Regent's Park College

UNIVERSITY OF OXFORD

Alumni Engagement and Communications Officer

Regent's Park College, Pusey Street, Oxford

We are looking for an enthusiastic, proactive and friendly Alumni Engagement and Communications Officer to join our supportive and friendly Development team at Regent's Park College in central Oxford.

First and foremost, we're looking for someone who is an excellent event organiser. You'll be great with people, naturally personable and have a flair for organisation. You'll enjoy juggling a wide variety of projects and responsibilities, take pride in getting the details right, and have a genuine enthusiasm for making things happen.

About the role:

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

You'll be responsible for organising and delivering our varied programme of alumni events, from formal dinners and reunions to garden parties, webinars, lectures and receptions. With oversight and management from the Development and Communications Manager, you'll be key to delivering the College's external communications, including through social media, our website and College newsletters, while developing new opportunities to engage alumni and strengthen their connections with Regent's.

It's a particularly exciting time to join the team. We're currently leading *Regent's Forever*, our historic campaign to become a full college of the University of Oxford — Oxford's fortieth college. With this and our centenary celebrations approaching in 2027–28, you'll have an important and exciting role to play in bringing our community together and helping to make history.

This is an excellent opportunity for someone who enjoys working with people, relishes bringing people joy, is highly organised and wants to make a real difference. Your work will help bring our College community closer together, strengthen lifelong connections with Regent's and support our students. As a welcoming and friendly face of the College, you'll bring warmth, enthusiasm and a little joy to everything we do.

What We Offer:

- **A great working environment:** We're a friendly and supportive team who place tremendous value on creating a positive, fun and happy working environment. We enjoy working together, supporting and inspiring one another, and celebrating our successes. We also know that things don't always go to plan, and believe in learning from all of our mistakes.
- **Flexible working hours:** This is a full-time, permanent position (35 hours per week), although applications for 0.8 FTE will also be considered.
- **Hybrid working:** You'll have the opportunity to work from home for one day per week (or 20% of your working hours), alongside time spent with colleagues and our College community in central Oxford.
- **A warm and welcoming College community:** Regent's is a friendly, welcoming and supportive community where people genuinely enjoy working, studying and spending time together. It's a wonderful place to be part of and we would love for you to be part of it.
- **Free lunch and refreshments:** Enjoy a free lunch when on duty and when the College kitchens are open, along with free tea and coffee and access to Senior Common Room facilities throughout the day.
- **A generous benefits package:** Including 25 days' annual leave plus 8 bank holidays, membership of the generous Oxford Staff Pension Scheme, a health cash plan and access to a range of University of Oxford staff benefits.

Interested? Read the Further Particulars to find out more about the role and what we're looking for. If you have any questions, or would like an informal chat before applying, please do get in touch with Ewan, our Development and Communications Manager, at ewan.miller@regents.ox.ac.uk who would love to hear from you.