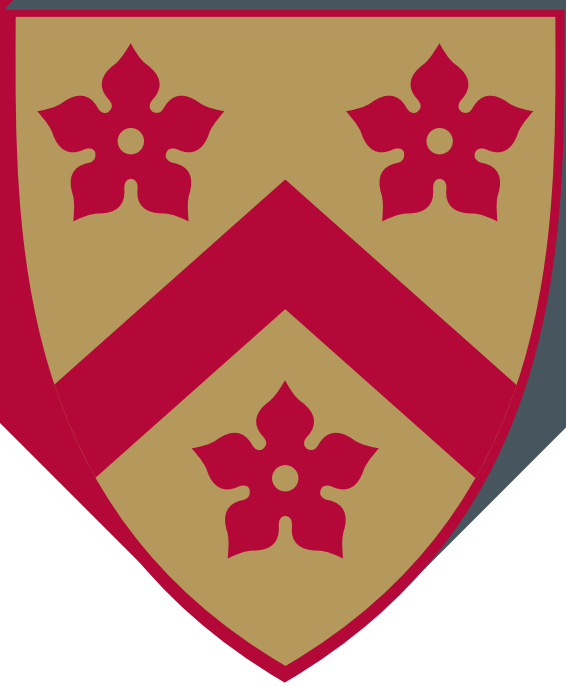




Candidate pack
Events Co-ordinator



All Souls College
University of Oxford



www.asc.ox.ac.uk



All Souls College
Oxford, OX1 4AL



+44 (0)1865 279379

I benefit from working with experienced Heads of Department – they know how things are run and what is required and ensure that everything runs very smoothly, without fault or disruption.

Arjun Handa
Events Manager

About All Souls College

A registered charity and one of the 39 constituent colleges of Oxford University, All Souls is renowned globally for its support of world class academic research, as well as intellectual engagement with the wider world.

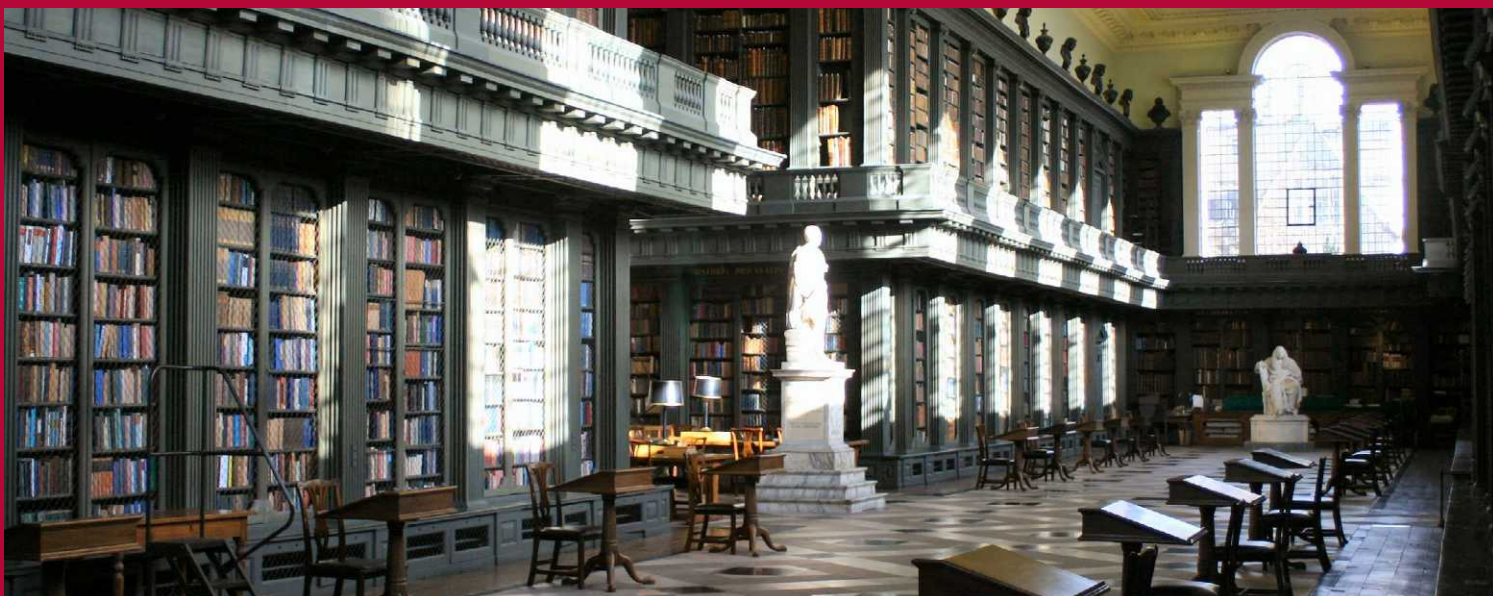
We have a proud history too. Founded by King Henry VI and Henry Chichele, the Archbishop of Canterbury in 1438, to commemorate the victims of the Hundred Years' War, our past Fellows include some prominent figures, including Sir Christopher Wren, William Blackstone, William Gladstone, Lord Curzon and Lawrence of Arabia.

