



## **Linacre College**

### **Events Manager: Job Description**

**Salary range: £32,332 - £38, 205 per year (pro-rata for part time appointments) with an Oxford Weighting of £1500 per year to be applied with effect from 1 November 2024**

**Nature of Contract: Permanent, Full Time**

**Reporting to: Domestic Operations Manager**

**Direct Reports: Conference and Events Team, 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. Meet with all departments involved on a weekly basis to run through the following week's events and finalize details.
5. Attend relevant meetings to plan College events such as Graduation, Matriculation and Gaudies.

##### **Conference/ External Events**

6. You will work with the Conference and Events Team, Head Chef, Bar Manager, Common Room Executive Team and other service Heads of Department to co-ordinate and deliver events to an excellent standard.
7. 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.
8. Provide consistent welcoming and high-quality customer service, both in person and through your teams, being present at and hosting major events if required.
9. Covering planned holiday and unplanned absence for the other team members as needed.

##### **College Events**

10. 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.
11. 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.

##### **Compliance/Risk Management**

12. Comply with all College policies and statutory regulations including those relating to health and

safety, safe working practices, hygiene, cleanliness, fire and COSHH.

13. Make sure that College Common Room events have completed a risk assessment, and complied with security, health and safety, noise abatement, and licensing requirements.
14. Ensure that all speaker events have received appropriate sign-off from the Senior Tutor.
15. Promote a strong health and safety culture.

### **Bar and Wine**

16. Work with the Director of Estates as the designated license holder to ensure legal and regulatory compliance.
17. 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.
18. You will be responsible for the purchasing of wine for external and College events and for managing our relationships with wine suppliers.

### **Environment**

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

### **Skills and experience required**

- 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.
- Appropriate level of food safety and general health and safety qualifications, including First Aid at Work certificate or willingness to train to this level.
- 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 within the following range £32,332 - £38, 205 per year (pro-rata for part time appointments) with an Oxford Weighting of £1500 per year to be applied with effect from 1 November 2024

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.

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; A list of acceptable documents can be found on the [Home Office website](#), and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

This job includes duties that will require additional security pre-employment checks:

- A satisfactory basic Disclosure and Barring Service check due to work involving supervising young adults.

Applications forms are available on the College website [www.linacre.ox.ac.uk/vacancies](http://www.linacre.ox.ac.uk/vacancies) or from the HR Officer at [hr@linacre.ox.ac.uk](mailto:hr@linacre.ox.ac.uk)

**Closing date for completed applications is noon (midday) 18 October 2024**

**Interviews will be held (provisional) week commencing 28 October 2024**

For any questions about the role, please email the HR Officer quoting the vacancy reference: EM102024