RESOURCING/

Additional Information

Development Office

The Development Office is a dynamic, innovative and friendly professional service department. The four main areas of our work cover fundraising, alumni relations, corporate events and congregations- our graduation ceremonies, in both Canterbury and Rochester Cathedrals. We host over 50 events a year, with over 20,000 guests, communicate and engage with the University's 150,000 strong alumni community and raise funds for scholarships, hardship bursaries and capital builds.

The department encourages creativity, agility and risk taking using a project management framework which emphasises transparent reporting, empowerment and accountability.

The Development Office exists to advance the institution by engaging with our large supporter base.

We have four strategic objectives:

- Strengthen our relationship with alumni, as both professional partners and ambassadors for the University, by creating opportunities for them to support our shared ambitions
- Champion the positive impact of philanthropy by leading the University's fundraising campaigns, both capital and revenue, to reduce student hardship, create life-changing opportunities for our staff and students, and enhance our research and teaching abilities

- Raise the profile and reputation of the University through a global corporate events programme – connecting Kent with the world – and offering a range of social and cultural experiences for our communities
- Celebrate the success of our students and staff by delivering a high-profile programme of congregations, embedded within our communities and which ensure graduate and community take pride in the university

For further details, please visit: www.kent.ac.uk/development

About the University of Kent

The University of Kent is a leading UK university producing world-class research, rated internationally excellent and leading the way in many fields of study. Our 20,000 students are based at campuses and centres in Canterbury, Medway, Athens, Brussels, Paris, Rome and Tonbridge.

With 97% of our research judged to be of international quality in the most recent Research Assessment Framework (REF2014), our students study with some of the most influential thinkers in the world. Universities UK recently named research from the University as one of the UK's 100 Best Breakthroughs of the last century for its significant impact on people's everyday lives.

We are renowned for our inspirational teaching. Awarded a gold rating, the highest, in the UK Government's Teaching Excellence Framework (TEF), we were presented with the Outstanding Support for Students award at the 2018 Times Higher Education (THE) Awards for the second year running.

Our graduates are equipped for a successful future allowing them to compete effectively in the global job market. More than 95% of graduates find a job or study opportunity within six months.

Known as the 'UK's European university', our international outlook is a major focus and we believe in our students developing a global perspective. Many of our courses provide opportunities to study or work abroad; we have partnerships with more than 400 universities worldwide and are the only UK university to have postgraduate centres in Athens, Brussels, Paris and Rome.

The University is a truly international community with over 40% of our academics coming from outside the UK and our students representing over 150 nationalities.

We are a major economic force in south east England, supporting innovation and enterprise. We are worth £0.9 billion to the economy of the south east and support more than 9,400 jobs in the region.

In March 2018, the Government and Health Education England (HEE) announced that the joint bid by the University of Kent and Canterbury Christ Church University for funded places to establish a medical school has been successful. The first intake of undergraduates to the Kent and Medway Medical School will be in September 2020.

We are proud to be part of Canterbury, Medway and the county of Kent and, through collaboration with partners, work to ensure our global ambitions have a positive impact on the region's academic, cultural, social and economic landscape.

Website: www.kent.ac.uk

Application Process:	Applications must be made via the University's online application system. You will be required to fill in the main details section of the application form. If there is a requirement to upload your CV and a cover letter, your cover letter should clearly and explicitly address the requirements of the Person Specification and you should provide clear evidence and examples in your application which back-up any assertions you make in relation to each criterion. We recommend a maximum of 4 x A4 sides for this document. If there is a requirement to complete the Supporting Statements section of the application, you should provide clear evidence and examples demonstrating how you meet the criteria for the post. Copies of certificates for qualifications you have stated you have achieved in your application will be requested at offer stage; in particular, those that were deemed as essential for the post. Applications must be received by **midnight** on the closing date (unless otherwise stated) and unfortunately late applications cannot be accepted. If you are invited to attend an interview we will contact you by email confirming the arrangements. If you are not successful at the shortlist stage, we will also contact you by email to let you know.
Feedback:	Due to the large number of applications we receive, we are unable to provide feedback at shortlisting stage. We will provide feedback, if requested, following an interview.
Test / Presentation:	Many of the posts will involve a test, presentation or assessment day as part of the interview process. This could be in the form a clerical or IT test or a requirement to deliver a short presentation. Full details will be confirmed to you by email.
Job Share:	Applications to job-share this post are welcomed. If you wish to apply on a job-share basis indicate this on your application and include: ▪ If you are applying as part of a job-share team (please give name of sharer) or as an individual. ▪ The proportion of the job you would wish to work, expressed as a percentage. ▪ Whether you would be interested in the job on a full-time basis if a suitable sharer does not come forward.
Disability Confident Committed:	The Two Ticks scheme has been replaced by the "disability confident" scheme. As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the essential criteria for our job vacancies. If you have a disability and require information regarding accessibility of our campus facilities please visit: http://www.disabledgo.com/en/org/university-of-kent

