



Further Particulars

Events Officer

About the College

University College (known as "Univ" for short) was founded in 1249. It is thought to be the oldest college of the University of Oxford. The College combines an ancient heritage with a forward-thinking and modern approach, blending academic excellence with an atmosphere that is friendly and welcoming.

The College occupies a historic site in central Oxford and is a lively community of around 420 undergraduates and 230 graduates from a wide variety of backgrounds. It offers a rigorous and nuanced education designed to inspire its students to be intellectually bold, to welcome challenge and be open to new ideas and ways of thinking. Alongside the academic underpinning there is a wide range of social and sporting activities on offer, together with strong wellbeing support.

The College is an independent, self-governing institution headed by the Master and led by the Governing Body, which has overall responsibility for all aspects of the running of the College. The Governing body is underpinned by a structure of committees, including the Development Committee concerned with Old Members, Fundraising and events.

The College has a widely supported regular giving programme and its alumni have facilitated transformational change through their support. There is also a collaborative and constructive working relationship between the College and the central University's Development team.

For more information about the College, please click [here](#).

The Development, Alumni Relations and Communications Team

Univ established a full-time Development Office in 1997. The College now has one of the longest-established and best-performing Development Offices in Oxford.

The Development Alumni Relations team is responsible for an extensive programme of alumni outreach, fundraising events and campaigns designed to foster and maintain relationships between the College and its global alumni body. The Communications team supports the College's overall digital and wider communications strategy through engagement with all stakeholders including staff, students and alumni. They support the College's website development as well as internal and external communication through publications and newsletters.

The Team comprises 13 members of staff: The Director of Development Alumni Relations and Communications; Deputy Director of Development; Senior Philanthropy Manager; Philanthropy Manager; Data and Development Operations Manager; Data Officer; Alumni and Donor Relations Officer; 2 Events Officers; Development Office Coordinator; Digital Communications Manager, Communications Officer and Communications Assistant. It is a

friendly “all hands on” office where considerable teamwork is welcomed and expected. Further information can be found at <https://www.univ.ox.ac.uk/alumni/give-back-to-univ/>

The Role

Working closely with the Deputy Director of Development and the other Events Officer, you will be responsible for planning and managing the College’s ambitious programme of events, crucial both to our ongoing mission of high-quality and engaging alumni relations, and our ground-breaking fundraising campaigns. Please see [job description](#) for further details.

Pay and Benefits

The post is offered on a permanent full-time (36.5 hours per week) or part time (0.8 FTE) basis. The College may be amenable to flexible/hybrid working for the right candidate, depending upon circumstances.

The salary offer is on the University Grade 6 scale, from £32,332 to £38,205 per annum (depending on experience).

In line with the responsibilities of the post, flexibility in working hours will be required as the role requires some out-of-hours work during events, meetings and travel (UK). Time off in lieu will be given as required. The post carries with it generous benefits, including:

Annual Leave 30 days’ annual holiday excluding bank holidays*	Free Lunches While on duty and if the kitchens are open	Pension Membership of the USS Pension Scheme (incl. salary exchange)
Employee Assistance Programme	Occupational Sick Pay	Bus Pass Purchase Scheme
Private Health Care Insurance with access to spouse/partner and children	Enhanced Maternity Pay	Bicycle Purchase (salary exchange scheme)

*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment is conditional on the right to work in the UK and satisfactory references.

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 may not be considered.

Applications should be sent by email to HR at hr.admin@univ.ox.ac.uk. The closing date for applications is 12.00pm on **23 February 2024**. Interviews will be held on the week commencing **4 March 2024**.

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