Job Description

Job Title: Alumni Relations and Events Officer
Reports to: Head of Alumni Engagement and Operations
Salary Band: Band 5
Date Prepared:

PURPOSE
The Alumni Relations and Events Officer will provide support across the range of fundraising and alumni relations activities, whilst taking direct responsibility for specific aspects of the programme, in particular the Development Office’s programme of events. The post holder will promote the interests of the College amongst alumni and other potential supporters, ensuring a successful ongoing development programme. As part of a small team, the Alumni Relations and Events Officer will also be expected to cover for other members of the team when they are away.

FACTS AND FIGURES
Working closely with the Head of Alumni Engagement and Operations, the Alumni Relations and Events Officer will help to develop and implement a comprehensive alumni relations strategy, and supporting events programme, to increase engagement with alumni and friends of the College in support of fundraising objectives.

RESPONSIBILITIES

Alumni Relations – 15%

- Handle general enquiries from alumni by phone, email and in person and act as a point of welcome for alumni visiting the College and offer tours of the College
- Along with other staff, maintain and update details of contacts on the database
- Develop and coordinate a careers network for the benefit of current and former students

Events Management – 50%

- Work with the Head of Alumni Engagement and Operations and the Provost’s Office to plan a comprehensive events programme during the year, identifying and recommending new opportunities for events
- Liaise with Development Office and other College staff to book College venues, arrange catering and make travel arrangements for key staff attending overseas or regional events
- Liaise with the University of Oxford Alumni Relations Team regarding Collegiate University-wide events programme
- Prepare briefing papers for senior members of the College where necessary
- Prepare and monitor event income and costs in line with agreed annual expenditure budgets
- Prepare mailing lists and ensure timely dispatch of printed and electronic invitations
- Use the Development and Alumni Relations System (DARS) and other online event management software to manage events including handling RSVPs, logging changes of contact details, ensuring all payments for events are correctly logged and banked
- Produce periodic attendees lists and payment reports to keep track of event participation and coordinate necessary briefing notes on those attending for key staff
- Prepare event materials such as name badges, menu and place cards, guest lists and seating plans
- Manage on-site tasks such as guest registration, audio-visual setup, last minute seating changes, etc
• Attend events in an operational capacity, ensuring their smooth running, as well as taking photos and updating social media platforms where appropriate
• Undertake benchmarking relevant to audience engagement and advise appropriate data-led strategies for improvement

**Communications - 15%**

• Responsible for all events communications – invitations, notifications and updates
• Work closely with Alumni Communications Officer to ensure that all alumni news and event information is included in both print and digital communications
• Work with Alumni Communications Officer to provide Social Media presence around events and generate wider content to help meet the Development Office’s goals
• Update event information on the website

**Oriel Society or its successor - 5%**

The Oriel Society* exists to help foster and maintain contacts between Orielenses and the College. It supports the aims and objectives of the College by being a forum for friendship and fellowship among all Orielenses, Fellows, former Fellows and friends of the College.

The Oriel Society has a Committee consisting of the President, the Secretary, the Treasurer and up to 12 ordinary members which, at present, meets twice a year in Oxford. The Committee acts as a consultative body in the area of the College's alumni relations strategy.

• In conjunction with Head of Alumni Engagement and Operations and Oriel Society President prepare agendas for twice-yearly Oriel Society Committee meetings
• Work with the Oriel Society and other key volunteers in planning and executing events and advising them on all aspects of event management

*Please be aware the name and exact role of the Oriel Society is currently being reviewed.

**Other Duties - 15%**

Any other duties as determined by the Head of Alumni Engagement and Operations or Director of Development

**KNOWLEDGE SKILLS AND EXPERIENCE**

• Educated to degree level or equivalent
• Experience of event management
• Good communication skills, both written and verbal
• High level of computer literacy
• High level of accuracy and attention to detail
• Ability to work independently and to organise and prioritise own work
• Experience of working with databases
• Understanding of alumni relations and/or fundraising
• Working knowledge of marketing and creating content for social media channels (Facebook, Twitter, Instagram, LinkedIn and YouTube).
• Experience of updating and editing a website
• Photo, video and/or graphic design skills would be advantageous

**DECISIONS**

• Responding to general enquiries, particularly from alumni
• Responding to enquiries and requests from Oriel Society Committee

**OTHER INFORMATION**
The main objectives of the Development Office are to advance the education of students at Oriel College and to promote research through the funding of fellowships, scholarships, bursaries, new buildings and the restoration, repair and maintenance of existing buildings of the College.

Terms and Conditions

This is a full-time position of 36.5 hours per week (9am – 5.30pm Monday to Thursday; 9am – 4.30pm Friday). The post holder will be expected to work curing normal office hours, but must be able to work evenings and weekends as necessary for which TOIL will be offered.

The post-holder will be entitled to membership of the Royal London Pension Plan and to 30 days holiday per annum, plus bank holidays. Lunch is provided free of charge in the College Dining Hall. Other benefits include travel loan, cycle to work scheme and childcare vouchers.