MERTON COLLEGE, OXFORD

ALUMNI RELATIONS & EVENTS OFFICER
(Maternity Cover)

FURTHER PARTICULARS

Job Title: Alumni Relations & Events 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 the third oldest College 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 a hundred staff.

The post-holder joins the Development Office at an exciting time in the College’s history, following a hugely successful 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 the website www.Merton.ox.ac.uk.

Main Purpose of the Role & Reporting

The Alumni Relations & Events (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 post holder will use their experience in developing, managing and implementing an extensive national and international events programme to achieve this and will need an outgoing personality and a well-organised approach
to a dynamic workload. The post holder 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 post holder 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, self-starting, flexible and highly personable team player with a willingness to be one of the key points of contact at Merton for the College’s 7,000-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**
   - To plan and oversee a programme of alumni relations events for Merton College; the events could be in-person or virtual, within the UK or abroad.
   - To incorporate and assist with additional donor and fundraising events into the overall programme where appropriate and as required.
   - 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.
   - To monitor the success of events by recording participation, creating post event surveys and any other suitable form of metrics.
   - To suggest new ideas and implement changes to the events programme on the basis of feedback or sector research and best practice.
   - To assist the Development Director with the production of regular reports for College committees.
   - To assist the Development Director with the construction of internal strategies and key performance indicators relating to alumni relations and events.
   - 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**
   - To oversee all aspects of event management from conception to delivery, with the assistance of the Graduate Scheme Development Associate, including, but not limited to:
     - booking rooms and venues in the College, UK and round the world.
ii. managing online event software when needed and incorporating virtual elements into in-person events, where appropriate
iii. arranging catering/menus and equipment
iv. designing and writing invitations
v. co-ordinating and scheduling mailings, e-mailings and online advertising
vi. dealing with booking enquiries
vii. preparing guest lists
viii. 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 ‘front of house’ client on the day

3. Alumni groups and volunteers
   a. To be the key relationship manager and 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 co-ordinate and to attend meetings of the Merton Society Council and Merton Society Activities Committee, as well as the relevant social, reunion and networking committees within MC3.
   c. To assist with identifying new alumni relations and events volunteers in other parts of the world (e.g. Asia, Australia)

4. Alumni Relations and Communications
   a. To assist with the planning, organisation and delivery of the celebrations following the 40th anniversary of the admission of women to Merton
   b. To update the College’s website regularly – or provide text for the website – with events information and attendee lists
   c. To work with the Alumni Communications Officer to upload podcasts and photographs of events as appropriate and to advertise these to attendees
d. To encourage Fellows and Emeritus Fellows to attend Alumni Relations events in liaison with the Development Director

e. To act as a key contact for specific alumni visiting the College, i.e. arranging accommodation, tours of the College, meetings, catering etc.

f. 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
- Experience of online events delivery
- 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 £28,000 - £32,000 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 post-holder 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 post holder will commence in August 2021/early September 2021. Specific candidate circumstances can be discussed at interview.

The post holder 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 http://www.merton.ox.ac.uk/about-merton/vacancies and upload the following documents (in a single pdf document) by noon on Wednesday 30th June 2021:

- 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.

Applicants are also encouraged to complete 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.

It is anticipated that interviews will be held after 7th July 2021.

For an informal discussion about the role before application please contact Mark Coote, Development Director & Fellow at vacancies@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 sex, gender re-assignment, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, religion and beliefs or sexual orientation.

Merton College is an equal opportunities employer
Merton College is a registered charity (1139022)