Equality, Diversity and Inclusivity:	All University staff are expected to be aware of, comply with, and support the University's policies with regards to ensuring and promoting equality, diversity and inclusivity. Relevant training and development should be undertaken, as required. Further information about EDI is available from the University's website at: http://www.kent.ac.uk/hr-equalityanddiversity/
UK Visa and Immigration:	The University of Kent is unable, under current immigration law, to employ candidates who are not eligible to live and work in the UK. For academic and research vacancies, or posts that require very specialist skills we can apply for a Certificate of Sponsorship (although there is no guarantee that this will be granted). This is on the basis that the criteria for such applications have been met. ***PLEASE NOTE*** - If you require/hold a visa to work in the UK, it is your responsibility to check the Home Office website to ensure that you understand the rules and the documentation required. It is also important to note that the rules concerning visas are changed and/or amended regularly. The Home Office website is: https://www.gov.uk/government/organisations/uk-visas-and-immigration
Salary Scale:	Employees receive an increment annually until the top of the scale is reached. In addition, there is normally a nationally agreed annual cost of living salary increase. For new employees to the University, the first spine point of the grade is usually offered, unless otherwise agreed. The scale (ie top and bottom spine points) appears on the advert and the Job Description. Successful internal candidates on the same grade will transfer on their current spine point and the annual increment will not be affected. For those moving to a higher grade, the first spine point of the new grade will be offered, unless otherwise agreed.
Annual Leave:	The annual leave entitlement is 25 days, plus 8 public holidays and 5 additional days for full-time staff, 5 of the additional days are taken between Christmas and New Year when the University closes. Part-time receive a pro-rata entitlement.
Probation:	The Probation Scheme at the University of Kent is a 4-stage process over 6 months.
Pension:	You will be contractually enrolled to become a member of SAUL (Superannuation Arrangements of the University of London) – a defined benefit pension scheme. Staff enter the Career Averaged Related Earnings (CARE) section. CARE benefits are based upon salary earned each year increased to retirement. Members of SAUL will pay 6% of basic salary. The University contributes a sum equal to 16% of salary.

	If you elect to opt out of the pension scheme as soon as you join, you may be auto enrolled immediately. You may also be auto enrolled on our re-enrolment date which is every three years. Please see the link below for more information on auto enrolment: https://www.kent.ac.uk/human-resources/pensions/auto-enrolment.html For further information, please visit: http://www.kent.ac.uk/human-resources/pensions/SAUL-home.html or www.saul.org.uk
Work Life Balance:	The University recognises that staff have responsibilities and interests that have to be balanced with working life. It is the University's aim to create a well-managed, flexible working environment that supports staff and their families, promotes welfare, maintains working practices and provides a productive balance between work and life outside work. Operational needs must be taken into account, but managers are encouraged to be innovative in organising their team and respond positively to requests to alter working patterns to enable staff to fulfil more effectively their professional and personal commitments.
Childcare:	**Oaks Day Nursery (Canterbury Campus):** The Oaks Nursery based at the Canterbury Campus is an excellent benefit for staff and a great asset to the University. Places are offered on a first come first served basis and baby places are particularly limited so staff may wish to make contact as soon as their pregnancy is confirmed. For more information: http://oaksnurserykent.co.uk/ **Medway Campus:** There is no University run day nursery at the Medway Campus, however the closest nursery to the campus is run by Busy Bees. For more information: http://www.busybeeschildcare.co.uk/nursery/chatham In October 2018 the Government launched a new Tax-Free Childcare scheme; new members of staff may now be able to get tax-free childcare paying up to £500 every 3 months (£2,000 per year) for each child to help with childcare costs. See https://www.gov.uk/help-with-childcare-costs/tax-free-childcare for further information.
Nursery Salary Exchange Scheme:	**Nursery Salary Exchange Scheme** Workplace Nurseries are childcare facilities provided by an employer and which are offered to employees, through a tax efficient salary sacrifice scheme. The Workplace Nursery Salary Exchange Scheme (for users of the Oaks Nursery on Canterbury Campus) enables eligible staff to opt to receive a lower salary – a salary exchange – in return for the University paying an equivalent amount of his/her nursery fees, via an amendment to contract. This arrangement means staff agree to receive a lower amount of gross pay and in return will be provided with free (or part thereof) workplace nursery places.