Department Administrator
Office of Philanthropic Partnerships and Alumni

Closing date: 22 November 2017
Interview date: 08 December 2017
Vacancy reference: 6191
INTRODUCTION

The Office of Philanthropic Partnerships and Alumni (OPPA) works with alumni and friends of the University. We help them to deepen their ties with York and each other, and encourage them to support students, research and the University through gifts of time and money. OPPA works with academics across the University, the University board and donors to secure funding for innovative projects that tackle global challenges such as food sustainability, inequality and discrimination, and scholarships that open up a new world of opportunity for our global student community.

The University is in the initial stage of planning a fundraising campaign that allows us to shape and articulate our philanthropic ambition and belief. It encompasses priorities laid out in the University Plan, and takes into account the wider HE context and key strategic drivers for the University of York in relation to building our global reputation, providing the best possible student experience, and building our financial resilience.

It is anticipated that the Campaign will be framed around four themes, those of supporting:

- our students to stand out;
- our research community to push boundaries of knowledge and understanding;
- to be enterprising and innovative in our business engagement;
- and to reimagine our campus - digitally and physically.

Our priorities are for gifts towards capital development, research projects, enhancing the student experience, and scholarships. Cash and pledged donations, as well as gifts of time, talent and expertise will be counted towards the Campaign total. For further information visit: https://www.york.ac.uk/
Main purpose of the role

To carry out a range of administrative processes in order to facilitate the smooth running of an administrative service within the Office of Philanthropic Partnerships and Alumni

Key responsibilities

To oversee and implement departmental administrative systems

♦ Finance
  ◇ Monitor income/expenditure against the overall Departmental budget and work orders. Tracking income and expenditure and alerting budget holders to status of budgets at the monthly managers’ meeting.
  ◇ Analyse, manipulate and interpret information in order to compile detailed summary reports and communications.
  ◇ Process invoices and orders, adhering to departmental/university financial administrative process as required and ensuring that department staff adhere to University guidelines. Provide training and support should staff require it in order to meet these standards.

♦ HR
  ◇ Manage holiday and absence from work records for the department
  ◇ Oversee flexitime working sheets and requests for time in lieu
  ◇ Provide support to the SMT in preparing Human Resource documents including but not limited to: interviews, job vacancies, changes in contracts and recruitment.

♦ Other requirements
  ◇ Develop a staff induction programme for the Department and coordinate staff inductions
  ◇ Ensure that staff are aware of HR processes and current legislation
  ◇ Manage training log

♦ Other requirements
  ◇ Assist in the preparation of relevant department/service documentation and processes, including petty cash, purchasing office supplies.
  ◇ Contribute to the development of office administrative systems as required, carrying out administrative processes and ensuring controls are in place to ensure accuracy and timeliness

To act as a first point of contact for the Office of Philanthropic Partnerships and Alumni

♦ Providing receptionist support to the Department
  ◇ Managing the departmental general email account and take responsibility for responding and recording e-conversations on the OPPA CRM database
  ◇ Applying a good working knowledge of departmental/service administrative systems to answer queries and resolve problems from colleagues and external customers

To provide administrative support to staff members

♦ Provide effective and efficient administrative/secretarial support to senior colleagues, including the co-ordination of diaries, arranging and servicing meetings, filtering enquiries, drafting and preparation of documentation and organisation of travel/events
  ◇ Act as PA and manage the diary for the Director of Philanthropic Partnerships and Alumni and Deputy Director of Philanthropic Partnerships and Alumni, arranging internal and external meetings and making travel/accommodation arrangements
  ◇ Manage stationery supplies and the general office environment
  ◇ Prepare and distribute meeting agendas and take and prepare minutes as required by the Director of Philanthropic Partnerships and Alumni

Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder
## PERSON SPECIFICATION

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<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Knowledge of office accounting processes</td>
<td>Essential</td>
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<td>Knowledge of a full range of MS office applications particularly Word, Excel, Access, PowerPoint</td>
<td>Essential</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<td>IT skills, with the ability to use Microsoft Office, particularly Word, Excel, Access, PowerPoint, and the ability to create &amp; maintain web pages and online media</td>
<td>Essential</td>
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<td>Ability to communicate effectively with a wide range of people, including face to face reception, orally and in writing</td>
<td>Essential</td>
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<td>Numeracy &amp; literacy skills with the ability to monitor expenditure against a financial account/budget and maintain a petty cash system</td>
<td>Essential</td>
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<td>Ability to prepare agendas and take and transcribe minutes</td>
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<td>Competent in diary management, with the ability to plan and organise meetings, small scale events, workshops and conferences</td>
<td>Essential</td>
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<td>Ability to interpret budget reports, monitor income and expenditure against a budget, and maintain accurate records</td>
<td>Essential</td>
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<td>Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines</td>
<td>Essential</td>
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<td>Ability to effectively allocate work and check the work of an administrative colleague, ensuring required service standards and deadlines are met</td>
<td>Essential</td>
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<td>A calm disposition, tact and diplomacy when tackling competing challenges</td>
<td>Essential</td>
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<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
<td>Essential</td>
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<td>Experience of organising events &amp; meetings</td>
<td>Essential</td>
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<td>Experience of providing an excellent standard of customer service</td>
<td>Essential</td>
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<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<td>Able to work as a member of a team</td>
<td>Essential</td>
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<td>Able to work flexibly, under pressure and to tight deadlines</td>
<td>Essential</td>
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THE DEPARTMENT

The Department is located within the External Relations Directorate which includes the Offices of International Relations, Student Recruitment and Admissions, Strategic Marketing and Digital Communications, Centre for Lifelong Learning, Events and Public Engagement, Press and Media Relations.

We work closely with Careers, the York Students' Union and Academic Registry, amongst others, to deliver funding and volunteering programmes that support key objectives of the University.

Within the Office of Philanthropic Partnerships and Alumni responsibilities are divided across the five sections of

1. Institutional Philanthropic Partnerships
2. Individual Philanthropic Partnerships
3. Participation Programmes
4. Alumni and Donor Engagement
5. Information and Philanthropy Services

Upholding transparency, professionalism, due care and diligence and good care of our supporters is of primary importance in all that we do.

The activities of the Department are overseen by a Senior Management Team (SMT).

In order to deliver on our targets the Office of Philanthropic Partnerships and Alumni work with volunteers across the university and the alumni and donor community. Through their time, advocacy and support we are able to achieve our objectives by expanding our circles of influence, networks and access to information and resource. Within the University, this means close collaboration with heads of department, the colleges and the York Students' Union.

A position such as this will suit an individual with a passion for higher education and belief in the transformational role of universities to society. The post holder will require a genuine desire to collaborate and to work across functions and departments. They must possess an ability to think creatively and to work independently when required. They will have the energy, drive and commitment to work towards ambitious targets and to help deliver a campaign for York.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6191
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 22 November 2017

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to Mary Haworth on +44 (0)1904 322090 or email mary.haworth@york.ac.uk.

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835