Conference and Events Co-ordinator (Ref: GTC-151)
One year fixed term contract
36.5 hours per week

Green Templeton College is a constituent college of the University of Oxford; international in membership and outlook, lively and supportive in spirit, with an intellectual agenda focusing on issues relating to human welfare. Our aim is to be lively, friendly, informal and outward-looking in a traditional Oxford setting.

This is a new role created to take the lead in developing and managing events at our site at 13 Norham Gardens.

To succeed, you will have excellent written and verbal communication skills and experience of managing conference and events from start to finish. In addition, you will need a proven ability to accept responsibility and be self-motivated to see a project through to completion.

Although you will be part of a small team, you will need to be willing and able to work on your own for long periods of time. An understanding of marketing for growth and experience of catering will also be useful.

To apply, download further details and an application form from www.gtc.ox.ac.uk. Further details of the post can also be obtained by emailing hr@gtc.ox.ac.uk or on +44 (0)1865 284589. Closing date: Thursday 16 January 2020 at 12 noon. Interviews will take place on Thursday 6 February 2020.

Green Templeton College values diversity and aspires to reflect this in its workforce. We welcome applications from people from all sections of the community, irrespective of race, colour, gender, age, disability, sexual orientation, religion or belief.

Green Templeton College is a Registered Charity number 1142297