University of Oxford
St Edmund Hall

Job Description – Further Particulars
Conference & Events Coordinator

1. The College

St Edmund Hall is one of the constituent colleges of the University of Oxford and currently has about 70 academic staff (Fellows and Lecturers), 420 undergraduate students, 350 graduate students and 40 visiting students. Students are admitted in a range of subjects.

The first documented reference to St Edmund Hall is from 1317, which indicates an earlier foundation. Although Oxford's oldest colleges date to the mid-thirteenth century, it was not until the sixteenth century that the colleges commonly admitted undergraduates. St Edmund Hall therefore has a claim to be the oldest surviving academic society to house and educate undergraduates in any university – and it continues to provide an inspiring home for our students today.

The main site in Queen's Lane is situated in the heart of the city and its old buildings are concentrated in the Front Quadrangle, which is one of the most attractive in Oxford. The location provides quick and easy access to the High Street, buses, shops and the station, which is a 15-minute walk away.

The College launched its first strategy on 1 October 2019, encapsulating the Hall's vision for the next 10 years, covering 2019-2029. It aims to move our inspiring and historic institution into the next century, keeping it as relevant to students of the future as it has been in the past and is today.

In April 2026, our newly refurbished properties at Norham Gardens opened, providing an additional 127 bedrooms and communal facilities for conferences and events.

General information about the College is available at www.seh.ox.ac.uk.

2. The Role

We are seeking an experienced and highly organised Administrator/Coordinator to support our busy Conference and Events Manager in the delivery and coordination of a varied programme of conferences and events. The ideal candidate will have proven administrative and organisational skills, excellent attention to detail and the ability to manage competing priorities in a busy environment. During the vacation periods the College hosts summer schools, dinners and wedding receptions in addition to dinners and internal events during term.

The post holder will provide comprehensive administrative support to ensure the smooth running of the Conference & Events Departments in addition to overseeing the day-to-day data management on the relevant systems (currently Kinetics Uniware, and internal meal and wine systems with the aim of becoming a super user (full training will be given).

The computer systems cover internal and external function bookings including invoicing, accommodation bookings for students, guest rooms and commercial business, student formal meals and servery EPOS (electronic point of sale).

A key aspect of the role is to ensure the accurate and timely flow of information between departments, to ensure that all parties clearly understand event booking information, and all requirements relating to those. The appointee will need to be fully aware of all College events and be able to quickly identify any conflicts when responding to booking enquiries.

3. Reporting to:

The Conference and Events Manager. The Domestic Bursar has overall responsibility for the department.

4. Principal Responsibilities

Conferences

Provide administrative support to the Conference and Events Manager, to include:

1. Ensuring that event information on Kinetics is kept up to date, and that accurate information, analysis, quoting and invoicing can be extracted from the system.
2. Assisting with the organisation of conferences, by liaising with clients to determine accommodation and catering requirements and allocating conference bedrooms on Kinetics.
3. Allocation of online guest room bookings on Kinetics.
4. Liaising with the Access and Outreach Coordinator on school visits.
5. Assisting the Conference and Events Manager to manage the shared email inbox and engaging with external contacts by email and by phone to follow up on potential bookings.
6. Supporting the Conference and Events Manager to research new clients/business and to produce and distribute information relating to college conference facilities.
7. To be proficient in raising invoices timely and in chasing debts as soon as they become due.
8. Assisting with tours for prospective new clients.
9. Maintaining up-to-date information on the College's website conference & events sections.
10. Liaising with the Accommodation Manager in respect of room availability.
11. Producing internal reports as required.
12. Acting as the first point of contact for queries in the Conference and Event Manager's absence.
13. Ensuring that all electronic and paper files are accurate and up to date.
14. Responsibility for the preparation of the summer B&B facilities to include reservation management and rates and room availability to achieve maximum business.
15. To prepare and update the standing operating procedures for college dinners and events.

16. To have a flexible approach to duties as some evening and weekend working will be required for which time off in lieu will be given.

Catering

To provide administrative support to the Catering Department to include:

1. Liaising with all members of the Catering Department to ensure that catering requirements for events (including information on dietary and allergens) are clearly communicated and understood.
2. Producing catering invoices and ensuring the cross charges, domus and internal recharges spreadsheet is kept updated.
3. Occasional assistance with food and beverage stock takes.
4. To be an administrator of the Senior Common Room booking system to include the setup of all dinners.

