

Job Description



Summary

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| Job title | Alumni Events Manager |
| Division | University Administration and Services |
| Department | Development and Alumni Engagement |
| Location | University Offices, Wellington Square, Oxford, OX1 2JD |
| Grade and salary | Grade 7: £36,024 - £44,263 per annum with possible extension to £48,350 |
| Hours | Full time (37.5 hours per week) |
| Contract type | Fixed term Maternity Cover to 19 April 2025 |
| Reporting to | Head of Development and Alumni Events |
| Vacancy reference | 171672 |
| Additional information | <p>Availability to work outside normal office hours and travel internationally is required.</p> <p>Applications are welcome and encouraged from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply. Development and Alumni Engagement is committed to equality, and values diversity.</p> <p>The responsibilities of this post mean that you will need to work on-site regularly (2-3 days a week). We would be happy to discuss this with you at any point in the application process.</p> |

Development and Alumni Engagement (DAE)

DAE is led by Liesl Elder who, as Chief Development and Alumni Engagement Officer at the University of Oxford, reports directly to the Vice-Chancellor. DAE's mission is to help secure philanthropic support for the University, and build an engaged, informed and active alumni community. Through working in partnership with academic, development, and alumni colleagues throughout the collegiate University, DAE builds enduring relationships with external constituencies – including alumni, non-alumni, corporate and foundation donors – and increases financial support for agreed academic priorities.

The office is one of the central administrative departments of the University, collectively known as University Administration and Services. Due to the nature of its work, DAE collaborates closely with a number of other units and teams, particularly Public Affairs, Finance, Research and Legal.

In 2019, the University and the colleges completed the *Oxford Thinking Campaign*, which raised £3.34bn, and is the most successful higher education fundraising campaign in Europe. The University is currently planning its next major campaign and, as a member of DAE, the postholder will have a key role to play in helping realise its successful delivery.

In addition to front-line fundraising and alumni engagement staff, DAE has a number of teams that cover particular support functions. These include:



- Donor Relations
- Events
- Research
- International Engagement
- Development and Alumni Relations Systems (DARS) (which supports the Development and Alumni Relations database)
- Communications
- Marketing and Insights

It also works closely with Gift Registry, part of the Finance Division, which records and processes donations received by the University and on behalf of colleges. In addition, there are four overseas offices whose remit includes development and alumni engagement; these offices are located in North America, Japan, Hong Kong, and Switzerland.

For further information please visit: [Development Office \(ox.ac.uk\)](https://development.office.ox.ac.uk) and [HOME | Oxford Alumni](https://home.ox.ac.uk/alumni)

DAE is committed to equality and values diversity. The University holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

The role

This experienced event management professional reports to the Head of Development and Alumni Events and is part of a specialist team of event professionals, with this role focusing on fostering engagement amongst the University's 350K+ alumni. The postholder is responsible for the planning and project management of a range of events which are critical to building engagement, ultimately resulting in benefaction and support for the University. The postholder should have the skills and confidence to manage and deliver events that are online, hybrid and in-person, working both in a team and independently.

A key element of this role is to deliver a robust events programme that amplifies the University's initiatives and strategic priorities whilst also providing experiences that strengthen alumni connection to the University. The Alumni Events Manager serves as an expert authority on events to Alumni Engagement colleagues across the University offering training and advice as needed.

Key relationships: Members of the Development and Alumni Event Team, Alumni focused colleagues across Development and Alumni Engagement and the colleges, the Advancement Operations teams; Heads of Development and other solicitation staff, the offices of the Chancellor and Vice-Chancellor, University Events Office, Gift Registry

Purpose: To meet the objectives outlined below and other key strategic priorities as identified by the University.

The postholder will liaise with high profile academics, alumni and the most senior University personnel, negotiating the most appropriate format for their talk and ensuring that they are fully briefed and prepared for their event.

The postholder will be able to use the support services provided (accounting, database, communications, stewardship and research). The postholder will be based in central Oxford (in the office minimum of two days a week), but they may be able to agree a pattern of regular remote working with their line manager.

The line manager will regularly review progress. There may be opportunities for career development within the office structure. DAE seeks to support and encourage staff to help them reach their potential, providing access to appropriate courses and training whenever possible, as well as a comprehensive induction process.

DAE's work covers a wide range of activities and priorities which will inevitably change from day to day. All staff operate as a team, and, while each has their own responsibilities, they are expected to assist each other in peak

periods. The postholder will need to become conversant with the University as a whole and especially with the numerous academic staff and volunteers.

Maternity leave cover post

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available until 19 April 2025 or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest. The successful candidate needs to be available to start Monday 10 June.

Development and Alumni Engagement values

The following points lay down the foundations of the working ethos, culture and values of DAE. Aspirational and celebratory in turn, they provide a central framework for individual members of staff and teams, encouraging personal and professional growth.

- **We value each other** – We respect the professional expertise of our colleagues. An approachable, friendly and kind office, we work in an environment where transparency of action and clarity of intent create openness and trust.
- **We work collaboratively** – Whether within our own teams, across DAE, the collegiate University, or beyond, working collaboratively is second nature to us, and enables us to navigate complicated landscapes successfully.
- **We go beyond** – We prize working with a high degree of autonomy and trust, and deliver a wide range of projects to the very highest standards. We are committed to personal, professional development.
- **We are part of something bigger** – Our work supports the strategic priorities of the University of Oxford. We take pride in the contribution we – individually and collectively – make to the University.

