



St Edmund Hall

Job Description – Further Particulars Conference & Events Manager

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, setting out the Hall's vision and priorities for the ten-year period to 2029. The strategy aims to ensure that our inspiring and historic institution remains relevant and vibrant for future generations of students, while building on the strengths and traditions that have shaped the Hall to date.

Central to this vision is the HALLmarks Campaign, a ten-year, £50 million fundraising operation launched in 2022 to support investment in the Hall's historic estate, academic excellence, student experience and cultural life.

Recent achievements include the opening of the Hall's new Passivhaus-certified student accommodation at Norham St Edmund in North Oxford, providing high-quality, sustainable accommodation and further enhancing the Hall's vibrant student community.

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

2. The Role

The Conference and Events Manager plays a key and highly visible role within the College community, overseeing the day-to-day operation of the Conference and Events Office and acting as the principal point of contact for college dining and events. The postholder will work closely with students, Fellows and staff to ensure that College events are effectively planned, coordinated and delivered throughout the year. This includes formal dinners and special events for the JCR, MCR, staff and Fellows, as well as supporting the wider social and community life of the College.

The postholder will also lead the coordination and delivery of the College's external commercial activities, including conferences, summer schools and weddings, overseeing each event from the initial planning stages through to its successful delivery on the day.

The role has an important commercial development focus, with the postholder expected to take an active role in identifying and developing new commercial opportunities, promoting the College's facilities and building strong, productive relationships with new and existing clients. Through this, the Conference and Events Manager will contribute to growing commercial income while ensuring that all events, both internal and external, are delivered to a consistently high standard and reflect the College's values and reputation.

3. Reporting and Line Management

The Bursarial team comprises eight staff, all reporting to the Domestic Bursar (see Appendix 1). Each of these postholders has responsibility for their own team.

The Conference & Events Manager is supported by the Conference and Catering Officer, who reports directly to them. The postholder will work closely with the Director of Catering, Catering Teams (Serving, Kitchen and Bar) and the Accommodation Manager to ensure effective coordination of college dining, events and accommodation-related activities.

The Conference & Events Manager will also work with colleagues in the Finance team as required, particularly in relation to the financial and commercial aspects of the role, including event income, budgets, invoicing and financial reporting.

Reports to: The Domestic Bursar.

Direct Reports: The Conference and Catering Officer.

4. Principal Responsibilities

4.1 College Duties

- To work closely with the Director of Catering to oversee the planning and coordination of all internal events, including formal dinners and special events for the JCR, MCR, staff and Fellows. The role will also support the wider social and community life of the College, working closely with operational heads across relevant departments, including Estates, the Lodge, Accommodation, Catering/Front of House, the College Office, Admissions, Development and IT, to ensure the smooth and successful delivery of events. The role will also involve a significant degree of communication and coordination with staff based at the College's outside properties.
- Assisting with the coordination of calendars in respect of College Degree Days and the Development Department's events schedule.
- To ensure timely and accurate administration and communication of event information to all relevant College departments and stakeholders.
- To represent the College at meetings e.g. Conference Oxford and networking events relating to the Conference and Events operation, as appropriate.

- To identify opportunities for continuous operational improvement and work collaboratively with the Director of Catering and the Domestic Bursar to implement service enhancements.
- To line manage the Conference and Catering Officer, providing day-to-day support, guidance and performance management.
- To take ownership of the conference database (Kinetics) to ensure it is fully utilised and all users are appropriately trained in its use.
- To be familiar with, and work in accordance with, all relevant College policies, procedures and statutory requirements and participate in training and professional development as required by the College.

4.2 Commercial Activities:

- To oversee the planning and coordination of all external events, including conferences, summer schools, weddings and visitor accommodation, working closely with operational heads of all relevant departments (Estates, the Lodge, Accommodation, Catering/Front of House and IT) to ensure their successful execution.
- To work with the Finance Bursar and Director of Catering to review and be proactive in seeking and delivering new business to maximise income using the College's facilities as well as building and maintaining loyalty with existing customers.
- To support and work with the Director of Catering in developing promotional material regarding the catering operations for weddings, dinners etc.
- To take responsibility for the financial administration of conferences, events and internal functions, including the preparation of commercial quotations and invoices through Kinetics (Kx) Conference (full training will be given), ensuring that accommodation, dining and other event rates are translated into accurate and timely invoices and following up on outstanding debts.
- To ensure that internal costing and recharging processes are managed effectively for college events, working with relevant departments to ensure that costs are accurately allocated and recharged in accordance with agreed procedures.
- To manage the College's visitor accommodation booking operation to maximise occupancy and rates during the vacations.
- To produce financial reports relating to conference sales with a regular revenue forecast.
- To ensure the relevant sections of the College website are updated and engaging.

