



Linacre College

Events Manager: Job Description

Grade 6: £32,332 - £38, 205 per year pro-rata for part time appointments

Nature of Contract: Permanent, Full Time

Reporting to: Domestic Operations Manager

Direct Reports: Front of House Supervisor, Front of House staff

Main Duties

Event planning and preparation

1. Reporting to the Domestic Operations Manager, you will lead the events and hospitality functions of the College. You will promote the College as a venue, secure bookings for events, conferences, and summer schools, and co-ordinate these with use of our facilities by College members.
2. Ensure that the Events section of the website is regularly updated with the correct information.
3. Manage the events diary to ensure effective planning, communication and co-ordination across the calendar and with all relevant departments.
4. You will line-manage and support our Front-of-House Supervisor, ensuring that recruitment of staff, training, presentation and service delivery are organised and delivered to a high standard. You will be responsible for ensuring that there are sufficient staff with the right skills present at each event.
5. Meet with all departments involved on a weekly basis to run through the following week's events and finalize details.
6. Attend relevant meetings to plan College events such as Graduation, Matriculation and Gaudies.

Conference/ External Events

7. You will work with the Front-of-House Supervisor, Head Chef, Bar Manager, Common Room Executive Team and other service Heads of Department to co-ordinate and deliver events to an excellent standard.
8. You will develop appropriate internal systems to ensure events are booked, administered and run smoothly. We expect you to manage and innovate in order to improve back-office processes, and standards in all the teams responsible for the delivery of an event. You will also collaborate with the finance team to make sure quotes, invoices, and payments are handled on time.
9. Provide consistent welcoming and high-quality customer service, both in person and through your teams, being present at and hosting major events if required.
10. Step into Front-of-House Supervisor role if required, covering planned holiday and unplanned absence.

College Events

11. You will work with the Academic Registrar, Development Office and Principal's Office to plan and deliver major College events. You will be responsible for taking bookings by College members for rooms, dinners and other College events, and for major event registrations.
12. You will produce seating plans, and collect information on dietary requirements where relevant. You

will produce branded materials for College events, including invitations, menus, name-badges and place cards.

Staff Management and Training

13. Working with the Front-of-House Supervisor, you will make sure that all front-of-house, bar and events staff (including agency staff and student employees) have appropriate skills and knowledge. You will identify training needs and make sure that all training/assessment is up to date and rigorously recorded.
14. Manage staff casual recruitment either from our student population or agencies and attendance, and prepare staff rotas and payroll ensuring that, under the guidance of our finance and HR department, staff meet all employment requirements such as Right-to-Work checks.
15. Take a leading role, together with all service managers, in creating, building and promoting teamwork within the service departments and collaboration with other departments, in particular the kitchen team.

Compliance/Risk Management

16. Comply with all College policies and statutory regulations including those relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH.
17. Complete risk assessments for all major College, external and alumni events and ensure appropriate mitigation is in place to reduce all risks to an acceptable level.
18. Make sure that College Common Room events have completed a risk assessment, and complied with security, health and safety, noise abatement, and licensing requirements.
19. Ensure that all speaker events have received appropriate sign-off from the Senior Tutor.
20. Promote a strong health and safety culture.

Bar and Wine

21. Work with the Director of Estates as the designated license holder to ensure legal and regulatory compliance.
22. You will assume managerial responsibility for the student-staffed bar (though the Director of Estates will remain the designated license holder) and you will be responsible for stock control and purchasing.
23. You will be responsible for the purchasing of wine for external and College events and for managing our relationships with wine suppliers.

Environment

24. Ensure that the overall events operation aligns with the College's objectives of minimizing carbon emissions and impacts on biodiversity.

Skills and experience required

- Significant experience and expertise in commercial/educational events management, or a related field
- Experience in building and leading a team, including proficiency in training, managing and motivating a diverse workforce.
- A commitment to a high level of customer service and a keen eye for detail.
- Good communication skills, with the ability to deliver accurate work rapidly.
- Ability to liaise effectively with a wide range of stakeholders at all levels of seniority with well-developed interpersonal skills. We expect you to build warm and effective relationships with key stakeholders such as senior personnel, University colleagues, Conference Oxford, donors, VIPs and new and repeat clients.
- Ability to work on numerous projects at the same time and prioritise workloads with good time-management skills.
- Strong IT skills and experience in the Microsoft suite of programmes, including the use of databases and email.

- Knowledge of current catering and hospitality developments and best practice.
- Appropriate level of food safety and general health and safety qualifications, including First Aid at Work certificate or willingness to train to this level.
- Experience in managing and using Event Management Systems and EPOS till systems.
- Willingness to take part in the full range of event management activities, as circumstances require including availability to work flexibly, including outside normal office hours and at weekends.

Flexible working

This post normally requires you to be present on site at Linacre College to support staff and events, but when scheduling allows, it may be possible to arrange some home working with the agreement of the Domestic Operations Manager. You will be expected to work 37.5 hours between the hours of 08:00 and 18:00 on five out of seven days in a week. We anticipate that you will normally work during weekday office hours but also with occasional weekend and evening working, sometimes at short notice.

Training

You will be required to complete College induction training including health and safety, data security and equalities and diversity. You will also require a Level Two Food Hygiene Certificate.

How to apply and conditions of employment

The post will be offered on Grade 6 of the University pay scales.

The appointment will be subject to a probationary period of six months, during which time the appointment may be terminated by either party on one week's notice. Thereafter the required notice period will be three months on either side.

There is an annual leave entitlement of 38 working days, which includes the 8 statutory public holidays.

Lunch when on duty and when the College kitchen is operational is provided free of charge.

All staff are members of the College Common Room and have access to College sport and recreation facilities.

Applicants must be eligible to work in the UK. They will be required to provide suitable evidence to demonstrate this. A list of acceptable documents can be found on the Home Office website.

Applications are to be made on the College website www.linacre.ox.ac.uk/vacancies where you be required to upload a CV. If you require the application form in a different format for accessibility reasons, please do contact the HR Officer at hr@linacre.ox.ac.uk

Closing date for completed applications is 29 March 2024 at 12:00pm (noon)

Interviews will be held (provisional) week commencing 8 April 2024

For any questions about the role, please email the HR Officer (hr@linacre.ox.ac.uk)