Regent’s Park College Oxford

Post
Alumni Engagement and Communications Officer
Full-time, Permanent

Overview of the Development Office

Regent’s Park College was founded in London in 1752. As we head towards the 100th anniversary of the College being in Oxford we are investing in our fundraising, alumni engagement and communications capacity. We will still be a small team in a small college, but we are going to do great things as a team and College. There will be four members of the team, which will equate to 3.2 full-time equivalents (FTE): The Development Director (0.7 FTE), the Development Manager, the Alumni Engagement and Communications Officer and the Development and Communications Assistant (0.5 FTE). Further details about Regent’s Park College can be found in the Annex.

We know this role is wide and open-ended, so we will work together to put a strategy and plan in place for both Alumni Engagement and Communications. Alongside the other members of the team and some external help, the postholder will play a big part in putting together these strategies and with the help, support and encouragement of the team, will be the lead person delivering them. We will agree on a range of indicators to demonstrate how we are doing, we will celebrate along the way and when we achieve what we set out to do.

Main Purpose of Role

The Alumni Engagement and Communications Officer will lead on Alumni Engagement activities and College-wide communications. It is a very ‘public facing’ role that needs someone who is or can become passionate about and communicate Regent’s history, strengths, uniqueness and future. It is anticipated that the split will be roughly 50:50 between the two areas of the role although there is considerable overlap between them.

Relationships

Reporting to: Development Manager
Working with: Development team members, Fellows, students, alumni and support staff in all functional areas of the College

Main Duties

College Communications:

- Work with the Communications Committee, Development Director, Development Manager and external consultants to create, agree and administer the College’s communications strategy.
- Champion the communication of the College’s story and narratives to appropriate audiences via the most effective communication channels.
- Proactively assimilate information about College events, relevant activities of Fellows, Tutors, students and the work of the College’s academic centres and disseminate to the appropriate audiences via the most effective communication channels.
- Draft, write, film (as appropriate) and oversee online, print and video materials for alumni and external audiences.
• Maintain and develop the College’s social media channels.
• Maintain and develop the College’s website to provide a high-quality, accessible user experience.
• Arrange photography and filming for events and comms as needed.
• Maintain and develop the College’s stock of digital images and video.
• Develop and report on a suite of Communications performance indicators.

Alumni Engagement
• Work with the Development Manager and Development Director to develop a new alumni relations strategy and programme, ensuring that it meets alumni’s needs as far as possible.
• Plan and attend online and in-person events in Oxford and nationally. It is anticipated that, on average, each year, the College will hold two major events, four smaller events and three academic webinars. Events are often in the evening and at weekends for which time off in lieu will be given.
• Oversee and process bookings and payments relating to alumni engagement activities.
• Coordinate colleagues, volunteers, and contractors during the preparation for events and on the day, including providing briefings, guest profiles, seating plans, and overseeing event logistics.
• Conduct thorough follow-up to all alumni events and include feedback in future plans and strategy amendments.
• Take the lead on organising alumni engagement events for the College’s centenary of being in Oxford (2027/8).
• Ensure that all interactions with alumni and friends of the College including constituent address changes and updates, event registrations, interactions, returned mail, etc are stored on the Development and Alumni Relations database (DARS).
• Become an expert in the use of DARS as it relates to Alumni Relations activities.
• Be responsible for the planning, content, editing, production and dispatch of Regent’s Now, the College’s alumni magazine, and the College alumni e-newsletters. The postholder will be expected to draft some sections of the magazine.
• Research, nominate and help liaise with prominent alumni and academics to lead, speak at, and participate in College events.
• Delegate to and oversee the work of other members of the team and other college staff as appropriate.
• Assist in donor stewardship activities to thank and recognise supporters.
• As appropriate, establish professional working relationships with the current student body and other members of the College community.

Office Administration:
• As part of the Development Team, contribute to the management of incoming correspondence, including telephone calls, post, and the Development inboxes.
• Oversee the procurement of stock and manage College merchandise.

General Responsibilities:
• Identify and, as appropriate, implement ways of making the operation of the Development and Communications Office more efficient and more focused on the needs of our stakeholders so that we can improve what we do and how we do it in service of our team’s aims.
• Ensure that Data Protection legislation is adhered to at all times.
• Other similar duties as required, commensurate with the grade and scope of the role.

**Person Specification**

**What we are looking for in your application and at interview**

When we select for interview and at the interviews themselves we will look for evidence that:

• You would like to work as part of a small team and to engage proactively in the planning and delivery of the whole range of the Development and Communications Office’s aims.
• You are great with people and inspire confidence in those you interact with.
• You enjoy self-reflection and working out how to improve what goes well and to correct what goes wrong.
• You have experience working in a supporter/alumni engagement role and/or communications or other related role. Alternatively, you will have good experience of administration and a desire to move into this kind of role.
• You have the ability to discover, evaluate and use information and technology effectively in order to deliver communications to the College’s various audiences.
• You are proficient in or have the desire and aptitude to learn: content management systems; design software such as Adobe Suite and InDesign, Social Media platforms, and filming and basic editing of filmed content for websites and social media with software such as Final Cut Pro (training will be provided as required).
• You understand and are willing to learn more about issues relevant to higher education, especially fundraising, communications and encouraging students from all backgrounds to apply to Oxford.
• You have lots of common sense and work logically and methodically.
• You are creative with excellent visual and design sense and have an aptitude for administration.
• Your work is accurate and you pay attention to the details.
• Your written English is very good and you are able to write for different audiences and communication media.
• When you are confronted with a problem you enjoy looking for and implementing solutions.
• You are proactive and adapt well to changing circumstances, taking the initiative where necessary but also knowing when to check things with other members of the team.
• You are inquisitive and have a desire and ability to work with systems and procedures and improve them.
• You can work well on your own but also thrive being part of a team.
• You are able to have lots of tasks on the go and not miss the deadline for any of them.
• You are able and willing to become an expert in our database (DARS).