Today, nearly 600 years later, we are unique among Oxford colleges due to our distinct focus on supporting research and building connections between academia and public life. We have no undergraduate members but instead support a diverse community of academics ranging from those just starting their careers, mid-career postdoctoral researchers and those at the very top of their respective fields. Fellowships at All Souls are highly sought after and extremely competitive, with candidates undergoing a rigorous selection process.

The primary focus of the College is on promoting pure and applied research, as well as intellectual engagement with a wider world, with Fellows engaging in an array of academic disciplines, including history, literature, philosophy, law and science. We provide an intellectually stimulating environment where Fellows have the freedom to pursue their research interests independently while benefitting from interdisciplinary collaboration. While in the contemporary academic landscape, the College remains a beacon of excellence, attracting top scholars from around the globe.

With a rich history, distinguished Fellowship and unwavering commitment to academic rigour, the College continues to inspire and shape the minds of future generations of thinkers and leaders, making it a great place to work. As well as wonderful historical surroundings, our staff enjoy excellent benefits, including ongoing training and development. Together, they help to ensure the College remains a symbol of enduring scholarly tradition and innovation.

We look forward to receiving your application.





Welcome from the Domestic Bursar

Thank you for your interest in the role of Events Co-ordinator at All Souls College, Oxford. We hope the information contained in this pack will make you keen to find out more. If you have the skills, qualities and experience it takes to be part of our team, we would very much like to hear from you.

Steve Evans, Domestic Bursar



Why work for All Souls College?



When you join All Souls College, you don't just get to enjoy a competitive salary while working in historic surroundings.



A contributory pension scheme



Private healthcare



An employee assistance programme



Meals while on duty



Bus ticket loan



Free eye tests



Discounted fitness memberships



A generous holiday allowance



A staff team building day



Cycle to work scheme



Ford fund



An annual staff outing



Staff and Fellows' social events

We also provide a comprehensive range of benefits, as well as ongoing training and development for every employee.

Hear from our employees

Our employees talk about what makes All Souls College a great place to work.



“

There is excellent co-ordination and communicating with other departments. It is a very symbiotic environment – we all need each other to ensure our jobs run smoothly and to ensure that the highest standards are achieved.

Arjun Handa
Events Manager

“

All Souls College offers a friendly, welcoming team environment full of interesting people working alongside the academic research of the Fellows. There is a lot of opportunity to develop within your role.

Matt Kirk
Academic Administrator

“

I feel very well supported by both my immediate manager and more senior management as well.

Helen Green
Catering Manager



Events Co-ordinator

Grade 5 (£32,108-£40,514 pa with annual progression) 40 hours per week, including paid meal break plus excellent benefits.



About the Events Team

As a member of the Events team at All Souls College, you'll play a key role in delivering a diverse programme of distinctive and memorable occasions. From the Encaenia Luncheon and Founder's Dinners to College feasts and the annual cricket match, you'll be involved in organising and hosting a wide range of prestigious, internally sponsored events. These span everything from conferences and private dinners to concerts, memorials and weddings, offering both variety and scale in your day-to-day work.

