

JOB DESCRIPTION

Job title	Events Assistant (full-time – 36.5 hours per week)
Department	Development
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£26,000 per annum, plus optional support and funding to gain a Level 3 Diploma qualification in Events Planning (if desired)
Hours of work	36.5 hours per week
Contract type	Full-time, fixed term, until December 2026
Reporting to	Senior Alumni Events Manager

Job summary:

The Events Assistant will provide support across the range of fundraising and alumni relations activities, with specific focus on the alumni events programme as we begin our 700 anniversary celebrations in 2026.

This is a fixed term post to primarily assist the Senior Alumni Events Manager in their planning and delivery of an ambitious programme of events. As part of the role, the College is seeking to provide an optional opportunity for the successful candidate to undertake a professional qualification to gain a Level 3 diploma in events planning. This role would therefore suit someone who is interested in embarking on a career in events management.

Responsibilities

- Support the Senior Alumni Events Manager to coordinate and implement all alumni events both in-person and online
- Assist with the production of all materials for alumni events (including name badges, guest profiles, seating plans and programmes) and assist in the design of these documents
- Create and send email invitations through the DARS database (training will be provided for those unfamiliar)
- Manage incoming event bookings online and via the telephone
- Database entry including inputting event bookings, address updates and cleaning up of data
- Publicise events on Oriel's website and social media channels
- Liaise with the Communications Office to publicise events in College, and via our alumni publications
- Liaise with other College staff and external suppliers to coordinate catering, room bookings, and other event requirements
- Conduct research into external venues both in the UK and abroad

- Assist and manage on-site tasks such as guest registration, AV setup, and seating plan updates
- Attend events in an operational capacity, ensuring their smooth running
- Assist with the updating of post-event analysis
- Order and maintain events supplies for the Development Office
- Handle general enquiries from alumni by phone, email and in person and act as a point of welcome for alumni visiting College
- Assist with the administration of alumni benefits such as guest room bookings, updating and dealing with enquiries relating to our online mentoring service (Oriel Connect), and organising tours for alumni visiting Oxford
- Assist in arranging papers and minutes for alumni committee meetings

Selection Criteria

- Educated to A-level or equivalent standard
- Extremely well organised
- Common-sense and solutions orientated approach to work
- Excellent written and verbal communication skills
- Ability to communicate confidently with colleagues and guests at all levels, including with VIP guests and senior management at Oriel College
- Ability to follow procedures and to keep track of multiple tasks with excellent organisation and prioritisation skills
- High level of computer literacy: proficient in use of MS Office, Word and Excel
- Ability to use databases
- Team player who is meticulous with details, comfortable with deadlines and works well under pressure
- Willing and able to work extended or flexible hours on occasions e.g. to attend events at evenings and weekends (Time off in lieu will be given for extra hours worked)

About Oriel

Oriel College is the 5th oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700th birthday. Described by our students as 'the perfect size', with around 600 students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Noble Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

Pre-Employment Screening

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

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.

Data Protection

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.

Employee Benefits*

- 38 days holiday (including bank holidays)
- Pension scheme
- Life Assurance
- Employee Assistance Programme
- Free lunch on each day worked (when the kitchen is open)
- Travel loan scheme (bus, train and bike)
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users once every two years)
- Annual Flu jab
- Staff social events
- Free entrance to The University of Oxford Botanic Gardens
- Free entrance to Harcourt Arboretum
- Free membership (via application) to Wytham Woods
- Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
- Free membership of the University Club (social, sporting and hospitality club)
- Free entrance to University museums

Retail

- 10% discount at Ashmolean Museum Café and shop
- 10% discount at Bodleian Library shop
- 10% discount at OUP bookshop
- 15% off at Blackwell's bookshop in Oxford
- Discounts online and in local shops via following the link <https://hr.admin.ox.ac.uk/discount-codes>
- Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
- Discount on retail, food and fitness via applying for a UNiDAYS account
- Discount on retail, food and fitness via applying for a Student Beans account
- Discount at Howdens Oxford quoting Oxford University

Fitness

- Discounted membership to University sports facilities, Iffley Road
- Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
- Up to 30% discount at various gyms via student membership app UNiDAYS

Healthcare

Discounted private healthcare via Eduhealth <https://www.eduhealth.co.uk/oxford-university>

IT Software

- Free Office 365 software download on up to 5 devices
- Free antivirus software

Training and Development

- Free access to hundreds of online training courses

*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.