Regent's Park College

UNIVERSITY OF OXFORD

Alumni Engagement and Communications Officer

Regent's Park College, University of Oxford

Further Particulars

Job Title	Alumni Engagement and Communications Officer
Department	Development Office
Location	Regent's Park College (option to work 1 day per week remotely)
Salary	£30,808 - £33,644 per annum (Regent's Park Grade 5)
Hours	Full-time: 35 hours per week (0.8 FTE will also be considered)
Contract type	Permanent
Reporting to	The Development and Communications Manager
Additional Information	The post holder will occasionally be required to work evenings and weekends when attending College events, with time off in lieu.

Overview of the Development Office:

The Development team leads the College's fundraising, alumni engagement, donor stewardship and external communications. We are currently leading *Regent's Forever*, our historic campaign to become a full college of the University of Oxford — Oxford's fortieth college. With this landmark campaign and our centenary celebrations which start next year, this is an exceptionally exciting time to join us and to play a part in making history and shaping the future of our College.

There are four members of the Development Team: The Development Director (part-time), Development and Communications Manager, Development Officer, and Alumni Engagement and Communications Officer.

As a team, we value creating a positive, happy working environment. We enjoy working together, supporting and inspiring each other, and celebrating our successes along the way. We know that missing the mark and making mistakes is part of life and we learn from it. We enjoy bringing joy to our alumni, our community, and each other.

Overview of the Post:

The Alumni Engagement and Communications Officer (AECO) plays a central role in bringing our alumni community together and sharing the life and achievements of the College with the wider world.

Reporting to the Development and Communications Manager, the AECO is responsible for the day-to-day coordination and delivery of a varied programme of alumni events, engagement initiatives and external communications activities. With our centenary celebrations taking place in 2027–28, the AECO will have an important role to play in bringing our community together and helping to make College history.

The successful candidate will have demonstrably excellent organisational, administrative and interpersonal skills, experience of delivering events to a high standard, and a keen interest in events and communications. They will be a positive, proactive person, confident in coordinating multiple projects, meeting tight deadlines and keeping activities and projects on schedule. With strong attention to detail, a

flair for organisation and a 'make-it-happen' attitude, they will play a central role in our small, productive and friendly team.

Main Duties:

1. Alumni Engagement

The AECO is responsible for the delivery of the College's alumni engagement programme, continually identifying opportunities to improve its reach, engagement and effectiveness. To achieve this the AECO will:

- Successfully deliver a varied programme of high-quality alumni and College events, including formal dinners, lectures, receptions, garden parties, reunions and webinars.
- Effectively advertise and promote events to maximise attendance, strengthen alumni participation and engage new audiences.
- Plan and manage all event logistics and administrative arrangements, including invitations, bookings, payments, guest lists, seating plans, schedules, budgets, risk assessments, guest profiles and briefing materials, ensuring consistently high standards of delivery.
- Implement the College's first alumni-student mentoring scheme.
- Develop expert knowledge of the College's customer relationship management database (DARS), ensuring all records are accurate, comprehensive and consistently kept up to date.
- Provide a warm and professional welcome to alumni visiting the College and assist with arrangements for donor meetings hosted by the Development Director and the Development and Communications Manager.

2. College Communications:

The AECO will work with the Development and Communications Manager to deliver the College's communications strategy, helping to strengthen the College's reputation, communicate its achievements and effectively engage its various audiences. To achieve this the AECO will:

- Help plan, create, schedule and publish engaging, high-quality content across the College's website, social media channels, newsletters, publictions and email campaigns.
- Help maintain and update the College website, ensuring content is accurate, accessible, engaging and up to date.
- Support the production of the College magazine, including writing articles, coordinating contributions, sourcing images, proofreading and assisting with production and distribution.
- Proactively identify and gather news stories, testimonials, photographs and video content from students, academics, staff and alumni, to feature in College publications, social media, videos and other communications.

3. Regent's Forever and Fundraising Support:

- Assist with the delivery of the College's fundraising campaigns, including giving days, telephone campaigns, regular giving appeals and other fundraising initiatives.

4. General Responsibilities and Office Administration:

- Contribute to the effective administration of the department, including responding to enquiries, handling telephone calls and post, and helping to manage shared email inboxes.
- Identify opportunities to improve administrative systems, workflows and processes, proposing and implementing agreed improvements to increase efficiency and effectiveness.
- Assist in ensuring Development team activities and communications are kept on schedule.
- Maintain high standards of professionalism, discretion and confidentiality in all interactions and ensure compliance with all relevant data protection legislation at all times.

