MERTON COLLEGE, OXFORD

ALUMNI RELATIONS OFFICER (EVENTS)
(Maternity Cover)

FURTHER PARTICULARS

Job Title: Alumni Relations Officer
Location: Merton College
Department: Development Office
Contract Type: Fixed Term Contract 12-15 months (depending on start date)
Responsible to: Development Director & Fellow

Merton College

Merton College was founded in 1264, and is one of the oldest colleges in Oxford. It is well known for the outstanding achievements of its undergraduates, and the high performance of its graduates. Its buildings and grounds are widely acknowledged as among the most beautiful in Oxford. It has a strong sense of identity and is known to be a very friendly college. The College has some 300 undergraduates and a similar number of graduate students. It has a Governing Body of over 70 Fellows, supported by more than 100 staff.

The postholder joins the Development Office at an exciting time in the College’s history, almost four years after the College’s 750th Anniversary Year and after reaching the £30 million target of the 750th Anniversary Campaign. Merton is currently setting out clear goals for the years ahead: to attract the most outstanding people in the world, as undergraduates, graduates and Fellows, to serve the common good.

More information on Merton can be found on our website at www.merton.ox.ac.uk.

Main Purpose of the Role & Reporting

The Alumni Relations Officer (Events) has responsibility for outreach to Alumni (Mertonians), Donors and Friends of the College, primarily in the form of events organisation, in order to develop and enhance lifelong relationships between the College and its wider community. This is a key position within the Development Office team, requiring a highly personable and organised individual with a keen attention to detail and an interest in working with a wide range of stakeholders across the College (Fellows, staff and students) and its wider alumni body.

The postholder will use their experience in developing, managing and implementing an extensive and international events programme to achieve this and will need an outgoing personality and a well-organised approach to a dynamic workload. The postholder will report to the Development Director and work closely with other members of the Development team to create bespoke events for specific initiatives such as donor engagement and stewardship. The postholder will also work with the Warden’s Office, the Bursar’s Office, the Catering Department, the College Accountant and the Fellows.
The successful candidate will be an energetic, flexible and highly personable team player with a willingness to be one of the key points of contact at Merton for the College’s 6,000-strong alumni community.

**Key relationships**

- Development Director & Fellow (line manager)
- Members of the Development team
- Fellows, College Officers, College staff and students
- Alumni volunteers, including members of the various Committees
- Alumni, donors and friends of the College

**Main Duties and Responsibilities**

1. **Events Planning and Reporting**
   a. To plan and oversee a programme of alumni relations events for Merton College
   b. To incorporate additional donor and fundraising events into the overall programme where appropriate and as required
   c. To create budgets for individual events and a budget for the events programme in general and to ensure that the costs of all activities remain within these parameters
   d. To monitor the success of events by recording participation, creating post event surveys and any other suitable form of metrics
   e. To suggest new ideas and implement changes to the events programme on the basis of feedback or sector research and best practice
   f. To assist the Development Director with the production of regular reports for College committees
   g. To assist the Development Director with the construction of internal strategies and key performance indicators relating to alumni relations and events
   h. To work closely with the Alumni Communications Officer to ensure that a unified and clear message regarding alumni engagement is being sent out to Mertonians

2. **Events Management**
   a. To oversee all aspects of event management from conception to delivery, with the assistance of the Development Co-ordinator, including, but not limited to:
      i. booking rooms and venues in the College, UK and round the world
      ii. arranging catering/ menus and equipment
      iii. designing and preparing invitations
      iv. co-ordinating and scheduling mailings, e-mailings and online advertising
      v. dealing with booking enquiries
      vi. preparing guest lists
      vii. writing event briefing notes for volunteers and colleagues.
   b. To actively promote the events programme and each specific event through the timely mailing and emailing of invitations (using DARS, the Development and Alumni Relations System database) and working with the Alumni Communications Officer on social media for the events
c. To support events organised by other College departments e.g. the Chapel, incorporating them into events communications planning where appropriate

d. To liaise regularly with colleagues in other departments (e.g. the Catering team, the Hall team and the Events & Conferences team) to ensure the effective delivery of College-based events

e. To attend events and to take responsibility for acting as the client on the day

