

## Further Particulars

<b>Post Title:</b>	Events and Volunteer Co-ordinator (Maternity cover)
<b>Grade and salary:</b>	Brasenose College salary scale, Grade 5 £28,488 - £33,966 per annum, depending on experience
<b>Hours:</b>	35 hours per week, Monday to Friday
<b>Appointment type:</b>	Fixed term, September 2024 – 31 <sup>st</sup> October 2025
<b>Reporting to:</b>	Development Director

### 1. The College

Brasenose College is one of the older Colleges in Oxford and has 370 undergraduates and 210 graduate students and 115 support staff making it one of the medium-sized Oxford colleges.

### 2. The Alumni Relations and Fundraising Office (Development Office)

The College ensures that its already strong links with alumni and supporters are maintained through its Development Office. The seven-person team keeps in touch with alumni and supporters through face-to-face meetings, events, publications and social media. It solicits financial support from its alumni which helps fund College initiatives and priorities.

The Events and Volunteer Engagement Coordinator will be responsible for building strong and positive relationships with the alumni body through regularly scheduled events (online and in person) in College and elsewhere, and by encouraging and supporting the activity of alumni volunteer groups: the Alumni Society committee, our year reps, the women's network, the LGBT+ network, enabling the College to extend its diversity agenda into its alumni community.

### 3. Key duties

#### Event planning

1. Work with departments within the College to book events based in College.
2. Organise alumni events in London, around the country, and abroad as necessary and to make travel arrangements for key staff attending.
3. Work with the Principal's Office to maintain our successful online event programme including scheduling speakers, inviting alumni, monitoring responses, sending out meeting links and providing live backroom support.
4. Prepare and monitor event budgets in line with agreed annual expenditure.
5. Produce invitations and ensure the effective promotion and communication of events.

#### Event management

6. Prepare mailing lists for all alumni events and ensure timely dispatch of printed invitations and emails as well as publication of event details on the College's alumni website.
7. Maintain and update the Development Office's event booking sections on the College website.
8. Record all event RSVPs on the database, booking accommodation, ensuring all payments for events are correctly logged and banked, and send confirmations as and when required.

9. Produce periodic attendee lists and payment reports to keep track of event participation.
10. Ensure the smooth-running of all alumni events including the preparation of attendance lists, badges, place cards, programmes, and seating plans.
11. Manage on-site tasks such as guest registration, audio-visual set-up, seating changes, etc.
12. Attend events and ensure their smooth running, many of which will be outside of standard hours. Time off in lieu or overtime pay will be offered.
13. Brief internal senior staff attending with the guest list and running order prior to the event.
14. Produce reports on events for the Development Committee and the Brasenose Alumni Society Committee including finances, attendance and any future recommendations.
15. Monitor the success of events where necessary and applying the feedback to implement changes and improvements to the programme.
16. Organise requests for alumni to attend dinners in College, accommodation and other requests, ensuring alumni are dealt with in a prompt and courteous manner.

### Managing Alumni Volunteers

17. Maintain and develop alumni volunteers to continue to deliver the existing networking events including but not limited to the LGBT+ network, the 1974 Women's network, and the recent graduate network and Brasenose in Business events.
18. Attend and provide updates on alumni events at three meetings a year with the Brasenose Alumni Society (group of volunteer alumni).
19. Develop the alumni Year Rep network working alongside the Brasenose Society Year Rep Co-ordinator (a volunteer).

### General Duties

20. The post holder will be required to be familiar with, and work in accordance with, all College's policies and procedures.
21. To participate in training and development required by the College.
22. To be willing and prepared to undertake any other duties as directed by the Development Director and Senior Development Officers.
23. To be vigilant and take responsibility for ensuring the Development department and College property and equipment is kept safe at all times.
24. To ensure all personal data relating to individuals is kept confidential in accordance with College policies and relevant data protection regulations.
25. Handle general enquiries from alumni by phone, email and in person and act as a point of welcome for alumni visiting the College.

