



University of Oxford
**St Edmund
Hall**

**Job Description – Further Particulars
Head of Alumni Relations (Maternity Cover)**

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, the Deputy Director of Development, the Head of Alumni Relations, the Development Operations Officer, a Regular Giving Officer, and a College Events Officer. While each member has specific responsibilities, considerable teamwork is expected.

3. The Role

The Head of Alumni Relations will develop, implement, and manage the departmental strategy for alumni relations with a view to enhancing the engagement of the alumni with the College and supporting fundraising.

4. Reporting to:

The Director of Development.

5. Job Description

- Primary responsibility for the Alumni Relations events programme, including planning, executing and follow-up of events.
- Primary responsibility for the production and distribution of alumni publications including The Aularian, termly e-news bulletins and other publications where required, such as the Women Inspire Brochure.
- Manage significant budgets for events and publications, ensuring that appropriate administrative procedures are in place.
- Line management of the College Events Officer – managing their workload and development; supervising organisation of the events for which they are responsible; conducting the annual appraisal and setting of objectives and recommending any professional development.
- Ensuring that Alumni Relations supports opportunities for the identification and cultivation of prospective donors and underpins the development of fundraising activities.
- Together with the Director of Development and the DARO team, develop an alumni and donor engagement and communication strategy in support of fundraising and stewardship. Produce annual analysis of alumni engagement through the generation of key performance indicators (KPIs) to measure the effectiveness of the alumni relations strategy, including event attendance and communications.
- Primary responsibility for updating the alumni section of the College website and social networking sites; maintaining events calendars, reports of recent events, and dealing with enquiries from alumni, with support from the Development Operations Officer.
- Acting as a member of the St Edmund Hall Association Committee attending bi-annual meetings.
- Occasionally hosting visiting alumni and donors and/or taking them into lunch in College or on tours of the Hall.
- Willing to engage with existing members of the legacy society and to encourage potential members.
- Providing best practice and expertise to the team on alumni engagement and stewardship programmes.
- Championing change and support new ways of working within development and alumni relations, including supporting work outside your own functional area and/or team.
- Fostering a culture of continuous improvement and high standards across the DARO team and the wider College.
- Maintaining knowledge and understanding of the College's academic and fundraising objectives as appropriate.
- Contribute actively to departmental discussions and decision-making.
- Collaborate with the Alumni Relations representatives within other colleges and at University level, coordinating events as appropriate and liaising over College involvement with University wide systems and processes.
- Contribute to the biennial process of updating and enhancing data held on alumni through the construction, distribution, collation, and analysis of the Personal Information Forms (PIFs).
- Other administrative duties as required to support the general work of the

Development Office, including helping to support fundraising objectives where appropriate.

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 | |
|---|----------------------------------|---|
| | E | D |
| 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 experience of managing staff. | | √ |
| Experience of desktop publishing. | | √ |
| Previous Alumni relations experience. | | √ |
| Experience of using a relational database e.g., DARS or Raisers 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. | √ | |
| 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. | √ | |

7. Terms and Conditions

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| Appointment: | This is a full-time, fixed term post for 12 months to cover a period of maternity leave 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. The successful candidate would be expected to commence employment at the beginning of July or as soon as possible thereafter. |
| 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 2 months on either side. |
| Salary: | The salary reflects the St Edmund Hall Pay Scale at Grade 7, (£37,285 to £45,812 per annum). Appointments are normally made to the bottom point 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 three 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 9.00am to 5.00pm, 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. |
| 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 Head of Alumni Relations 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 whilst on duty 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) and annual flu vaccination. |

Pension: The post-holder will be automatically enrolled in the Universities Superannuation Scheme (USS) or the Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.

8. 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 **BST 09:00 on 17 April 2025**. Applications can also be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are provisionally scheduled to take place in Oxford on Thursday, 1 May 2025.

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.*
5. *Parking is extremely limited and allocated according to needs at the discretion of the Domestic Bursar.*