VACANCY:
Alumni Relations and Events Officer
KEBLE COLLEGE, UNIVERSITY OF OXFORD

Full-time | £25,749 - £28,085 | Closes 8 July 2024

We are looking for an organised team player to support our busy Alumni Relations and Events programme and to work together with the Alumni Relations Manager to engage our alumni and the wider College community.

This vacancy will be a great opportunity for anyone looking to develop their event management skills. Reporting to the Alumni Relations Manager and working closely with all members of the team, this full-time, permanent role involves administration of the whole event cycle from distributing invitations, collating responses, booking venues and catering, to collecting post-event feedback. The post-holder is also responsible for sub-set of events including entrepreneurs evening and sports-themed events that contribute to an interesting event offering.
The ideal candidate will be an excellent all-round communicator who is at ease with everyone from various backgrounds and seniority. They will have a keen eye on the detail, a high level of accuracy and an ability to manage multiple tasks to meet deadlines. The position requires a courteous and personable individual. In return, the successful candidate can expect to be working as part of a supportive and friendly team.

The College

Keble is a diverse and dynamic academic community with education and the advancement of knowledge at the heart of its mission. It is one of the largest colleges in Oxford, with over 800 students, around 50 Fellows, another 50 lecturers, and over 100 support staff and an active alumni community of around 9,000 former members. The College aims for an inclusive and welcoming environment in which ideas can be freely debated by individuals of any background with open minds who respect each other's points of view. It is a vibrant community where students excel not only academically, but also in music, drama and sport.

The College was founded by public subscription in 1870 in memory of John Keble, an inspirational force in the Oxford Movement of the Church of England. At the time, it was the first college to be founded in Oxford in 150 years, and it was intended to make an Oxford education available to those who could not otherwise afford it. Emphasizing and expanding access remains among the College's principle ambitions.

Despite a small endowment, the College has, in the last fifty years, significantly enhanced its estate with award-winning buildings the new graduate centre H B Allen Centre being the latest capital project. The H B Allen Centre made it possible to accommodate a large proportion of the undergraduate and graduate student body and boast spaces that enhance social, cultural, and academic life: theatre, music room, café, lecture and seminar rooms. The College wishes enhance the spirit of community; to maximise the resources that underpin the whole of its academic mission; to celebrate its commitment to graduate study and research; and to consolidate its reputation as a place of intellectual endeavour and innovation.

The Alumni and Development Office delivers a varied programme of events in Oxford and in London and branches out to other major hubs in the UK, Europe, the US and Asia to engage support for the College and to interact with the diverse and global Keble alumni community. The office also runs a highly successful donor stewardship programme for benefactors and for those choosing to make a bequest to Keble in their will. The College seeks to build on recent success and focus donor engagement with the core academic objectives of teaching and research. Funding for fellowships and early career lectureships, increasing our access and outreach initiatives, and enhancing the provision for undergraduate bursaries and graduate scholarships will be central as the College moves forward.
The Role

Based within the Alumni and Development Office, the Alumni Relations and Events Officer will support a range of general office and event administrative elements whilst working together with the Alumni Relation Manager to deliver an interesting and successful alumni events programme. Establishing and nurturing relationships with alumni of all ages is at the heart of the role. Working closely with the Warden, the College’s Communications team, the Conference and Events office, the Catering department, individual Fellows as well as current students, this role will be an ideal opportunity for anyone seeking event management experience, and the opportunity to work with creativity and autonomy.

You’ll be part of a small and friendly team under the leadership of the Director of Development, including the following members:

- Deputy Development Director
- Alumni Relations Manager
- Data and Annual Fund Manager
- Donor Relations Manager
- Executive Assistant to the Development Director
- Development Officer
- Communications Manager
- Digital Communications Officer

A full job description may be viewed on the vacancies section on our website www.keble.ox.ac.uk/vacancies. To be considered for the role, please apply by submitting a covering letter (no longer than one page) together with your CV (no longer than 2 pages) stating how your experience and skills match those stated in the person specification to hr@keble.ox.ac.uk.

Applicants must be able to provide evidence of right to work and remain in the UK subject to the provision of original documentation.

Closing date 8 July 2024. Interviews held w/c 15 July.

The College is an equal opportunities employer