



All Souls College University of Oxford

Events Coordinator

Department: Events
Responsible to: Events Manager
Grade & Salary: Grade 5: £32,108 - £40,514 (40 hours per week, including 1 hour paid lunch break) plus excellent benefits

To support events, there may be a requirement for weekend and/or evening working, so some flexibility is required. Where additional hours are worked, the post-holder will be entitled to take Time Off in Lieu.

About the Events Team

Being a member of the Events team at All Souls College offers exciting opportunities to host and organise unique and special events such as the Encaenia Luncheon, Founder's dinners, College feasts, the annual cricket match and much more. The College only hosts internally sponsored events but that does not limit the variety and size of the events taking place from conferences and private dinners to concerts, memorials and weddings. We are the first point of contact for any booking arranged in College so foster good professional relationships with all the Fellows and staff to ensure events run efficiently, effectively and to the highest degree of quality.

What we are looking for

We are looking for a friendly and enthusiastic individual who will support the Events Manager with the planning and management of all events in College and deputise for them when required. The Events Coordinator reports directly to the Events Manager but is also required to work closely with members of other teams to ensure the smooth running of events. This role is admin-based for approximately 80% of the time and practical in terms of supporting the delivery of events for 20% of the time. A successful candidate will be proactive, enjoy problem solving, and be calm and professional under pressure. They will be a collaborative team player with a conscientious mindset, and a keen eye for the small details.

MAIN DUTIES

- Support the Events Manager with all aspects of events planning and management both in administrative duties and front of house support.

- Attendance management: issuing invitations, collecting responses, preparing guest lists, logging dietary and other special requirements.
- Assist the Events Manager in the preparation of menus, seating plans, place cards and other paperwork for big College events and private functions.
- Process all college accommodation bookings for guest rooms and auxiliary college accommodation, invoicing and preparing tenancy agreements (when required).
- Liaise with IT Support to arrange AV/Hybrid setup for events when required.
- Respond to general enquiries through varied methods of communication (e.g. phone calls, emails, drop-ins etc).
- Any other duties, requested by the line manager, that are commensurate with the grade of the post.

What you will need

Essential:

- Excellent interpersonal skills with the ability to build strong working relationships with a wide variety of internal and external stakeholders.
- Strong problem solving and organisational skills, with the ability to work under the pressure of tight timescales and remain task focused.
- Efficient and proactive administrator.
- Excellent verbal and written communication skills and a keen eye for details.
- Hands-on and flexible approach to workload and working hours.
- Good working knowledge of Microsoft Office, including Word, Excel, Outlook and Teams.
- Eagerness to become adept at using various software and systems for events and undergo training to invest in professional development.
- Ability to occasionally undertake manual handling tasks when needed.

Desirable:

- Knowledge and experience as an administrator or specifically in events administration.
- Knowledge and experience of college life and events.
- Knowledge and understanding of AV set up and ability to problem solve in the absence of IT support if required.
- Knowledge and experience of any software used in event management (e.g. event booking systems, seating plan systems, meal booking systems, Canva etc).

If you would like an informal discussion about the post before applying, please email the Events Manager: arjun.handa@all-souls.ox.ac.uk.

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