Further Particulars
Events Coordinator

About the College
University College (‘Univ’) founded in 1249, is the oldest educational foundation in Oxford. The College has approximately 360 undergraduate students, 200 graduate students and 50 Fellows. Similar to other Oxford colleges, Univ is an independent, self-governing establishment. Univ is headed by the Master and lead by the Governing Body of Fellows, which has overall responsibility for all aspects of running the College.

Univ has an endowment of over £140 million and a mature and well-established fundraising programme. It is one of the leading Colleges in Oxford for fundraising and alumni relations and amongst the most widely supported Annual Funds of UK higher institutions by a considerable margin.

The Development Team
The Development Team is primarily responsible for alumni relations and fundraising. They enable students to keep in touch with other members of the Univ community and with the College after they graduate. They also organise events for Old Members (alumni) including subject reunions, Gaudies (year group reunions) and special conferences and seminars.

While each member has specific responsibilities, it is a friendly ‘all hands on’ office where considerable teamwork is welcomed and expected.

The Role
The College has seen its overall events programme grow considerably in the last few years. The programme now has a solid core of regular campus based activities, bespoke domestic events and several off-campus activities. In addition, a series of events tailored to particular Old Member constituencies e.g., the Young Univ programme, Univ in the Arts and Univ in the City programmes have emerged.

The Events Coordinator will work with other members of the Development Office staff and also liaise with other departments in the College to ensure that the quality and consistency of the College’s alumni relations efforts is enhanced.

Further details of the duties are provided in the Job Description.

Pay and Benefits
The post is on the University of Oxford Grade 5 scale: £25,941 - £30,942 per annum (pro rata).

This is a permanent, part time position (0.6 FTE, based on a standard 36.5 hour week). The post-holder will be expected to work flexibly depending on business needs, including extra hours on occasions, for which TOIL will be given.

The appointment will be conditional on verification of the successful candidate’s right to work in the UK and the receipt of satisfactory references.
The post carries with it generous benefits, including:

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<td><strong>Annual Leave</strong></td>
<td><strong>Free Lunches</strong></td>
<td><strong>Pension</strong></td>
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<td>30 days’ (pro rata) annual holiday excluding bank holidays*</td>
<td>While on duty and if the kitchens are open</td>
<td>Membership of the OSPS Pension Scheme</td>
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<td><strong>Employee Assistance Programme</strong></td>
<td><strong>Occupational Sick Pay</strong></td>
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<td><strong>BUPA Health Care Insurance</strong></td>
<td><strong>Enhanced Maternity Pay</strong></td>
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<td>with access to spouse/partner and children</td>
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<td>Salary Sacrifice Scheme</td>
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*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

**How to apply**

Applicants are asked to submit a completed application form (available below) and a cover letter, explaining how their experience, skills and qualifications meet the criteria for the post. CVs and late or incomplete applications will not be considered.

Applications should be sent by email to the HR Coordinator at hr.admin@univ.ox.ac.uk.

The closing date for applications is 12.00pm on **10 June 2021**. The interviews will be held in w/c **14 June 2021**.

The College is an equal opportunities employer, therefore, applicants are asked to complete the confidential and anonymous recruitment monitoring form.