23 June 2026. References will only be taken up for the successful candidates.

Candidates must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Regrettably, the college is not able to sponsor applicants for a UK Work visa for this post. EU/EEA & Swiss nationals must have Pre-Settled or Settled Status.

The position may be discussed further with the Head of Alumni and Donor Relations, tillie.peacock@hertford.ox.ac.uk

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data. This Privacy Notice can be found on our website at this address: <https://www.hertford.ox.ac.uk/privacy>.

Hertford College is an Equal Opportunities Employer.