Responsibilities

The duties of the post are set out as they are envisaged at present, but it will be important for the person appointed to be versatile and adaptable, and able to contribute to the development of the fundraising and alumni engagement functions of the collegiate University.

Planning and coordination

- The postholder is responsible for the planning, development and execution of events for all alumni of the University as commissioned by the Alumni Engagement team.
- Works collaboratively with colleagues across DAE, and in colleges and departments to deliver a schedule of events that proactively make use of the latest research and technology to provide targeted engagement with alumni.

Operational management and service delivery

- To lead on all aspects of the events planning process, including:
 - End-to-end planning and delivery of a robust programme of events including free-standing webinars, in-person events (both local and international) and complex hybrid events.
 - Liaising, briefing, and working closely with high profile alumni, senior administrators and academics to develop creative ideas that present complex topics in the most appropriate format to non-specialist audiences.

- Upholding the University's world-leading reputation by assessing the reputational risk of each event and generate innovative solutions when risks arise.
- To determine the optimum vehicle to deliver the event (whether in person, online, or a blended approach); sourcing and scoping out new suppliers and liaising with them to project manage the production of digital content, and other services – ensuring that the high standards of the University are adhered to.
- To plan for and organise staff resources, , recruiting stewards and temporary staff for events, being responsible for delegating in the lead-up to events, matching roles to capabilities and briefing/directing staff at events.
- To manage the allocated budget for events ensuring the agreed balance of income vs expenditure is maintained. In so doing, negotiate with suppliers to seek competitive quotes, agree appropriate terms and service levels.
- Set strategic and data-led metrics for events programme in collaboration with the Alumni Engagement team.
- Responsible for the evaluation of the strategic value of events, including designing surveys, conducting formal evaluations, analysing results, presenting data, and implementing solutions.
- To maintain knowledge of the regulatory framework to ensure that all events are fully compliant with relevant legislation. This will include Data Protection legislation; Health and Safety legislation; Institution of Occupational Safety and Health (IOSH) best practice; First Aid training and representation at events; and preparing risk assessments and mitigation.
- Ensure that event participation is accurately recorded in DARS (University CRM database) so as to track alumni participation.

Communications

- Work closely with the Communications team to write robust communication plans for alumni events strategically deciding where to place content (including on social media channels, newsletters, emails and University-wide communications).
- Work alongside the Communications team and external suppliers to produce high-quality materials and content, both online and offline, including web portals (for major events), videos, post event communications etc.

Influence and relationships

- To work closely with the most senior leadership of the University (including the Vice-Chancellor, Chancellor and Pro-Vice-Chancellors) and other academics and key alumni earning their trust and confidence as the University's specialist in alumni events management.
- To take a consultative approach to event management and guidance; using the Alumni Relations Across Oxford (ARAO) meetings to build networks and relationships across the University in order to promote the sharing of information and establishing Development and Alumni Engagement as a centre for excellence.
- To build relationships with event professionals in peer universities in order to share best practice and stay on top of the latest developments in the field.
- To provide excellent customer service to alumni both in the lead-up to events and in person at events, and via other communication channels.
- Carry out any other duties as requested by the line manager and are commensurate with the grade of this post.

Selection criteria

Essential selection criteria

To be assessed by CV/application

- Significant and proven experience in creating and delivering complex, high profile events, both physical and virtual/hybrid.
- Knowledge of the regulatory framework to ensure that all events are fully compliant with relevant legislation.
- Ability to work with senior leadership, professionals and academic colleagues in a collaborative manner and to forge effective relationships with a broad range of colleagues and external stakeholders.
- Experience of delegating tasks, recruiting and managing event steward staff and volunteers. Outstanding planning and organisational skills with the ability to multi-task and to prioritise workload.
- Keen attention to detail
- Excellent written and verbal skills with the ability to develop high quality, accurate and consistent materials.
- Experience of working in a complex environment with an international reputation
- Familiarity with a CRM database such as DARS
- Proven experience using event management software (e.g. Cvent, Eventbrite etc,) and online platforms to deliver digital events (e.g. Microsoft Teams, Zoom, etc).

To be assessed in interview/ exercise

- Significant and proven experience in creating and delivering complex, high profile events, both physical and virtual/hybrid.
- The skills to think both strategically and tactically about the events and how they meet the strategic goals of the department/University.
- Ability to work with senior leadership, professionals and academic colleagues in a collaborative manner and to forge effective relationships with a broad range of colleagues and external stakeholders.
- Must be a self-directed, strategic thinker with the capacity to problem-solve, take initiative, set priorities, and exercise good judgment in an organised and professional manner.
- Outstanding planning and organisational skills with the ability to multi-task and to prioritise workload.
- Ability and confidence to take a creative approach to event concepts and programmes.
- Well-developed interpersonal and advocacy skills, employing tact, discretion and diplomacy.
- Creativity and willingness to embrace new ideas, technologies, and innovative approaches.
- Willingness and availability to work flexibly, including outside normal office hours, and to travel to events outside Oxford including overseas.

Desirable selection criteria

- Knowledge of the University of Oxford
- Experience of training and advising colleagues in event management

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject to a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to submit a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Please submit all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly at

recruitment@devoff.ox.ac.uk

To return to the online application at any stage, please go to: <https://www.recruit.ox.ac.uk/>.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the

relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.