



University of Oxford
**St Edmund
Hall**

**Job Description – Further Particulars
College Events Officer (part time)**

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 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.

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

2. Introduction to the Development and Alumni Relations Office (DARO)

The Hall has an alumni constituency of approximately 10,000 Old Members – called Aularians (from *aula*, Latin for *hall*). DARO runs an extensive events and communications programme designed to foster and deepen relationships between the Hall and its alumni and to secure financial support from alumni and other friends of the Hall. DARO currently comprises a team of five; the Director of Development, Campaign Development Manager, Alumni Relations and Events Manager, Development Operations Officer, and a Development Officer – Regular Giving. While each member has specific responsibilities, considerable teamwork is expected.

3. The Role

The College Events Officer is a new role within the DARO team created to support the Director of Development in the planning and delivery of the College's alumni relations and development events programme as well as some other College wide events.

The role requires outstanding administrative and coordination skills and will include liaison with various departments within College in particular the Principal's Office and Conference and Catering.

The College Events Officer is specifically responsible for the delivery of a number of College wide events throughout the year and therefore some flexibility will be required in relation to working patterns.

In addition, the College Events Officer will provide additional administrative support for the Alumni Relations and Events Manager throughout the year and provide back-up support for larger events and international alumni events/travel. The postholder will also provide administrative cover for the Communications Manager during times of absence.

4. Reporting to:

The Director of Development

5. Job Description

- Primary responsibility for the College-wide events programme, including planning, marketing, advertising, managing bookings, execution, and follow-up of events.
- Managing budgets for events and ensuring that appropriate administrative procedures are in place.
- Working closely with the Conference and Catering Manager to get College-wide event dates booked in and liaison in regard to numbers and catering requirements.
- Assisting the Alumni Relations and Events Manager with alumni events, such as taking bookings, responding to enquiries both via email and phone, and attending events to help ensure their smooth running some of which occur during the evenings and weekends.
- Maintaining knowledge and understanding of the College's academic and fundraising objectives as appropriate.
- Contributing actively to departmental discussions and decision-making.
- Other administrative duties as required to support the general work of the College and Development Office, including helping to support fundraising objectives where appropriate.
- Providing administrative assistance to the Communications Manager during times of absence and at other times when required during critical periods by completing newsletters, drafting key communications from the Principal, updating the website, and monitoring the College's social media accounts.

The appointee will also be expected to carry out such other duties as the Director of Development 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.

6. Selection criteria/Person specification

Requirements	Essential and desirable criteria	
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Education/qualifications		
Educated to degree standard or equivalent professional experience.	√	
Experience		
Experience of event management and office administration.	√	
Experience of social networking and website management.	√	
Previous Alumni relations experience.		√
Experience of using a relational database e.g., DARS or Raiser's Edge.		√
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 numeracy, written and communication skills, with the ability to deal appropriately with relevant stakeholders including students, Fellows and colleagues.	√	
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 department which may include some travel within the UK and working out of hours with the ability to represent the Hall in a variety of situations.	√	
Ability to work calmly whilst managing several projects at any one time to tight deadlines.	√	
Ability to respond to enquiries and correspondence in a timely and efficient manner.	√	
Technical knowledge of audio-visual, presentation equipment and of hosting or organisation virtual events.		√
Personal Skills		
Confident, proactive, and positive approach and able to work with minimal supervision.	√	
Discreet and able to maintain confidentiality.	√	
Friendly and approachable with strong relationship management skills.	√	

Terms and Conditions

Appointment:	This is a part-time post. 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 six 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:	Salary range: £13,565.50 to £16,174 (full-time equivalent currently £27,131 to £32,348 per annum – University of Oxford Grade 5). However, the College is an independent employer and does not automatically apply the University of Oxford employment terms and conditions or policies. Appointments are normally made to the bottom point of the grade. Automatic progression takes place on August 1 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 17.5 hours per week (the full-time equivalent is 35 hours per week). It is anticipated that the hours will be carried out over 2.5 days per week, usually two days from 9.00am to 5.00pm (with a one-hour lunch break) and one day from 09:00 to 12:30 (no break). The days worked may vary according to the events taking place without increasing the contractual hours. Breaks are unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required..
Annual Leave:	Annual leave entitlement is 28 days (pro rata for part-time staff), comprising 8 public holidays and 20 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. In addition, the College has 7-10 closed days per year, which do not count towards annual leave. Where public holidays fall in term time, the College Events Officer 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 Director of Development.
Meals:	Lunch is provided free of charge in the Hall for members of staff working in excess of six hours and when the College kitchen is open.
Benefits:	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan 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 Thursday, March 30, 2023**. Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to be held in the latter part of the week commencing Monday, April 10, 2023.

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.*