- Take the initiative to constantly learn and develop knowledge of alumni engagement, fundraising and communications theory and strategy and share it with the team.
- Act as a positive ambassador for Development at Regent's, representing and promoting the College professionally and enthusiastically, both within the College and wider University.
- Any other duties as determined by the Development and Communications Manager, commensurate with the grade and scope of the role.

Person Specification and Selection Criteria:

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

Essential:

1. Event management: Demonstrable experience of planning, organising and personally delivering successful events to a high standard.
2. Organisation: Outstanding organisational and administrative skills, with the ability to manage multiple projects, balance competing priorities and meet deadlines consistently.
3. Time-Management: Excellent time-management and multi-tasking capabilities, and the ability to ensure joint activities are kept on schedule and completed on time.
4. Teamwork: A friendly, positive supportive team player who enjoys collaborating with colleagues, contributing to a friendly and close-knit team, bringing joy to others, and fostering a happy, constructive and supportive working environment.
5. Written and verbal communication: Excellent written and verbal communication skills, including the ability to produce engaging content for different audiences and media.
6. Interpersonal Skills: High levels of emotional intelligence, diplomacy and tact, with the ability to build rapport and develop positive relationships with people from all backgrounds.
7. Accuracy and attention to detail: Meticulous attention to detail and a high level of accuracy, with a commitment to producing all work to a high standard.
8. Proactive and self-motivated: A positive, self-motivated 'make-it-happen' attitude, with the ability to work well independently within established objectives and procedures.
9. Initiative and problem-solving: Proactive, creative and solutions-focused, with the initiative to identify challenges, and proactively resolve problems independently.
10. Digital and database skills: Strong digital skills, including social media, databases, basic design and editing software, or the ability to learn new software skills quickly. (Training will be provided where required.)
11. Judgement and discretion: Discretion, good judgement and an understanding of the importance of confidentiality, data protection and handling of sensitive information.
12. Flexibility: Willingness to travel and work outside of regular hours to attend events, with time off in lieu provided.
13. Continuous Improvement: A proactive commitment to continually improving how we work and identifying opportunities to enhance effectiveness and efficiency.
14. Learning: Commitment to continually developing knowledge of alumni engagement, fundraising and communications theory and strategy, and sharing insights with the team.

Desirable:

1. Experience working in alumni relations, events, fundraising, communications or a related field, preferably within higher education.
2. Experience using DARS, Raiser's Edge or other similar CRM databases.
3. Knowledge of the University of Oxford's collegiate structure, and an understanding of the role and importance of alumni engagement and philanthropy in higher education.

4. Knowledge of relevant data protection, privacy, digital accessibility or communications regulations and good practice.

Terms of Appointment

1. This is a permanent appointment. It is subject to confirmation after a probationary period of three months during which the notice period will be one week. Thereafter the notice period for the role is two months.
2. The post is offered on a 1 FTE basis, based on a 35-hour work week. Applications for a 0.8 FTE arrangement will also be considered.
3. The salary for this post will be at Grade 5 on on our internal scale. Salaries are reviewed annually.
4. The appointee will be automatically enrolled into the generous OSPS Pension Scheme.
5. The full-time holiday entitlement is 25 days plus 8 bank holidays, pro-rata for part-time. Days are reserved to cover the College's fixed closure between Christmas and New Year.
6. Lunch is available free of charge when on duty and when the kitchens are open. The appointee will also have access to free tea and coffee and Senior Common Room facilities.
7. The College offers employees a health cash plan with annual allowances towards healthcare costs, including dental, optical, physiotherapy, chiropracty as well as employee assistance.
8. As a University Card holder there are many 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.
9. The appointment will be conditional on verification of the candidate's availability for employment in the UK.

Application Process

1. Candidates should submit the following to human.resources@regents.ox.ac.uk by the closing date of **Wednesday 2 December (9am):**
   - A covering letter explaining your interest in the post and demonstrating how you meet the requirements of the person specification.
   - An up-to-date CV
   - The names of two referees, one of which should be your most recent line manager. References will only be taken up after a successful interview.
2. All applicants will be sent an Equal Opportunities Monitoring Form. This form is used for monitoring purposes only and will not be seen by any member of the selection panel.
3. Interviews with shortlisted applicants will take place in College on Wednesday 9 December.

Equal Opportunities Statement

Regent's Park College offers equal opportunities within employment. Entry into and progression within employment will be determined only by personal merit and the application of criteria related to the duties the 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 because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

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 General Data Protection Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on our website Staff Applicants Privacy Notice.