



CHRIST CHURCH

FURTHER PARTICULARS

Job title	Assistant Conference and Events Manager
Location	Christ Church
Department	Conference and Events
Salary	University Scale Grade 6 (currently £32,332 - £39,347 per annum with a discretionary range up to £41,732 per annum)
Hours	37.5 hours per week
Contract type	Permanent
Responsible to	Conference and Events Manager
Application deadline	Noon on 2 September 2024
Vacancy reference	CE1
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Conference and Events Manager. This post is subject to a six month probationary period

Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at www.chch.ox.ac.uk.

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community, with a great range of staff benefits.

Role of the Assistant Conference and Events Manager

The Conference and Events Team takes the primary role in managing Christ Church's internal and external events. Together the Conference and Events Manager and the role-holder, in this newly created position will oversee the team and where appropriate drive through improvements and work-based efficiencies.

The primary activities will include optimising the conference and events business for Christ Church. This will involve taking accommodation bookings, liaising with potential conference organisers, arrange catering and meeting room facilities. This role is line manager to three team members.

Main Duties and Responsibilities

- Support the Conference and Events Manager in the smooth, effective running of the Conference and Events Team, including deputising in their absence

- Line manage three Conference and Events assistants
- Carry out timely individual team appraisals, identifying areas for development and growth
- Work with the C and E Manager to provide full training for the team and create an environment where the team is able to support one another and deliver the overall workload
- Become a system expert on Kinetics (Kx), knowledgeable in the maintenance and operation of the system, with a view to supporting and guiding the C and E team, and wider College, in their increased use
- Support the Manager in the co-ordination of regular Kinetix (Kx) training for themselves and the team.
- Support the C and E Manager in the management of the departmental budget
- Work closely with the C and E Manager on the negotiation and setting of conference, summer school and bed & breakfast pricing
- Work closely with Conference Oxford, assist with their enquiries and develop leads for future conference business. Maintain on-going relationships through the termly Conference Oxford meetings
- Assist the Conference and Events Manager with wider on-going client liaison
- Conduct guided tours of the highlights of Christ Church for prospective new clients, promoting what the College is able to offer them
- Liaise with clients, holding planning meetings and producing function sheets and routines on the Kinetics software system for internal and external events including summer schools, conferences
- Produce quotations for internal and external events for potential clients
- Handle internal and external event enquiries and bookings in a timely and professional manner
- Assist and support the C and E Manager with the maintenance of the Standard Operating Procedure (SOP) Manuals
- Build excellent working relationships with external suppliers who can offer competitive, quality catering, AV, marquees etc.
- Prepare and issue contracts and deposit invoices for external events
- Deal positively with any customer feedback, informing interested parties and taking appropriate action to address concerns
- Ensure that the invoices for all internal and external events are raised in a timely manner, correctly coded and submitted for payment promptly
- Ensure all Health and Safety guidelines are adhered to, carrying out risk assessment to cover any visitors in College attending summer schools or conferences, and to ensure a safe environment for students and staff
- Actively review availability of bedrooms to ensure that we optimise sales revenues
- Ensure that all B&B requests are booked and all arrangements are in place for the vacations and during term
- Work closely with Conferences and Summer Schools, offering support, including AV assistance, as needed
- Liaise with Heads of Departments over function sheet and routine notes
- Any other tasks commensurate with the role

Person Specification

Essential knowledge, Skills and Experience

- Good experience of working in a conference or events setting
- Experience of line management
- Strong and effective communication skills – verbal and written
- Pro-active approach to work, co-operative and reliable within the team

- Ability to work effectively within a team but be happy to work independently when required
- Flexibility and willingness to adapt in a constantly changing environment
- Accurately inputting and utilising data using our various systems and data bases
- Ability to recognise and prioritise urgent tasks and deal with any unexpected issues in a calm manner
- Ability to successfully interact with people at all levels and from all backgrounds
- Good working IT knowledge, including Email, spreadsheets and databases

Desirable

- Experience working within the Collegiate University environment
- Knowledge of booking systems such as Kinetics (KX) – specific training will be given.
- Experience of operating with the wider University.

Pre-employment screening

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right to work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated.

You may also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check may also be required.

Terms and conditions

- Salary: will be on the University Scale Grade 6 (currently £32,332 - £39,347 per annum with a discretionary range up to £41,732 per annum) according to experience
- Working hours: 37.5 hours per week, with an hour for lunch (unpaid). The normal working week is Monday to Friday. The post-holder will also need to have a flexible approach to working hours, as additional hours during weekends and evenings may be required at certain points of the year.
- A 12 week notice period

Employee benefits

- Christ Church employees enjoy 25 days paid holiday per calendar year, excluding eight Bank Holidays
- The post-holder will be entitled to lunches without charge during periods for which the kitchens are open
- Generous pension scheme
- Employee Assistance Programme alongside access dedicated support both within the college and wider University for your personal and career development
- The opportunity for eligible staff to participate in tax-free bicycle hire/purchase salary sacrifice scheme
- Season ticket loans
- A range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges

How to Apply

To apply for this position please complete the College application form which can be found on the College website, no later than the deadline of **noon on 2 September 2024**. Applications received after this time will not be considered. Previous applicants need not apply.

Application documents should include:

- A letter of application addressed to Jan Trinder (Conference and Events Manager) stating your interest in the role, and explaining how you meet the essential and desirable criteria, using examples of your skills and experience; and
- A completed application form which will include the names and contact details of two referees. References will only be taken up for the successful candidate.

Applications should be sent to:

Human Resources, Meadows 1, Christ Church, St Aldate's Oxford OX1 1 DP or may be emailed to stewardsrecruitment@chch.ox.ac.uk

Applications will be judged only against the criteria which are set out in the further particulars and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from minority groups.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

Interviews

Interviews for the position are expected to take place in the **week commencing 9 September 2024**.

If you need help

If you have any questions regarding the application process, please contact stewardsrecruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Important information for candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.