FURTHER PARTICULARS

ALUMNI EVENTS EXECUTIVE

Job Title: Alumni Events Executive  
Location: Merton College  
Department: Development Office  
Responsible to: Alumni Relations Manager  
Contract Type: Permanent,  
Hours: Full-time (35 hours per week) or part time (28 hours per week) considered  
Salary: Full time salary £25,000-£27,000 depending on skills and experience

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 with a reputation as a very friendly community. The College has some 300 undergraduates and a similar number of graduate students. It has a Governing Body of around 60 Fellows, supported by more than a hundred staff.

The Development and Alumni Relations Office is well-established with a strong track record of fundraising and alumni engagement. In the last year fundraising achieved its best ever results. It has an extensive and ambitious event schedule, with regular gatherings in and beyond Oxford.

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

Main Purpose of the Role & Reporting

The Alumni Events Executive is a new role which is designed to assist with the delivery of a busy national and international events programme. The College seeks a personable and well organised individual with a keen eye for detail and an interest in working with a broad range of stakeholders across the College (Fellows, staff and students) and the wider alumni body of some 7000 individuals.

The post holder will need a cheerful disposition as well as a well-organised approach to a dynamic and varied workload. They will report to the Alumni Relations Manager as well as working closely with other members of the Development team including the Director of Development.

Strong IT capability and communications are key elements of the role, along with creativity, problem-solving and initiative.
Key relationships

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

Main Duties and Responsibilities

1. Events
   a. To assist with the delivery of the alumni events programme under the guidance of the Alumni Relations Manager, including, but not limited to:
      i. booking rooms and venues in the College, the UK and around the world
      ii. managing online event software 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 and general event enquiries
      vii. preparing guest lists and helping with seating plans
      viii. writing event briefing notes for volunteers and colleagues.

   b. Responsibility for the organisation from conception to delivery of select alumni events:
      i. Merton Boat Club Society Dinner
      ii. Merton Society Michaelmas Drinks
      iii. The Returners’ Dinner for undergraduate Leavers
      iv. The Founder’s Society (legators) annual lunch

2. Alumni groups and volunteers
   a. To work in liaison with the Alumni Relations Manager actively to promote and support alumni volunteer groups with their events, meetings, and membership. These groups include, but are not limited to:
      i. Merton Society Council
      ii. Merton Lawyers’ Association Committee
      iii. Merton College Charitable Corporation (MC3) Board and Events Committee in the Americas
      iv. Merton South Asia Network
      v. Merton College Boat Club Society
      vi. Merton College Biomedical and Life Sciences Network
      vii. Merton College Net Zero Group

   b. To assist the Alumni Relations Manager with the implementation and delivery of the newly formed Merton Society Mentoring Programme, including:
      i. Liaising with participants throughout
ii. Updating mentor profiles on a dedicated password-protected webpage on the Merton College website
iii. Creating and sending surveys to participants to garner participant’s feedback.

3. Communications

a. To promote events and support alumni volunteer groups through timely mailing and emailing of invitations and other communications using DARS (the Development and Alumni Relations System database)
b. To update the College’s website regularly – or provide text for the website – with events information, attendee lists and alumni volunteer group information
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 promote events via the College’s social media channels in liaison with the Alumni Communications Officer
e. 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

4. 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 including on some weekends in order to attend events and meetings as required
c. To occasional provide tours of the College to visiting alumni
d. To undertake any other duties that may reasonably be requested by the Alumni Relations Manager appropriate to the level of the post

Person Specification

Essential
• Strong administration and organisational skills
• Enthusiastic and self-motivated, able to work in a fast-paced and ever-changing office environment
• An ability to work harmoniously with a variety of people with diverse experiences and outlooks
• A proven ability to prioritise a contrasting 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
• A willingness to meet stakeholders and build strong relationships
• A willingness to travel for events and occasionally to work outside of normal office hours
Desirable

- Some experience in event management
- Experience of using a customer relationship database such as DARS, Raiser’s Edge, or equivalent contacts and bookings system
- Some knowledge of, and sympathy for, a College environment and/or the University of Oxford
- Experience or knowledge 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.

Salary and benefits

The salary range for full-time appointment is £25,000-£27,000 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. Weekly hours of work for a full-time post are 35 hours, normally between 9am and 5pm, Monday to Friday with an unpaid lunch break. There is some flexibility for the postholder to start earlier or later in order to travel to College that is to be agreed upon discussion with the successful candidate. However, the post holder will need to have a flexible approach to working hours in order to support some activities that are outside these times.

In addition to the normal English bank and public holidays a full-time post-holder will be entitled to 30 working days’ holiday.

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 and free car parking is available. A loan is available for the purchase of seasonal travel passes and the College operates a Cycle to Work Scheme. The College has a gym, which is free to use for staff and there are a number of organised activities such as yoga and circuit training that are also free for staff.

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 one single PDF document by 12noon on 3rd November 2023:

- A detailed covering letter outlining their motivation for applying and how their skills and experience equip them to undertake the role.
- A CV.

Candidates are encouraged to complete and upload (as a separate document) 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.
The position may be discussed further with the Development Director & Fellow (email: 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 reassignment, 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)