Further Particulars

The College

Magdalen College, founded in 1458, is one of the largest colleges in Oxford and like all other colleges, it is an independent, self-governing establishment within the University of Oxford. Magdalen has some of the most beautiful buildings in Oxford, and is set in 100 acres of grounds which include the Deer Park and Addison’s riverside walk. Magdalen has a strong academic tradition with nine Nobel Prize winners having been Fellows or students at the College.

The Development Team

The College has a long established Development Office with a team of eight, making it one of the larger Development Offices in Oxford. Magdalen is fortunate to have a highly engaged pool of over 8,000 alumni spread across the world, and concentrated in the UK and North America. Development and alumni relations at Magdalen has the full support and engagement of the President and wider Fellowship of the College. The successful candidate will work alongside the Interim Director of Development, the Deputy Director of Development & Head of Alumni Engagement, the Senior Development Executive (Major Gifts), the Development Officer, the Data Insight & Research Officer, the Communications Officer, and the Development Administrator. While each member has specific responsibilities, it is a friendly “all hands on” office where considerable teamwork is encouraged and expected. The Development Office at Magdalen College has enjoyed considerable success over the past two decades, and following the completion of our Longwall Library Fundraising Appeal we are in the process of planning the next stage of fundraising and alumni engagement at the College, including celebrating the 40th anniversary of women undergraduates at the College in 2019.

The Post

Magdalen is looking for a talented and proactive Alumni Engagement Officer with outstanding organisational and interpersonal skills and a high level of motivation to be responsible for the delivery of the alumni events programme. The post holder will play a vital part in building and developing relationships with alumni. This is a great opportunity to be an important member of one of the world’s most prestigious educational institutions, working in unique and iconic surroundings, as part of a friendly and cooperative team.
The Alumni Engagement Officer will enjoy the administrative support of the Development Administrator for event administration.

Previous experience of running events is not a prerequisite; however you will need to demonstrate a proven ability to manage multiple projects to tight deadlines and a high level of attention to detail.

The post holder will be required to attend events outside normal working hours, for which time off in lieu will be given.

**Reporting**

The Alumni Engagement Officer will report to the Deputy Director of Development & Head of Alumni Engagement. They will work closely with other members of the Development team, as well as other key members of the College’s staff, Fellowship, and students.

**Responsibilities**

Plan and deliver the alumni and stewardship events programme (including parent engagement), to include:

- Choosing and booking suitable dates, speakers and venues for events
- Setting up events on DARS (the alumni database), the website and BBIS (the online booking system)
- Sending out event invitations (by email and post)
- Processing event bookings, including those received by email, telephone and BBIS
- Event administration, e.g. producing seating plans, guest lists, name badges, place cards and menu cards for events (with support from the Development Administrator).
- Attending events in the UK as the event manager

Building and strengthening relationships with alumni & friends, including:

- Managing the alumni email inbox and telephone queries
- Being the main point of contact for careers networking queries

**Office support:**

- Providing general assistance in the absence of both the Development Administrator and Development Officer (holidays, illness etc.) to include monitoring the Development email inbox, post etc.

The list of duties and responsibilities is not exhaustive and you may be required to carry out alternative tasks as instructed by your line manager to ensure the Development Office can operate an efficient service at all times.
Person Specification

Essential:
- Highly organised, able to plan and prioritise effectively
- Ability to thrive and work calmly under pressure
- Meticulous attention to detail
- Excellent written and verbal communication skills
- Ability to work on one’s own initiative with minimum supervision
- High level of computer literacy
- Ability to work well within a team
- Ability to think strategically and translate ideas into action
- Willing to travel and work outside normal office hours
- Well-presented and demonstrating a professional approach to work at all times
- Proactive and with a can-do attitude

Desirable:
- Understanding of and familiarity with Oxford and the collegiate system
- Experience with databases
- Experience of managing events
- Understanding and experience of the HE fundraising sector and alumni relations

Salary and benefits

The salary is at Grade 5 (currently £25,483 to £30,395 per annum) depending on experience.

Benefits include:
- Membership of contributory pension scheme
- Free lunches in College
- Car parking may be available
- Use of sports facilities
- Optional contributory Healthcare Scheme
- Bus pass purchase scheme
- Holiday entitlement is 30 days per annum plus bank holidays. Some restrictions may apply when holiday cannot be taken to ensure the smooth running of the Development Office. Some set days holiday must be taken when the College is closed over Christmas.

Hours of Work

36.5 hours per week, Monday to Friday. There will be a need to work occasional evenings or weekends at events, for which time will be given in lieu.

Applications

Interested applicants should submit the following:
- Covering letter that summarises your interest in the post and provides evidence of your ability to match the criteria in the person specification
Applications should be sent to the Human Resources Assistant, Magdalen College, Oxford, OX1 4AU or human.resources@magd.ox.ac.uk. If you do not wish the College to contact your referees at this stage please make this clear in your application. The closing date for receipt of applications is 12 Noon on Monday 24th September. Interviews are expected to take place during the first week of October. **Late or incomplete applications will not be accepted.**

**Data protection**

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College’s Data Protection Policy which can be found at [http://www.magd.ox.ac.uk/other-policies/data-protection/](http://www.magd.ox.ac.uk/other-policies/data-protection/).