### 4. Person Specification

Specification	Essential/Desirable	Measured by
<b>Personal qualities</b>		
Ability to communicate effectively at all levels, adapting styles as required.	Essential	Application form & Interview
A goal oriented, driven, proactive, team player with energy and enthusiasm.	Essential	Application form & interview
A high level of tact, diplomacy and sensitivity to confidentiality.	Essential	Application form & interview
Highly organised, systematic, meticulous and reliable.	Essential	Application form & interview

Ambitions for a career in fundraising.	Desirable	Application form & interview
Socially confident, outgoing, friendly and articulate	Essential	Application form & interview
<b>Skills and competencies</b>		
Oral and written communication of a very high standard.	Essential	Application form & interview
The ability to learn new skills and systems quickly and develop good office IT skills.	Essential	Application form & interview
Excellent organisation skills, forward planning and the ability to work in a methodical way.	Essential	Application form & interview
<b>Knowledge and Qualifications</b>		
University degree	Desirable	Application form & interview
Sound working knowledge of Microsoft Office packages	Desirable	Application form & interview
<b>Experience</b>		
Previous experience of working in a not-for-profit organisation.	Desirable	Application form & interview
Experience of working in a Family Office or Alumni Relations Office.	Desirable	Application form & interview

## 5. Summary of Terms and Conditions of Employment

**Appointment:** This is a fixed term contract for a period of 14-months, there will be an initial probationary period of six months. The appointment will be conditional on verification of the successful candidate's 'Right to Work' checks in advance of employment and subject to the receipt of satisfactory references and medical clearance.

**Salary:** Equivalent to Grade 5 of the Brasenose College salary scale, currently £28,488 - £33,966 per annum depending on experience. Advancement up the scale is on merit.

**Hours of Working:** Full time, 35 hours each week as per a schedule to be agreed with the line manager, with an unpaid hour taken for lunch. As detailed in the duties above, some weekend work is required for this role, for which time in lieu will be granted with approval from the line manager. A willingness and ability to adopt a flexible approach to working hours and duties is necessary.

The post holder will be required to work the hours necessary to fulfil the job requirements and subject to operational needs. The post holder will be expected to work in office for their probationary period, but after this some home working may be agreed where possible. A willingness and ability to adopt a flexible approach to working hours and duties is essential according to the requirements of the College.

### Benefits:

- **Pension** - Eligibility to the Oxford Staff Pension Scheme (OSPS). The successful candidate will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.

- **Salary Exchange Scheme** - Staff who join OSPS will also be enrolled into the Salary Exchange Pension Contributions Scheme on or around three months after joining Brasenose staff. This scheme is financially advantageous both to the employee and the College as the employer.
- **Annual leave** - The paid holiday entitlement for a full-time contract is six working weeks (30 days) annual leave (5 days is to be taken over Christmas break when College is closed) plus 8 Statutory Bank Holidays. Annual Leave shall be taken at mutually convenient times agreed in advance with the Archivist/Fellow Librarian. Bank Holidays which fall within the full terms of the University of Oxford are normally worked, for which compensatory time-off in lieu will be given. The holiday year begins on 1 January and ends 31 December. Part-time hours with 0.6 of EFT proportionate holiday entitlement, and for part years of service your entitlement will be calculated as 1/12th of the annual entitlement for each completed month.
- **Meals** - Employees are entitled to take lunch free of charge when the kitchen is open.
- **Welfare Support** - Employee Assistance Programme; a free confidential telephone helpline and online medical guidance. Free annual flu jab.
- **Travel Pass Loan** - a discounted travel scheme is available with monthly deductions from salary
- **Cycle to Work Scheme/Bike Loan** - monthly deductions from salary
- **Sports Facilities** - access to the University Sports club
- **University Card** - for discounts in shops, cafes and restaurants and University Leisure facilities

**Other Information:** No smoking is allowed on any of the College sites.

## 6. Application Process

To apply download the application form from the website and submit this online <https://submit.bnc.ox.ac.uk/> using the *Applications for Non-Academic Appointments* box.

Please note that CV's submitted without a completed application form will not be accepted.

**Closing date:** Noon on 14<sup>th</sup> August 2024. Applications received after this time will not be considered.

Interviews will likely be held Thursday 22<sup>nd</sup> August 2024.

**Recruitment Monitoring:** This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice. You are asked to complete the Recruitment Monitoring Form which is completed through the online application process. The information supplied on the form will play no part in the selection process and will not be seen by any members of the shortlisting panel.

**Data Protection:** All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on the website.

[https://www.bnc.ox.ac.uk/downloads/GDPR/PrivacyNotice\\_AcademicandNonAcademicStaffApplicant.pdf](https://www.bnc.ox.ac.uk/downloads/GDPR/PrivacyNotice_AcademicandNonAcademicStaffApplicant.pdf)

*Brasenose College is an equal opportunities employer*

**July 2024**