You'll act as the first point of contact for all event bookings within the College, building strong professional relationships with Fellows and staff to ensure each event runs smoothly, efficiently and to an exceptional standard. Working closely with colleagues across departments, you'll help coordinate every detail, maintaining clear communication and a consistently high level of service throughout.

What we are looking for

We're looking for a friendly and enthusiastic individual to support the Events Manager in the planning and delivery of all College events, and to confidently deputise in their absence when required. As Events Coordinator, you'll report directly to the Events Manager while working closely with colleagues across multiple teams to ensure every event runs smoothly from start to finish.

This is a predominantly administrative role, with around 80% of your time focused on planning, coordination and organisation, and the remaining 20% supporting the practical delivery of events. You'll take a proactive approach to your work, enjoy problem-solving, and remain calm and professional under pressure.

A collaborative team player, you'll bring a conscientious mindset and a keen eye for detail, ensuring nothing is overlooked and every event is delivered to the highest possible standard.

What you will need

Essential

You'll bring excellent interpersonal skills, with the ability to build strong working relationships with a wide range of internal and external stakeholders. Highly organised and solutions-focused, you'll be confident working to tight deadlines while remaining calm, efficient and task-focused.

Be a proactive and capable administrator, with strong verbal and written communication skills and a keen eye for detail. A flexible, hands-on approach is important, both in managing your workload and adapting to the varying demands of the role and working hours.

Have a good working knowledge of Microsoft Office, including Word, Excel, Outlook and Teams, along with a willingness to learn and confidently use a range of event management systems and software. A commitment to ongoing professional development and training is key, as is the ability to undertake occasional manual handling tasks when required.

Desirable

Experience in an administrative role, particularly within events, would be advantageous, as would an understanding of college life and the delivery of formal events.

Familiarity with AV set up and the ability to troubleshoot basic issues in the absence of IT support would be beneficial. Experience using event-related systems, such as booking platforms, seating plan tools, meal management systems or design tools like Canva, would also be an advantage.



“ The catering is top tier every time – great variety and an exceptionally high standard.

Arjun Handa, Events Manager

How to apply

Applications for the Events Co-ordinator role should be submitted by email to staff.appointments@all-souls.ox.ac.uk by **Midnight Monday 18th May 2026**. and should include:

- ✓ **A covering letter** explaining why you think you are suitable for the post, including examples of how you have demonstrated the required competencies.
- ✓ **A copy of your CV** including current salary details and contact details of two referees.
- ✓ The completed **Equality Monitoring questionnaire**. This won't play a part in the selection process and won't be seen by those involved in the decision-making process but will enable the College to monitor the success of its Equality Policy.

For an informal discussion about the post, please contact the Events Manager: arjun.handa@all-souls.ox.ac.uk

Interviews are expected to take place at All Souls College on **Tuesday 2nd June 2026**.

Any offer of appointment will be subject to the receipt of satisfactory references and successful completion of the pre-employment checks including documentary evidence of eligibility to work in the UK.



Getting to All Souls College

Oxford, The City of Dreaming Spires, is a great city to work in, with world-class museums, scenic waterways and galleries filled with ancient treasures, Oxford offers a vibrant community with plenty to see and do.

All Souls College is right in the centre of Oxford and easily commutable by car, bus, and train.



Scan the QR link to find All Souls College on Google maps



By Car

All Souls College is accessible via the M40, M4 and A34, with easy access by car from London, leaving the M40 at Junction 8.

Please note: due to our city centre location there is no parking on site, although the city's park and ride service provides regular bus services to the city centre (or a short ten minute walk).



By Bus

Reaching the College is easiest by bus, with many of the main bus services available from the high street bus stops a 5 minute walk away.

We are close to or on all major bus routes including the main park and ride stops which are between a 15 to 30 minute bus ride away.



By Train

If you are travelling by train, you can walk to the College from the station in approximately 15 minutes or take a 20 minute bus journey.

Regular direct train services operate to and from London Paddington, Birmingham New Street, Manchester Piccadilly, Didcot Parkway and Bournemouth.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

All applicants must be eligible to work in the UK and will be asked to provide evidence of this.

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