



CHRIST CHURCH
UNIVERSITY OF OXFORD

Further Particulars

Job title	Development & Alumni Events Officer
Location	Christ Church, Oxford
Department	Development and Alumni Office
Salary	University Scale Grade 5 currently £32,108 - £37,388 (including Oxford University weighting with a discretionary range up to £40,514)
Hours	37.5 per week
Contract type	Permanent
Responsible to	Deputy Development Director (Alumni Relations and Stewardship)
Application deadline	Noon 1 June 2026.
Vacancy reference	TT26_023
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the HR Director. This post is subject to a four-month probationary period

Christ Church

Known as 'The House', Christ Church was first founded in 1525 and has made an indelible mark on the UK. Notably, it played an important role in the creation of the Church of England, housed King Charles I during the English Civil War, and has educated 13 Prime Ministers and alumni such as Lewis Carroll. The College's impact can be charted through the centuries. Today, Christ Church continues its tradition as a unique joint foundation: one of Oxford's largest colleges - with accommodation for over 600 undergraduates and graduates - and also the Cathedral for the Diocese of Oxford. It is also a popular tourist destination, encompassing not only quadrangles, gardens and grounds, but also a Picture Gallery and Tudor dining hall.

Department information

The College has a large and thriving alumni base of more than 9,500 members. Major resources have been invested in development activities since the mid-1990s, with important results for the institution's long-term financial security and ability to invest in its students. Christ Church remains committed to widening access through outreach activities, increasing student financial support, sustaining the tutorial system, preserving historic buildings, and attracting world-class scholars. The Development Office is instrumental in advancing these priorities by securing philanthropic support from Old Members and Friends of Christ Church.

More information is available at www.chch.ox.ac.uk.

Role of the Development & Alumni Events Officer

The Development and Alumni Events Officer is dedicated to fostering strong relationships with the College's alumni. A central element of our alumni engagement strategy is a dynamic events programme, ranging from intimate gatherings to large-scale occasions hosting hundreds of guests.

The Development and Alumni Events Officer plays a vital role in supporting Christ Church's commitment to fostering lifelong connections with its Old Members. This position is



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responsible for delivering a diverse event programme including Gaudies, academic lectures, and regional gatherings which encourage alumni and donors to remain connected with the House. Reporting to the Deputy Development Director (Alumni Relations and Stewardship), the postholder will contribute to strengthening the alumni relations strategy at Christ Church through thoughtful planning and efficient delivery of events.

Main Duties & Responsibilities

- Work closely with the Deputy Development Director (Alumni Relations and Stewardship) to plan and deliver a varied programme of alumni and donor events. These include in-person and virtual events held within Christ Church, across the wider University, and at external venues in the UK and internationally.
- Represent the Development Office at events, serving as a key point of contact for Old Members, Fellows, and other guests.
- Recruit and lead a team of Student Ambassadors to assist at events, delegating tasks as needed to ensure smooth operation of each occasion.
- Oversee logistical and administrative aspects of event planning, including sending invitations, managing online bookings, and liaising with College departments and external vendors on details such as photography, seating plans, catering, and invoices.
- Complete post-event tasks in the alumni database (Toucan Tech), including uploading photos, tracking attendance, and ensuring all event data is accurately recorded.
- Create and distribute feedback surveys to attendees and analyse responses to evaluate success, assess impact, and inform the continuous development of Christ Church's alumni engagement strategy.
- Support the Deputy Development Director in identifying and engaging academic speakers to ensure that events reflect and promote the rich intellectual life of Christ Church.
- Maintain accurate and confidential alumni records in the alumni database, in accordance with College policies and GDPR regulations.
- Contribute to the ongoing refinement of administrative procedures to enhance the quality, efficiency, and impact of Christ Church's alumni engagement and stewardship activities.

Person Specification

Essential

- Educated to degree level or an equivalent professional qualification.
- A strong interest in alumni relations and development, with an understanding of the aims and values of a leading Oxford college.
- Demonstrated enthusiasm for event planning, with a creative and strategic mindset for engaging a diverse alumni audience through thoughtfully designed events.
- Proven organisational and administrative skills in an office environment, with meticulous attention to detail and a commitment to accuracy.
- Willingness to travel for events and work outside standard hours, including evenings and weekends, as required.
- Motivated team player with the ability to take initiative, work proactively, and meet deadlines.
- Excellent verbal and written communication skills, with the ability to adapt tone and messaging to different audiences.
- Demonstrable experience handling confidential information, particularly financial data.



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- Experience in building and maintaining effective relationships with a range of stakeholders.
- Strong technical skills, including knowledge of databases and high proficiency in Microsoft Office applications.

Desirable

- Proficiency in using complex CRM systems (e.g., Raiser's Edge, Toucan Tech).
- Familiarity with design software such as Canva.
- Background in administrative or development roles within a higher education or not-for-profit environment.

Terms and conditions

- Standard working week is 37.5 hours, with an hour for lunch (unpaid) Monday to Friday. The position is not normally eligible for overtime though time off in lieu will be given for evening and weekend work.
- Entitlement to five weeks paid annual holiday, together with normal statutory Public Holidays rising to six weeks after two years' service.
- Automatic enrolment to the University of Oxford Staff Pension Scheme (OSPS), an occupational Defined Contribution pension scheme.
- Other benefits include free lunches on working days when the college kitchens are open.
- Salary will be on the University Scale Grade 5 £32,108 - £37,388 (including Oxford University weighting with a discretionary range up to £40,514. Salaries for new employees will normally start at the bottom of the range.
- Probationary period of four months.
- The appointment will be subject to three month's written notice period after the successful completion of the probationary period.

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 will 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 will also be required.

Employee benefits

- Christ Church employees enjoy five weeks paid holiday per calendar year rising to six weeks after two years' service.
- The post-holder will be entitled to take lunch free of charge in College, each day they work when the kitchen is 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.
- Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges.



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How to Apply

Please apply using the online application form available at:
https://fas.chch.ox.ac.uk/fas_live/chchdaeo/

This must be no later than the deadline of **Noon 1 June 2026**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application in PDF format addressed to the Development Director stating your interest in the role, and explaining how you meet the criteria set out above using examples of your skills and experience; and
- A CV, in PDF format, including the names and contact details of two referees. References will only be taken up for the successful candidate.

Applications will be judged only against the criteria which are set out in the job description, 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 black and minority ethnic candidates, who are under-represented in College staff.

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 are expected to take place on **11 or 12 June 2026**.

If you need help

If you have any questions regarding the application process, please contact recruitment@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.



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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.