

### **Job description - Student Caller**

**Pay:** £10/hour (plus free accommodation and meals on shift) (50 hours over 2 weeks)

From Monday 27<sup>th</sup> June-Sunday 10<sup>th</sup> July 2022, Fitzwilliam College is offering the opportunity for students to join the College's annual telephone Campaign, speaking with alumni and raising money for the College's undergraduate support and priorities (to improve the College for the whole community). This is a great opportunity to stay in Cambridge with your accommodation paid for and to enjoy the sunshine whilst earning money and gaining great experience!

You will be phoning Fitzwilliam College alumni to update them on exciting developments here at Fitz, hear about their memories of student life, and their careers since graduation. You will also be fundraising for a number of important projects across the College, all of which help to benefit the Fitzwilliam Community. All calling sessions take place on weekday evenings (Monday-Thursday) or during the days on Saturday and Sunday, leaving the days free to catch up on some work and enjoy the summer sunshine in Cambridge.

This is excellent work experience offering transferable skills for almost any future career. You will receive comprehensive training and will learn about alumni relations and fundraising. You will learn how to speak with a wide range of people, how to build a case for support and persuade people to support a cause, and you will increase your confidence and improve your telephone manner.

This is an excellent job to put on your CV and the Development Officer will be happy to act as a referee (and/or as a recommendation on LinkedIn) for anyone who completes the training and calling.

We are hoping to recruit student callers who:

- Enjoy speaking to people and are friendly
- Have a good telephone manner
- Are reliable and accurate in time-keeping
- Can adapt and take advice
- Can listen
- Can deal with confidential information in a tactful manner
- Have an understanding of telephone fundraising

Callers will telephone a wide range of Fitz alumni to:

- update them on Fitz news and activities
- engage them in conversation about their time at Fitz
- discuss their career paths
- seek support for Fitz's priority fundraising areas, explaining the College's need for additional funding.

Proposed Shifts and Calling Hours:

Mon 27 Jun	10-4pm ( <i>Training</i> )
Tue 28 Jun	2-5pm, 6:30-8pm ( <i>Training</i> )
Wed 29 Jun	6:30-9:30pm
Thu 30 Jun	6:30-9:30pm
Fri 1 Jul	<i>No calling</i>

Sat 2 Jul	10-5pm
Sun 3 Jul	3-8pm
Mon 4 Jul	6:30-9:30pm
Tue 5 Jul	6:30-9:30pm
Wed 6 Jul	6:30-9:30pm
Thu 7 Jul	6:30-9:30pm
Fri 8 Jul	<i>No calling</i>
Sat 9 Jul	10-5pm
Sun 10 Jul	3-8pm

Click [here](#) to find out more info about the importance of development at Fitz, and its current fundraising priorities.

As a College, we are a registered charity (No: 1137496). We never fundraise from people in vulnerable circumstances and are committed to providing a friendly and supportive work environment for all of our Telephone Campaign callers. This Telephone Campaign will be run in-house, without the work external consultants.

If you think this could be a good opportunity for you, please fill out this [application form](#). Feel free to email Annabel with any questions [development.officer@fitz.cam.ac.uk](mailto:development.officer@fitz.cam.ac.uk)

Applications must be received by Sunday 8<sup>th</sup> May at the latest, but the earlier, the better, as we will be running a rolling recruitment process after Easter. From the week commencing 25<sup>th</sup> April, we will offer interviews via a booking link for interview slots, to allow for flexibility across the busy exam period. Interviews will be conducted over Zoom and will last up to 15 minutes, and will be informal with no prior preparation required.