

## **Further Particulars**

**Job Title:** Alumni Relations Officer  
**Department:** Alumni Relations & Development Office  
**Responsible to:** Director of Development  
**Job Purpose:** Deliver effective alumni relations programme

## **THE COLLEGE**

**Brasenose College is one of the older foundations in the University of Oxford. Originating in one of the medieval halls of the University – the gate of which was presumably adorned by the still-surviving ‘brazen nose’, or sanctuary door-knocker – it was founded by royal charter as the King’s Hall and College of Brasenose in 1509.**

Five centuries later the College is still thriving. It has some 370 undergraduates, 170 graduates, a fellowship of around 60, a similar number of lecturers, and 120 support staff. It is thus one of the medium-sized Oxford colleges, with a very friendly atmosphere.

The College is a self-governing institution. The ultimate authority for all decisions rests with the Principal and Fellows. The Governing Body is serviced by a structure of committees, including the Academic Committee, concerned with academic policy and administration, the Finance Committee and the General Purposes Committee, concerned with other aspects of the management of the College, and the Development Committee, concerned with all alumni relations and fundraising matters.

## **THE DEVELOPMENT OFFICE**

The Alumni & Development Office at Brasenose consists of 6 staff: the Development Director, the Manager of Development Services, the Senior Development Executive - Major Gifts, Annual Fund Officer, Alumni Relations Officer and a part-time Development Assistant. The post holder will report formally to the Development Director. The Development Office is responsible for all fundraising and alumni relations activity.

## **Job Function**

The Alumni Relations Officer will act as the first point of contact for alumni of the College (7,000 members) and will be responsible for building relationships with the alumni body by organising events both in College and elsewhere, developing regional networks throughout the UK and overseas, creating strategies for future development of the events programme and ensuring a co-ordinated communications programme involving print, email and websites. The Alumni Events programme typically consists of 15 events per year. The Alumni Relations Officer will be supported by a part-time Development Assistant.

## **Key Responsibilities**

### **Communications**

- Handle general enquiries from alumni by phone, email and in person and act as a point of welcome for alumni visiting the College.
- Be responsible for the production of the biannual Brazen Notes newsletter, sourcing and writing articles, and liaising with designers, printers and the mailing house.
- Support the Editor of the Brazen Nose (The College Record) in its collation, print production and distribution.
- Maintain and update the Development Office’s website, including online community pages (using NetCommunity software).
- Maintain regular contact with alumni via Facebook, Twitter, LinkedIn and send out regular email newsletters.
- Along with other staff, maintain and update details of contacts on the database.

- Develop and co-ordinate the BNC Mentoring Scheme, a careers network for the benefit of current and former students.
- Attend meetings of University and College Alumni Officers and keep up to date with events, publications and general alumni activity within the Oxford Community.
- Organise Alumni Dining and Alumni Accommodation ensuring Members are welcomed appropriately.
- Administer the sale of merchandise and review the current stock selection.
- Develop the alumni Year Rep network working alongside the Brasenose Society Year Rep Co-ordinator.
- Establish good relationships with the current student body, specifically the JCR and HCR Committees and with Presidents of College clubs and societies.

### **Events Planning**

- Work with the Principal, Brasenose Society and Director of Development to plan a comprehensive events programme during the year, identifying and recommending new opportunities for events.
- Liaise with the Conference and Events Office and other College departments to book College venues and arrange catering and make travel arrangements for key staff attending.
- Prepare and monitor event budgets in line with agreed annual expenditure.
- Produce invitations and ensure the effective promotion of events.
- Facilitate the voluntary Advisory Group for the Co-Education anniversary celebrations in 2014.
- Liaise with the 1815 Club, for past Boat Club members, and the current Boat Club when planning anniversary celebrations for 2015.

### **Events Management**

- Prepare mailing lists for individual events and ensure timely dispatch of mailings, printed invitations and emails.
- Handle all event RSVPs and record responses on the office database, noting any changes of address or other contact details, and ensure that all payments for events are correctly logged and banked.
- Produce periodic attendee lists and payment reports to keep track of event participation.
- Prepare name badges, menu and place cards, guest lists and seating plans.
- Manage on-site tasks such as guest registration, audiovisual set-up, last minute seating changes, etc.
- Attend events if required.
- Brief internal senior staff attending with the guest list and running order prior to the event.
- Produce reports on events for the Development Committee and the Brasenose Society Committee including finances, attendance and any future recommendations.

### **Skills & Experience Required**

#### **Essential**

- excellent communication skills, both verbal and written with high regard for grammar and accuracy
- experience of producing newsletters and writing articles to a high standard
- experience of event management
- experience of office administration
- high level of computer literacy
- a good telephone manner
- high level of attention to detail
- ability to work independently and to organize and prioritise own workload
- commitment to excellence in higher education
- flexibility and calm manner
- self confidence and resilience under pressure
- good diplomacy and problem solving skills

## Desirable

- experience of working with databases
- understanding of fundraising or alumni relations work
- experience of College environment or work in an academic institution

## Terms and Conditions

<b>Appointment:</b>	The post is to be filled as soon as possible. The appointment will be conditional on verification of the successful candidate's availability for employment in this country. The initial period of appointment is probationary for six months.
<b>Salary:</b>	Equivalent to Grade 5 of the Oxford University Pay Scale, currently £23,352 to £27,854, depending on experience.
<b>Pension rights:</b>	Oxford Staff Pension Scheme (OSPS).
<b>Meals:</b>	Free lunch is provided in College when on duty.
<b>Hours of working:</b>	Full time hours are 9 am to 5 pm each day (with 1 hour for lunch). It is possible for a person of the right calibre to take the role on a part-time basis although probably not less than 0.7 FTE. It is recognised that occasional out of hours working in evenings and at weekends will be required, and ordinarily time will be given in lieu.
<b>Annual leave entitlement:</b>	The postholder will be entitled to 30 days paid leave pro rata plus 8 days Bank Holiday in each year. One week must be taken at Christmas and the remainder to be taken at such times as shall be mutually convenient, and agreed in advance with the relevant manager.
<b>Notice period:</b>	During the initial probationary period, notice will be one week on either side. Subsequent to satisfactory review and confirmation in the post the notice period will be one month on either side.

## Application process

- 1 Prospective candidates should send a CV and application form, together with a thoughtfully written covering letter, stating how their skills, experiences and interests equip them to undertake this role, to Mrs Tina Hill, Manager of Development Services, Alumni Relations & Development Office, Brasenose College, Oxford, OX1 4AJ; email [development.office@bnc.ox.ac.uk](mailto:development.office@bnc.ox.ac.uk); Tel: (01865 287278).
- 2 In addition we require the names and addresses of two work referees, one being your current or most recent employer. (Referees will not be contacted until after the interviews.) All offers are subject to satisfactory references.
- 3 This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice; to this end, applicants are asked to complete a Recruitment Monitoring Form, which is available on the website. This should be returned with your application, but should be placed in a separate sealed envelope addressed to the Human Resources Assistant. The information supplied on the form will play NO part in the selection process, and will NOT be seen by any member of the selection panel.

The deadline for receipt of applications is **9.00 am on Monday 18 November 2013**. Interviews will be held at Brasenose College on **Friday 22<sup>nd</sup> November 2013**. We hope to have a person in post at the start of January 2014.

*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 1998.

## Other Information

The successful candidate will be required to complete a confidential medical questionnaire which will be forwarded to our Occupational Health Department which will assess their fitness to perform this role. Any enquiries related to these Further Particulars should be directed in the first instance to the Manager of Development Services.