



Oriel College

UNIVERSITY OF OXFORD

Job Description – Senior Alumni Events Manager (Maternity Cover)

Job Title	Senior Alumni Events Manager
Department	Development
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£40,000
Hours of work	36.5 hours per week (flexibility to suit the requirements of the post and expectation to work occasionally outside of standard office hours as required).
Contract type	Maternity cover: 12 January 2026 – 13 November 2026
Reporting to	Head of Alumni Engagement and Operations
Direct Report	Alumni Events Assistant

Overview of the role

The Senior Alumni Events Manager will have direct responsibility for the Development Office's programme of events, including the College's 700th Anniversary celebrations, whilst providing support across the range of fundraising and alumni relations activities.

RESPONSIBILITIES

Events Management

- Be responsible for all Oriel College alumni events, including a comprehensive programme of events for College's 700th anniversary in 2026
- Coordinate briefing notes on attendees, in collaboration with the Database Officer
- Oversee 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
- Work with the Head of Operations and Alumni Engagement to ensure events are sufficiently staffed and risk assessed
- Deliver all event communications including invitations, notifications and updates

Line Management

- Be responsible for the day-to-day management of the fixed-term Events Assistant
- Ensure that they are successful in completing their apprenticeship and undertake all mandatory training
- Delegate effectively to ensure smooth running of the events programme
- Manage the Events Assistant's workload, including monitoring and approving time off in lieu, holiday requests, and wellbeing during periods of extra pressure
- Support and mentor the Events Assistant as necessary, including delivering regular 1-1s

Budget Management and Reporting

- Create and monitor a fully costed budget for all events relating to this post
- Frequently report on events to update the wider team and college to monitor the event's impact on the wider Development Office strategy
- Prepare reports where needed for College Committees, including Governing Body, the Oriel Alumni Advisory Committee and the Oriel Music Committee

Data Management and Record Keeping

- Use the Development and Alumni Relations System (DARS) and other online event management software to manage events attendees
- Work with the Database Officer to undertake benchmarking relevant to audience engagement and advise appropriate data-led strategies for improvement
- Along with other staff, maintain and update details of contacts on the database

Communications

- Work closely with the Communications team to ensure that events are effectively publicized on the College website, in publications and on social media, as well as other areas where needed.

SELECTION CRITERIA

Essential

- Proven experience of managing a variety of events in varied locations
- Line-management experience
- The ability to stay calm under pressure
- Knowledge and/or experience of both physical and digital marketing
- Experience of managing a budget
- Excellent writing skills
- Working knowledge and experience of Microsoft Office software, including Word, Teams, Outlook and Excel
- Team player

Desirable

- Experience of using a database
- Experience of working in a higher education and/or charity setting

Employee Benefits*

- 38 days holiday (including bank holidays)
- Pension scheme
- Employee Assistance Programme
- Free lunch on each day worked (when the kitchen is open)
- Travel loan scheme (bus and bike)
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
- Flu jab (reimbursement)
- Staff social events
- Membership to SCR
- 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.