Job Title: Conference and Events Co-ordinator

Reference: GTC 151

Nature of Contract: One year contract
36.5 hours per week

Reporting to: Conference and Events Manager

Background

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.

We are a graduate college with approximately 600 students, 250 fellows and 75 members of staff aiming to lead the way in postgraduate education. We plan to be a truly contemporary college: friendly, informal, outward-looking, and future-focused – but in a traditional Oxford setting.

Green Templeton is situated between the Radcliffe Observatory and Observatory Street on Woodstock Road, within easy walking distance of the City Centre, the Saïd Business School, and the University Science Area.

Job Description

Main Purpose of Job:

This is a newly-created role to develop and manage events at our site at 13 Norham Gardens, Oxford. Working to the Conference and Events Manager, the Conference and Events Co-ordinator will be based at 13 Norham Gardens and will take the lead in organising all the events on-site. The other members of the events team are based a 15 minute walk away at our main site on Woodstock Road, Oxford.

Key Tasks and Major Responsibilities:

- Take the lead for managing, co-ordinating and delivering events taking place at 13 Norham Gardens.

- Develop new business for 13 Norham Gardens and be responsible, together with the Communications Team, for marketing, digital communications and the business strategy for growth for 13 Norham Gardens.

- Process enquiries (internal and external). To prepare quotations for events, follow up to the point of confirmation, billing and feedback.
• Carry out show rounds of the facilities at 13 Norham Gardens, and have detailed information to hand to answer questions.

• Liaise with relevant departments over bookings, timings, diets plans, IT and details of events.

• Work collaboratively with the Catering team, ensuring the effective communication of all details relating to events involving hospitality.

• Customer focussed approach to all events and conferences, including initial response to any queries or complaints.

• Foster and maintain relationships with commercial clients as well as the college community of students, fellows and staff.

• Comply with the college’s policies and procedures including Health and Safety policies.

• The position will require the post holder to work outside normal office hours from time to time, in order to attend and supervise events.

• Carry out other tasks as reasonably requested by the Conference and Events Manager or Operations Manager.

**Person Specification**

**Essential**

• Experience of managing conference and events from start to finish

• Proven ability to accept responsibility and the self-motivation to see a project through to completion

• Some understanding of marketing and the ability to contribute to a strategy for growth

• Excellent written and interpersonal skills

• Meticulously accurate worker with good attention to detail

• Understanding and experience of catering

• Ability to work independently and flexibly as a member of a small team

• Ability to work alone for long periods of time

• Sound administrative and organisational experience.

• Ability to work under pressure

• Effective communicator and problem solver
• Flexible and able to work occasional evenings and weekends
• IT literacy including Microsoft Office

Desirable

• Experience of Perfect Table Plan.
• A background in hospitality or the events industry

Terms and Conditions of Employment

Employer: Green Templeton College. The college is an independent employer and does not automatically apply University of Oxford employment terms and conditions or policies.

Reporting: Conference and Events Manager

Location: The successful applicant will be based at Norham Gardens conference centre and Green Templeton College, Woodstock Road, Oxford, OX2 6HG. The post will require travel to and work at other college sites.

Duration: Initially offered on a one year fixed term contract. The position is subject to a six month probationary period.

Hours: Working hours are 36.5 hours per week to include evening and weekend working. Overtime is payable for this post, where appropriate.

Salary: Salary Scale 4, within the range £22,417 - £25,941 p.a. for 36.5 hours per week. Appointment salary will be dependent on qualifications and experience.

Holiday: 38 days per annum, including 8 Bank Holidays. Some holiday must be taken during college closure periods.

Sickness: Related to the length of service, rising to six months full pay and six months half pay after five years of service.

Pension: Subject to the rules of the scheme, the post holder is entitled to membership of OSPS, a contributory pension scheme.

*Free lunches, tea and coffee are provided when the kitchens are open.

**Parking is available on site on a first-come first-served basis. This is not a contractual right for staff and may be removed at any time if the College needs to change its arrangements.

How to apply

All applications must be made on an application form and sent by email to hr@gtc.ox.ac.uk. It is possible, but not preferred, to send applications by post to Human Resources Department, Green Templeton College, Woodstock Road, Oxford OX2 6HG.
Recruitment Timetable

The closing date is Thursday 16 January 2020 at 12 noon. An interview date has been scheduled for Thursday 6 February 2020, and as there are several staff members involved in the selection process it will not be possible to alter the interview date.

In the interests of economy we will only contact those candidates who have been shortlisted for interview and they will be informed by telephone or email. Applicants are welcome to telephone or e-mail to check the progress of their application.

Travel Expenses

The college will reimburse receipted travel expenses to interview at the rate of a second class rail fare, within the UK.