Alumni and Events Officer – Maternity Cover

THE COLLEGE

Trinity College was founded in 1555 by Sir Thomas Pope, a Court official in the reign of Henry VIII, on a site occupied since the end of the thirteenth century by Durham College, a monastic foundation. It has the conspicuous advantages of a central location within the University and city, historic and elegant buildings, spacious gardens and a tradition of hospitality.

Trinity has been the nursery of statesmen from the Earl of Chatham through to Tony Crosland, writers from John Aubrey to Terence Rattigan, men of law from Lord Somers (Lord Chancellor) to Lord Goddard (Lord Chief Justice), men of war from General Ireton to Richard Hillary, divines from Gilbert Sheldon (Archbishop of Canterbury) to Saint John Henry Newman, and many eminent scholars and sportmen.

Trinity is a centre of academic excellence: in recent years, many of its students have achieved the highest levels in University public examinations and open prize competitions and overall it has maintained a successful position in the league tables. It has a main library with over 56,000 books, supported by the latest technology, and is a University leader in the provision of computing facilities. The Old Library houses an historic collection, available by arrangement to researchers. It has a vigorous musical, dramatic and sporting tradition, lively student societies in politics and law, a Chapel choir and a College-edited student newspaper. Trinity students take active roles in University clubs and teams on a significant scale disproportionate to their number.

Trinity is one of the smallest Oxford colleges. It has the reputation of a friendly community whose members strive, in their different ways, to support one and another at all levels.

Further information about Trinity is available on its website: http://www.trinity.ox.ac.uk

THE ALUMNI AND DEVELOPMENT OFFICE

The role of the Alumni and Development Office is to maintain and develop relations with the Old Members and Friends of the College and to raise funds in support of the College’s educational and research objectives. A particular focus of the college’s fundraising at present is the Levine Building, an ambitious development that will improve facilities on the main site. The small and friendly office is overseen by the Development Director and comprises four other full-time members of staff.

Given its size, everyone in the office needs to be flexible and willing to turn their hands to whatever is required at busy times. By its nature, the position will require some evening and weekend work.

THE ROLE OF THE ALUMNI AND EVENTS OFFICER

The Alumni and Events Officer is employed by the President and Fellows of Trinity College. The post-holder will be responsible day-to day to the Director of Development.
Working with the others in the office, the post-holder will, primarily, have responsibility for creating and managing an exciting and diverse programme of events in Oxford and elsewhere to enable the College to engage further with its 5,000 Old Members and Friends on a regular basis. In addition to events, the post-holder will be expected to assist with the wider duties of the office.

Main duties:

On entry
It will be important for the successful candidate to spend time initially on developing an understanding of the nature and culture of the College and, to this end, the appointee will be required at the outset:
- To assimilate the values of Trinity and become familiar with the mechanisms by which decisions are reached.
- To demonstrate understanding and sympathy for the College’s primary educational function.
- To win the confidence of colleagues.
- To become familiar with the geography, facilities and culture of the College.

Planning of events:
- Co-ordinate the programme for the coming year and maintain an overall events’ calendar.
- Assist in the development of one-off events for fundraising or stewardship purposes.
- Co-ordinate all college matriculation and graduation ceremonies with the Dean of Degrees, Academic Office and the University Degree Conferrals Office.
- Represent the Alumni & Development Office in the weekly meeting held by the Domestic Bursar to liaise with members of the domestic staff and facilitate the smooth running of events in College.

Organisation of events:
- Liaise with other College staff (and those at external venues) to book and organise events.
- Research off-site venues and make visits where necessary in order to recommend alternative or new event possibilities.
- Make travel arrangements for key staff attending overseas or regional events.
- Determine the target audience for each event. Prepare, advertise, organise and mail formal invitations and letters and/or, where appropriate, email invitations. Set up and manage online event booking pages.
- Deal with and process replies, correspondence and payments in conjunction with the Administrative Assistant.
- Produce attendee lists and payment reports and prepare necessary briefing notes on those attending for key staff.
- Ensure relevant College staff or external contacts are kept informed of changes to agreed plans.
- Prepare name badges, menu and place cards, guest lists, programmes and seating plans.
- Order equipment and outside catering where necessary.
- Follow up – maintain a good relationship with attendees by contacting them after events to share photographs, thank them etc. as appropriate.

Other duties
- Maintain the careers network and deal with requests from Old Members and students.
- Maintain a careful record of all contacts with alumni, ensuring that actions are followed up promptly and effectively.
- Assist with additional alumni and fundraising tasks and help to maintain and improve the information on the database. Such other duties as are reasonably requested by the Development Director.
PERSON PROFILE

Essential:
- Excellent verbal and written communication skills.
- A good general level of IT skills, especially in Word and Excel.
- Team worker, diplomatic and sensitive to personal relationships.
- High standards of personal presentation and confident manner.
- Conscientious, meticulous, organised and self-motivated.

Desirable:
- Experience of events organisation.
- Experience of Raiser’s Edge (alumni database) or other Access based databases.
- Experience of working in an educational environment.
- Proven organisational and administrative abilities in an office environment.
- Experience of budgeting and achieving goals within allowable costs.