Job Specification

Job title: **Events Co-ordinator**
Responsible to: Events Manager
Grade and Salary: Grade 4: £24,948 - £29,619 pa
Hours of Work: Full time – 40 hours, including 1 hour lunch break

INTRODUCTION:

The Events Coordinator will assist the Events Manager who is responsible for the administration and 'front of house' support of conferences and other special events taking place in the College. The postholder will deputise for the Events Manager when required.

The Events Coordinator reports directly to the Events Manager but is also required to work closely with the Head Butler and other members of the Dining Services Department, the Catering Manager and the Manciple.

MAIN DUTIES

1. Attendance management: issuing invitations, collating responses, preparing guest lists, logging dietary and other special requirements.
2. Assist the Events Manager in the preparation of menus, seating plans, place cards and other paperwork for big college events and private functions.
3. Organisation and booking of events to support the work of the Estates Bursar.
4. Prepare and update the instructions on the college diary and share them with the relevant departments.
5. Prepare online booking forms and monitor the online booking system.
6. Provide front-of-house support during events.
7. Assist with the preparation of a weekly list of events, to be shared with all departments.
8. Process all college accommodation bookings for guest rooms and auxiliary college accommodation, invoicing and preparing tenancy agreements (when required).
9. Charging fellows as required using the Battels system.
10. Any other duties, requested by the line manager, that are commensurate with the grade of the post.

PERSON SPECIFICATION

Essential:
1. Good working knowledge of Microsoft Office, especially Word, Excel, and Outlook.
2. Ability to learn how to use new software.
3. Good communication skills, verbal and written.
4. Strong problem solving and organizational skills, with the ability to work under the pressure of tight timescales and remain task focused.

5. Attention to details.
6. Hands-on and flexible approach to workload and working hours.

Desirable:

1. Knowledge and experience of using JotForm, Eventbrite or other event booking software.
2. Knowledge and experience of using Perfect Table Plan or similar software to create seating plans.

APPLICATIONS

Applications should be submitted to Manciple's Secretary & HR Officer, All Souls College, Oxford, OX1 4AL or by e-mail to manciple.secretary@all-souls.ox.ac.uk, by the closing date Sunday 25th September 2022, including:

– a covering letter explaining why you think you would be suitable for the post, and how you meet the essential criteria for this post, including details of your experience.

– a completed application form to include:

- your e-mail and the telephone number(s) we should use to contact you, as well as your address;

- the names and contact details (including telephone and e-mail addresses) of two referees whom we can contact in case of your being shortlisted. They will have good knowledge of your recent work and character, noting that the College reserves the right to seek further references as appropriate; and

– the completed Equal Opportunity Monitoring questionnaire. Completed forms will not be seen by those involved in the selection process and will play no part in the selection process but the information provided enables the College to monitor the success of its equality policy

If you would like to have an informal discuss about the post before applying, please email the Events Manager in the first instance: events@all-souls.ox.ac.uk .

Any offer of appointment will be subject to the receipt of satisfactory references and successful completion of the usual pre-employment checks.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds, including disabled candidates although it should be noted that the role of the Assistant Butler requires full mobility within the College, which is not equipped with lifts.

All applicants must be eligible to work in the UK and will be asked to bring proof to an interview.

All personal data supplied by applicants will be held and used in accordance with the College Data Protection Policy.