3. Alumni groups and volunteers
a. To work with Merton volunteer committees in the organisation and planning of events, including, but not limited to the following:
   ii. Merton Lawyers’ Committee: Annual Meeting
   iii. Merton in the City Committee: Annual Meeting
   iv. Merton College Charitable Corporation (MC3) Board and Events Committee in the US: Annual Reunion and AGM
   v. Mertonians in South-East Asia
   vi. Merton College Boat Club: Annual Dinner
b. To help co-ordinate and to attend meetings of the Merton Society Council and Merton Society Activities Committee

4. Alumni Relations and Communications
a. To update the College’s website regularly – or provide text for the website – with events information and attendee lists
b. To work with the Alumni Communications Officer to upload podcasts and photographs of events as appropriate and to advertise these to attendees
c. To encourage Fellows and Emeritus Fellows to attend Alumni Relations events in liaison with the Development Director
d. To act as a key contact for specific alumni visiting the College, i.e. arranging accommodation, tours of the College, meetings, catering etc.
e. To attend meetings of College-based and University Alumni Officers, keeping up to date with events, publications and general alumni activity being fostered within the Oxford community, across the UK and worldwide

5. Other
a. To take an active role in the Development Office by contributing to wider departmental plans and strategy as appropriate
b. To be available to work flexibly in order to attend events and meetings as required
c. To undertake any other duties that may reasonably be requested by the Development Director appropriate to the level of the post
Person Specification: Skills, Qualifications and Experience

Essential

- Strong administration and organisational skills
- At least one year’s experience in managing events, ideally in Higher Education or for a Charity
- Enthusiastic and self-motivated, able to work in a fast-paced and ever-changing office environment
- Possessing a great deal of patience and the ability to deal with alumni of very differing ages and outlooks
- A proven ability to prioritise a diverse workload successfully, managing competing priorities and deadlines and remaining calm under pressure
- A flexible approach to tasks and workload
- Excellent standard of written and spoken English as well as a high degree of numeracy
- Excellent IT skills, including confident use of the Microsoft Office suite (particularly Excel, Word and Outlook)
- Excellent attention to detail and a high level of accuracy
- Experience of using a relational database such as DARS, Raiser’s Edge or equivalent contacts and bookings system
- Excellent track record of meeting stakeholders and building strong relationships
- A willingness to travel for events and to work outside of normal office hours

Desirable

- Educated to degree level or equivalent through professional experience or qualifications
- Experience of working in a College environment and/or knowledge or experience of the University of Oxford
- Experience of fundraising and alumni relations activities
- Creative/design skills

Location

The position is based at Merton College, Oxford, with the occasional requirement to attend events elsewhere in the UK, primarily in London, and to travel overseas, particularly to North America.

Salary and benefits

The salary offered for full-time appointment to this job is £27,000 - £31,000 per annum depending on qualification and experience. There is an annual ‘cost-of-living’ salary review, which normally takes place in the summer each year. In addition to the normal English bank and public holidays the postholder will be entitled to 30 working days’ holiday.

The appointment is subject to satisfactory completion of a six-month probation period, during which the notice period will be one week on either side. Once the appointment has been confirmed the notice period will be 8 weeks on either side.

Ideally the postholder will commence before Christmas 2018. Specific candidate circumstances can be discussed at interview.
The postholder is eligible for membership of the University of Oxford Staff Pension Scheme (OSPS), which is a contributory scheme, and free medical insurance. Meals in College are provided free of charge when on duty.

**Application Process**

Those wishing to apply for this post should complete the online application at [www.merton.ox.ac.uk/about-merton/vacancies](http://www.merton.ox.ac.uk/about-merton/vacancies) and upload the following documents by **12:00 noon on Monday 22 October 2018**:

- A detailed covering letter outlining their motivation for applying and how their skills and experience equip them to undertake the role.
- Please also detail any notice period or circumstances that will influence availability to commence the post.
- A CV.
- An Equal Opportunities Recruitment Monitoring form. The information collected on the equal opportunities recruitment monitoring form does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College’s Single Equality Scheme which is published at [www.merton.ox.ac.uk/about/college-policies](http://www.merton.ox.ac.uk/about/college-policies).

It is anticipated that interviews will be held in the week commencing 29 October 2018.

For an informal discussion about the role before application please contact Duncan Barker, Development Director & Fellow, on +44(0)1865 276316 or [duncan.barker@merton.ox.ac.uk](mailto:duncan.barker@merton.ox.ac.uk).

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of his or her sex, marital status, racial group, disability, age, religion and beliefs or sexual orientation.

**Merton College is an equal opportunities employer**

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