<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Alumnae and Academic Events Lead</th>
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<tbody>
<tr>
<td><strong>Line Manager</strong></td>
<td>Events Team Manager</td>
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| **Grade and Salary** | Grade 5  
£28,759- £33,966 per annum  
[https://finance.admin.ox.ac.uk/salary-scales#collapse1096021](https://finance.admin.ox.ac.uk/salary-scales#collapse1096021) |
| **Main purpose of role** | To lead the Alumnae and Academic events programme within the College Events Team, supporting other events and the team as requested by the Event Team Manager. |
| **Contract & Hours of Work** | Full time - 35 hours per week  
This role will have not have a fixed working pattern and will require the postholder to work their hours flexibly. Some out of hours and weekend working will be required.  
This role is based on-site at the College. |
| **Summary of responsibilities and duties** | To work as part of the Events Team to plan and deliver a high-quality events programme on behalf on the College with specific responsibility for Alumnae and Academic events.  
To support the wider Events Team to deliver other College events as required by the Events Team Manager, including filming and live-streaming.  
To be responsible for managing and tracking budgets and resources effectively for their events programme, including provision of quotations.  
To evaluate events delivered with the aim to learn and continuously improve, and to share skills and best practice within the team.  
To work closely with cross College Teams.  
To maintain and update the relevant pages on the College website.  
To represent the Events Team and College at relevant committee meetings and external events.  
To provide cover for other team members during periods of absence and assisting with managing peak workloads as required.  
To respond to both internal and external event enquiries as required.  
To task manage casual events staff. |
| **Key Relationships** | Development Team  
Academic Office  
The Principal, Governing Body and Senior College Members  
Catering Team  
Communications Manager  
IT Team  
College Accounts Team |
This post will be responsible for the delivery of the following events programme (not exhaustive)

Supporting the Principal, Vice Principal, Fellow and Academic Office

- Degree Days
- Research Events
- Lady English Lecture
- Sue Lloyd-Roberts Lecture
- Helen Gardner Feast
- Founder’s Day
- College dinners
- Visiting Fellows Events
- Book launches for Fellows

Other similar such College funded events as the College may see fit to hold

Supporting the Development Team

- St Hilda’s Crime Fiction Weekend
- Gaudy
- Garden Party and reunions
- Association of Senior Members’ and Careers Network Events
- Alumnae dinners associated with lectures

Other similar such events as the College may see fit to hold

Person Specification

Essential knowledge, skills and experience

- Experience in planning and delivering events to deadlines, often simultaneously with multiple stakeholders;
- Self-motivated, well-organised and able to prioritise their work without supervision;
- Resilient, able to work under pressure, able to find solutions for clients;
- Able to work as part of a team and support team colleagues;
- Strong interpersonal skills: confident and able to work with a wide range of clients and stakeholders;
- Strong customer service orientation;
- Tactful and diplomatic;
- Clear and accurate written communication skills;
- High level of computer literacy: Proficient of Microsoft Office particularly Word and Excel;
- Previous experience of using a customer relations database;
- Competent in the use of social media;
- Willingness to learn, develop and improve;
- Willingness and ability to work outside normal business hours, when required, to support the events delivery.

Desirable knowledge, skills and experience

- Experience of working in a College / Academic setting;
- Experience of filming and livestreaming events;
- Experience of marketing events, including use of social media.

The duties and responsibilities described above may be subject to reasonable amendment from time to time. In addition, you will be expected to perform any task reasonably assigned to you by your line manager

Conditions of Employment

- Salary: Equivalent to University Grade 5 range, currently £28,759-£33,966 per annum
- Contract: Permanent, full-time post (35 hours per week) based at the College’s main site in Cowley place.
• Annual leave: 38 days per year, including public holidays. Please note that the College reserves the right to require staff to work any or all of bank holidays that fall in Full Term.
• Membership of generous contributory pension scheme (OSPS)
• Lunch is provided free of charge when on duty, provided that the College kitchen is open.
• Probationary period: 6 months.
• Notice period: 3 months; 1 month during the probationary period.
• Discounted travel schemes are available
• Employee Assistance Programme Provided by Health Assured
• Optional contributory healthcare and dental scheme

November 2023