**Terms of Appointment**

1. This is a permanent appointment. It is subject to confirmation after a probationary period of one year, with an interim review after six months.
2. The post is offered on a 1 FTE basis, based on a 35-hour work week. Some flexibility may be possible in the number and arrangement of hours worked, by agreement with the Development Director and taking into consideration the needs of the College.
3. The salary for this post will be c. £29k per year (Grade 5). There is currently no graduated salary scale, but the salary is reviewed annually for cost of living increase.
4. The appointee will be automatically enrolled into the OSPS Pension Scheme.
5. The appointee will be provided with shared office space furnished with appropriate equipment which will be considered their normal place of work.
6. The holiday entitlement is 25 days plus 8 bank holidays a year.
7. Lunch is available free of charge when on duty and when the kitchens are open. The appointee will also have access to the Senior Common Room facilities.
8. The College offers a health cash plan for employees, contributory for partners.
9. The appointment will be conditional on verification of the candidate’s availability for employment in the UK.
10. There will be an initial probationary period of six months. During the initial probationary period, notice will be one month on either side. Subject to satisfactory review and confirmation of the post the notice period will be two months on either side.
11. As a University Card holder there are other benefits available, including University shop discounts, free entry to Oxford colleges, libraries, the Botanical Gardens and Harcourt Arboretum and access to free or discounted University training courses.

Application Process
1. Tim Pottle, the Development Director, is available an informal conversation with prospective applicants. Please contact him directly – tim.pottle@regents.ox.ac.uk.
2. Applications should be submitted by email to the PA to the Principal-Human Resources, kristin.anderson@regents.ox.ac.uk by the closing deadline of 9am on Tuesday 2nd April 2024. Late applications will not be considered.
3. Applications should include a letter of application to the Development Director, Tim Pottle, demonstrating interest in and suitability for the post in light of the person specification and selection criteria.
4. Applications should also include a current CV along with the names of three referees; references will only be taken up after a successful interview.
5. Upon receipt of an application, all applicants will be requested to complete an Equal Opportunities Monitoring Form. This form is used for monitoring purposes only and will not be seen by any member of the selection committee.
6. In-person interviews for shortlisted applicants will take place at Regent's Park College on Wednesday, 10th April, and second interviews (if required) will take place on Tuesday 16th April 2024. Candidates invited for interview will be asked to undertake a written and spreadsheet exercise.
7. Please note that the successful candidate's appointment will be subject to appropriate pre-employment screening, including right-to-work and references.

Equal Opportunities Statement
The policy and practice of the College and the University of Oxford require that all staff are offered equal opportunities within employment and that entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. For monitoring purposes we ask all applicants to complete an equal opportunities monitoring form. The information supplied on the form will play no part in the selection process and will not be seen by any members of the selection panel.
Documentary proof of right to work in the UK
The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence. Information on acceptable right work documentation can be found at www.gov.uk. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

Valid NI number
The College is required by HM Revenue and Customs (HMRC) to have a valid national insurance (NI) number for payroll purposes and we request that a valid national insurance number is provided before commencing employment. If applicants are not currently in possession of a valid national insurance number, they should apply without delay to HMRC. For further information please see the HRMC website at http://www.hmrc.gov.uk/ni/intro/number.htm.

Data Protection
Regent’s Park College is committed to protecting the privacy and security of personal data. Our Staff Applicants Privacy Notice explains what personal data Regent’s Park College holds about applicants, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it.
Annex

Regent’s Park College, Oxford

The University of Oxford comprises 39 Colleges and 4 Permanent Private Halls collectively associated with the academic departments and central offices. Regent’s Park College was founded in Stepney, London, in 1810, incorporating a Baptist Education Society formed in 1752. It became a Permanent Private Hall of the University of Oxford in 1957, with full rights to matriculate undergraduate and postgraduate students in the University and with its Fellows as teaching members of the University Faculties.

Regent’s Park College is the largest of the Permanent Private Halls with approximately 270 students, split roughly between undergraduates and postgraduates and including around 30 candidates on vocational theology and ministry courses and 15 FTE visiting students who come for between one and three terms as part of their home degree, mostly from the USA and the EU. Undergraduates study on courses in the Humanities and Social Sciences including Classics, English, Geography, History, Human Science, Politics, Law, Philosophy, Theology and Economics. Postgraduates study on a wide range of courses including, but not exclusively, Theology. The academic staff includes the Principal and Fellows, research fellows and college lecturers, all of whom study and teach their respective subjects within College, and some of whom engage in research and teaching in the wider University.

As a Permanent Private Hall of the University, the College is governed by its Charity Scheme, Statutes and a Governing Body comprising the Principal and Fellows, and several external members representing particular organisations or elected by subscribers. As a Baptist foundation holding membership in the Baptist Union of Great Britain, an indispensable part of the work of Regent’s Park College is the training of candidates for the Baptist ministry in the United Kingdom and abroad, through both residential and church-based courses.

The College occupies an historic site in Oxford on the corner of St. Giles and Pusey Street, an advantageously central location between the Ashmolean Museum and the University’s Radcliffe Observatory Quarter. Regent’s Park College is committed to academic excellence and has a reputation as a friendly and supportive community.

Further information can be found on the college’s web site: http://www.rpc.ox.ac.uk.