



## **Global Engagement Officer**

### **Candidate pack**

#### **Key duties and responsibilities**

##### **Strategic planning, relationship management and engagement activity**

- Work with Trust colleagues, the Alumni Association and the Scholars' Council to design and deliver a sector-leading lifelong community engagement programme that supports the scholarship's mission of improving the lives of others.
- Lead on initiatives to connect Scholars (both alumni and in residence), including developing structured mentorship and professional development programmes.
- Design and project manage engagement events, nationally, internationally and online. This will include event logistics from setting objectives to initial planning documentation, supplier management, budget oversight, stakeholder and guest liaison, risk management, post activity analysis and reporting. Occasional evening and weekend work and international travel may be required.
- Ensure best value for the Trust in the planning and delivery of all events and activities.

##### **Communication and promotion**

With the aim of supporting an engaged and connected community:

- Communicate with members in a timely, consistent and professional manner.
- Work independently and/or with colleagues to compile and/or create content for distribution across a variety of platforms, including regular email e-bulletins, social media and more.
- Work with the Trust's Communications Officer to promote community events and activities.

## **Representation**

- Act as representative of the Trust in all community engagement forums and events.

## **Data management**

- Work with colleagues on initiatives to update and maintain members' information, including contact details, career information, interests and connections to the Trust to support targeted, data driven engagement.
- Maintain and update the CRM database in line with our data protection policy and ensure all engagement information is properly recorded.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work and smooth running of the Trust.

## **Personal attributes**

- Educated to degree level or equivalent specialist knowledge and skills obtained through experience and/or training programmes.
- Demonstrate initiative, creativity, personal responsibility and meticulous attention to detail.

## **Relevant experience**

Evidence of:

- Developing and leading new initiatives in a complex environment.
- Working within the Higher Education or charity sectors, ideally with students and/or alumni.
- Building an effective community and connecting a variety of stakeholders.
- Project managing and delivering a wide range of events for diverse audiences.
- Designing and implementing multi-platform communication materials.
- Writing engagingly and accurately for a variety of audiences.
- Planning and prioritising a number of projects simultaneously.
- Managing budgets.

## **Specialist knowledge and skills**

- Excellent interpersonal skills with an articulate manner, demonstrating sensitivity and diplomacy within a diverse, international community.

- Strong verbal and written communication skills - the ability to communicate effectively, persuasively and imaginatively to a range of audiences.
- Excellent time management skills with ability to work independently with minimum supervision to meet deadlines.
- Good numerical skills, including the ability to interpret and present data to a range of audiences in a variety of formats.
- Excellent IT skills, including use of standard Microsoft Office programs, CRM systems, social media platforms and other relevant software and systems.
- A good understanding of basic project management principles.

**Terms and conditions:**

**Location:** Gates Cambridge, Ground Floor, The Warehouse, 33 Bridge Street, Cambridge, CB2 1UW.

We practise a hybrid working model and the successful candidate will be expected to be in the office for a minimum of three days a week. The Trust reserves the right to change remote working status with notice to employees.

**Salary:** £32,332 - £38,205

**Hours of work:** 35 hours per week, Monday to Friday.

**Length of appointment:** permanent

**Probation period:** 6 months

**Annual leave:** 33 days (including fixed periods at Christmas when the Trust's offices are closed) plus Bank Holidays. The period for calculation for entitlement to annual leave is 1 January to 31 December.

**Pension:** The role holder will be eligible to join the University's pension scheme.

**Pre-employment checks:** we have legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment made to you will be conditional upon you gaining it.

**Other:**

- Private healthcare is available.
- Access to the University of Cambridge card.
- The Gates Cambridge Trust is supportive of continuous professional development for staff and suitable opportunities for training and development will be actively considered.

- The Trust actively supports equality, diversity and inclusion and encourages applications from all sections of society.

## How to apply

Applications must include the following:

- A cover letter setting out why you are a good fit with the role (usually one page of A4)
- A current curriculum vitae (one to two pages page of A4)
- The names of two referees (these can be included in your CV or as a separate document and will only be contacted in the event of an offer).

The above should be sent to [jobs@gatescambridge.org](mailto:jobs@gatescambridge.org) by the deadline. Please save all documents you submit using the format: First name Last name document type – e.g. Joanna Smith cover letter.

- In addition to the above, applicants must also complete the [basic information form](#) by the application deadline.

Only complete applications will be considered. The Trust is unable to provide feedback on unsuccessful applications.

## Schedule

- Applications open: 31 August 2023
- Application deadline: **midday on Thursday 28 September 2023.**
- Interview date: afternoon of Monday 9 October 2023

## Questions and further information

For full details about the Gates Cambridge Scholarship programme and Gates Cambridge Trust, please visit our website: [www.gatescambridge.org](http://www.gatescambridge.org).

If you have any questions about this role, please email [jobs@gatescambridge.org](mailto:jobs@gatescambridge.org).

For details about how we process your personal data when you apply for position at the Trust, please see our [data protection page](#).