Other Duties

- Provide absence cover for the Bursary Receptionist, in particular, dealing with visitors to the Bursary, room bookings and assisting with table plans and place cards.

The appointee will also be expected to carry out such other duties as the Conference and Events Manager may from time-to-time request, commensurate with the grade and responsibilities of the post. The above provides an indication of the nature of the role and is not intended to be exhaustive.

5. Selection criteria/Person specification

	Essential and desirable criteria	
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Education/qualifications		
Educated to A level standard or equivalent professional experience.	√	
Experience		
Relevant administration experience and an understanding of and an interest in commercial operations including improving profitability, attracting new business opportunities and creating a strong culture through the conferencing operations.	√	
Proven record of successfully managing competing demands and completing projects to deadlines.	√	
Experience of working in events management or equivalent relevant experience in the hospitality industry.	√	
Experience of the Oxford collegiate system.		√
Skills, Competencies and Abilities		
Excellent interpersonal skills, with the ability to work as part of and contribute to the work of a wider team.	√	
Confident written, financial and communication skills, with the ability to deal appropriately with relevant stakeholders including staff, students, Fellows and external clients.	√	
Excellent IT skills appropriate to a Windows-based office and the preparedness to learn new applications as required.	√	
Strong organisational skills, with an ability to work to multiple deadlines and to prioritise workloads.	√	
A flexible and adaptable attitude towards duties, including a willingness to work cooperatively and collaboratively to meet the fluctuating needs of the academic year, which may include some work out of hours.	√	
Ability to take initiative, anticipate workflow issues in advance, interpret information and present findings clearly, working with excellent attention to detail.	√	
Working knowledge of Kinetics or a hotel booking system (full training will be given).		√
Personal Skills		
Proactive and positive approach and able to work with minimal supervision.	√	
Discreet and able to maintain confidentiality.	√	
Friendly, professional and approachable with strong relationship management skills and an excellent approach to customer services.	√	

6. Terms and Conditions

Appointment:	This is a full-time, permanent post working five days per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references.
Probationary Period:	There will be a probationary period of three months. Only after successfully completing this probationary period will the appointment be confirmed.
Notice Periods:	During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month on either side.
Salary:	The salary is £31,706 to £37,133 per annum (St Edmund Hall Grade 5). Appointments are normally made to the bottom of the grade; however, the starting point will depend on qualifications and experience. Automatic progression takes place on 1 August for support staff provided they have been in post for at least 3 months prior to the incremental date until the maximum point is achieved.
Hours of Work:	Normal hours of work will be 35 hours per week, usually 09.00 to 17:00, with a one-hour lunch break each day, which is unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required as some evenings and weekend working will be required.
Annual Leave:	Annual leave entitlement is 32 days, comprising 8 public holidays and 24 working days plus additional leave following 5 years of service. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term time, the Conference and Events Coordinator may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Conference and Events Manager.
Meals:	Lunch is provided free of charge in the Hall whilst on duty and when the College kitchen is open.

Benefits:	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan, electric vehicle scheme, free eyesight tests and contribution towards new lenses for VDU users, free annual flu jab, free entrance to the University's museums, the University Club and other Oxford colleges and libraries, free entrance to the Botanic Gardens and Harcourt Arboretum, retail and dining discounts and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service).
Pension:	The post-holder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.
Parking:	Parking is extremely limited and allocated according to needs at the discretion of the Domestic Bursar.

Further terms and conditions are contained in the Employee Handbook, a copy of which will be supplied on appointment and forms part of the post holder's contract of employment.

7. Application Process

Interested applicants should forward the following documents:

1. A Cover Sheet (found on our website) detailing the names and contact details of two referees.
2. A current CV.
3. A covering letter, which explains how you meet the selection criteria for the post.

Documents should be sent preferably by email to recruitment@seh.ox.ac.uk by **GMT 09:00 on Tuesday, 8 December 2026.** Applications should be sent to the HR Department, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to be held in Oxford on Friday, 18 December 2026.

Informal enquiries about the post should be directed to recruitment@seh.ox.ac.uk.

Equality of Opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment Monitoring

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk.

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulations.*
3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*