4.3 Customer contact

- To be the main point of contact for in-college dining and events, and external commercial events supported by the Conference and Catering Officer.
- To provide a warm, friendly and professional welcome to students, staff and visitors from the initial enquiry to the conclusion of the event.
- To understand and be sympathetic to the various needs of all those in the College community including students and the Fellowship.

- To work proactively to anticipate potential operational issues arising from the interaction between the College's day-to-day activities and conference and external events, planning appropriate contingencies and communicating these effectively to relevant stakeholders.
- To hold regular meetings and briefings to ensure departments have all the information they require to deliver a successful event.

The postholder will be expected to adopt a flexible approach to working hours and duties to meet the operational needs of the College and the requirements of the Conference and Events function. The role will require some evening and weekend work, particularly in connection with college and external events. Time off in lieu (TOIL) will be provided for additional hours worked, in accordance with the College's arrangements.

The appointee will also be expected to carry out such other duties as the Domestic Bursar 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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Qualifications/Experience		
Educated to A level standard or equivalent professional experience.	√	
Significant experience of managing conferences, events, hospitality or commercial operations in a customer-focused environment.	√	
Proven experience of planning and coordinating multiple events simultaneously, managing competing priorities and delivering projects to agreed deadlines.	√	
Experience of line management or staff supervision.	√	
Experience of the Oxford collegiate system, higher education or a heritage venue.		√
Experience of marketing events, including website content and promotional material.		√
A recognised qualification in Events Management, Hospitality Management, Business Management or a related discipline.		√
Skills, Competencies and Abilities		
Excellent organisational, planning and project management skills, with strong attention to detail and the ability to manage multiple priorities effectively.	√	
Excellent written and verbal communication skills, with the ability to develop positive and effective relationships with a wide range of stakeholders, including students, Fellows, staff, clients and external organisations.	√	
Strong customer service ethos with a commitment to delivering an outstanding customer experience both internally and externally.	√	
Strong commercial awareness with the ability to identify opportunities to generate income, maximise occupancy and make effective use of the College's facilities.	√	
Excellent IT skills, including proficiency in a Windows-based office environment and experience of using booking, event management or similar systems.	√	
Flexible and adaptable approach, with a willingness to work collaboratively and adjust duties and working hours to meet the fluctuating demands of the academic year, including occasional evening and weekend working.	√	
Ability to analyse data and produce reports and revenue forecasts.	√	
Ability to work independently, using initiative and sound judgement, while also contributing effectively as part of a wider team.	√	
Calm and professional under pressure, with the ability to respond positively and constructively to changing priorities and unexpected challenges.	√	
Knowledge of health and safety, food safety and licencing requirements relevant to events.		√
Working knowledge of Kinetics and University Rooms. Full training will be provided, with the postholder expected to develop a high level of proficiency in Kinetics.		√
Personal Skills		
Professional, approachable and confident manner, with the interpersonal skills to represent the College positively when dealing with students, Fellows, staff, clients and external organisations.	√	

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 3 months on either side.
Salary:	The salary is currently £48,407 to £57,763 per annum (St Edmund Hall Grade 8). Appointments are normally made to the bottom of the grade although, 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 evening and weekend working will be required for which time off in lieu (TOIL) will be given.
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 Manager 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 Domestic Bursar.
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 Universities Superannuation Scheme (USS) 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 **09:00 GMT on Monday, 14 September 2026**. Postal applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR. Late or incomplete applications will not be accepted.

Interviews are expected to be held in Oxford on Thursday, 1 October 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. *Appointment to this post is subject to the satisfactory provision of original documentation confirming the individual's right to work in the UK.*
2. *Information provided by applicants will be used for the purposes of assessing their suitability for the post and will be processed and retained in accordance with applicable data*

protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

- 3. St Edmund Hall is an Equal Opportunities Employer and is committed to providing an inclusive working environment. Discrimination, harassment or other unacceptable behaviour on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation will not be tolerated.*
- 4. Smoking and the use of electronic cigarettes or vaping devices are not permitted in any St Edmund Hall buildings or on any College site.*

Appendix 1

