



Alumni Relations Officer

Fixed term contract (12 Months), Part Time

Job Description

THE HALL

Wycliffe Hall was founded in 1877 and is an international centre for evangelical Christian life and thought within the University of Oxford. It is both a theological college of the Church of England and a Permanent Private Hall of the University of Oxford.

The Hall's primary mission is to train ordinands mainly for the Anglican ministry. It also welcomes independent students, postgraduates and a variety of other students. The total student body is usually in the region of 110-130, including (for 2019/20) around 60 Anglican Ordinands. Our vision is to train lifelong disciple-makers, in community, with excellent Bible-centred teaching, in the thought-provoking city and University of Oxford.

THE ROLE

The Alumni Relations Officer will play a key role in delivering and developing the Hall's alumni and friends' engagement programme. This is a pivotal role at Wycliffe Hall that impacts fundraising, profile-raising and student recruitment. The post holder will be responsible for planning and delivering a select programme of events, both within the Hall and further afield, to strengthen the community of alumni and friends and its relationship with the Hall. Additionally, the Alumni Relations Officer will be the main point of contact for many alumni, volunteers and friends of the Hall. The post-holder will report to the Development Director and receive assistance where necessary. Out of hours working and some travel may be required.

MAIN RESPONSIBILITIES

- Develop and implement the Alumni and Friends Engagement Programme in consultation with the Development Director.
- Project manage several events from idea to implementation, with responsibility for planning, budgeting, publicity and communications, and event logistics.
- Source content and produce ~28 page annual alumni publication, 'The Wycliffite' for a comprehensive mailing list.
- Create and distribute the regular E-Newsletter.
- Source and provide content for the Communications Officer to use on the Website and Social Media.
- Manage the Alumni and Friends pages and forms on the Hall's website.
- Be the front-facing external relations point of contact for all alumni and friends.
- Respond and deal with all queries.



- Database Administrator; keep records and directories of alumni members on the database, in accordance with GDPR. Ensuring protocols are updated as necessary and responding to all queries from other members of staff regarding its use.
- Supporting the Principal, Development Director and others in their ambassadorial and fundraising roles for the Hall.

SELECTION CRITERIA

Essential

- Sympathetic to the ethos of Wycliffe Hall
- Experience in an external-facing role with administrative responsibility
- Excellent standard of written and spoken English
- Experience in event planning and management
- Excellent organisational skills, verifiable evidence of attention to detail and an organised approach to tasks
- Experience of managing projects from inception to completion
- Proven ability to develop relationships at all levels and work in a team
- Computer literacy especially in Microsoft Office software
- Experience of database systems or similar tools
- An understanding of the requirements of working with personal and confidential information, and sensitivity to privacy and data protection issues

Desirable

- Experience of using a donor/alumni relations CRM system
- Experience in a fundraising, alumni relations or marketing environment

Responsible to: Development Director

Key Relationships: Principal, Vice-Principal, Communications Officer, and Accommodation and Conference Manager

Remuneration

This post is offered subject to the satisfactory completion of a 3-month probationary period and the capability and disciplinary provisions set out in the employee handbook. The salary is provided on Wycliffe Hall's scale (linked to the University of Oxford) between £29,000 and £31,000 p.a. FTE depending on experience.

Pension

Wycliffe Hall will contribute an amount equal to 10% of salary to a Group Personal Pension Scheme.

Working hours

This is a part-time post, with the expectation of a minimum of 15 hours per week to be completed during normal hours of work; however, due to the nature of the work a flexible approach on both sides will be employed. School term-time only will be considered.



Notice Period

The standard notice period is 3 months.

Contract

This role will be on a 12-month fixed term contract initially with the possibility of becoming permanent for the right candidate.

Holidays

Initially 25 days (pro rata) per year, in accordance with the College Holiday Policy, in addition to public holidays, which if these fall during college term, shall be taken at an agreed time during vacations.

Meals in college

The appointee will be entitled to free college meals during working hours except when the kitchen is closed.

Application Process

To apply for this post, please send the following:

- 1) A full C.V.
- 2) A covering letter outlining your reasons for applying and demonstrating how you meet the key selection criteria.
- 3) The names and contact details of two referees.

Applications are to arrive by **5pm, Wednesday 15th April**. Interviews are likely to take place at Wycliffe Hall on Wednesday 22th April.

Please send applications to Suzi Guy, Wycliffe Hall, 52-54 Banbury Road, OXFORD, OX2 6PW; or vacancies@wycliffe.ox.ac.uk.