



CHRIST CHURCH
FURTHER PARTICULARS

Job title	Conference and Events Coordinator
Location	Christ Church
Department	Conferences and Events
Salary	University Scale Grade 5 (currently £32,108 - £37,388)
Hours	37.5 hours per week
Contract type	Permanent
Responsible to	Conference and Events Manager
Application deadline	26 July 2026 (noon)
Vacancy reference	CEC001
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Steward. 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.

Department information

Christ Church is one of Oxford's largest and most historic colleges, and its conference and events operation is a significant part of its activity. The college hosts day meetings, residential conferences, summer schools, private dinners, and academic events, making use of its iconic spaces such as the McKenna Room, the Tudor Dining Hall.

The team is responsible for planning and delivering these events while coordinating with other departments such as Housekeeping, catering and the lodge team.

Main Duties and Responsibilities

- Handling internal and external event enquiries and bookings, taking responsibility for planning and delivering allocated events.
- Liaising with clients, processing bookings, and producing function sheets using Kinetics, the system used to manage all event and accommodation bookings.
- Conducting tours for prospective clients and explaining college procedures, contributing to the sales process by helping convert initial enquiries into confirmed bookings through effective client engagement.
- Producing quotations, contracts, deposit invoices, and raising invoices.
- Liaising with Heads of Departments, stakeholders, and colleagues across the college to coordinate and finalise event requirements
- Supporting Conference and Summer School clients once in residence.
- Responding to customer feedback and adjusting procedures where appropriate.
- Responding to Conference Oxford enquiries, the central University service that represents over 70 Oxford venues and promotes their conference, meeting, dining, wedding, and event spaces. This includes handling initial enquiries forwarded through Conference Oxford and providing information to help convert these into confirmed bookings for the College.
- Supporting the Conference and Events Manager and Assistant Conference and Events Manager with client liaison.
- Assisting with accommodation enquiries.
- Preparing seating plans, dietary cards, and event materials.
- Covering office tasks during staff absences.
- Updating information and templates in Kinetics Configuration
- Maintaining GDPR-compliant records.

Team Specialisations and Associated Responsibilities

Special Interest Events

- Providing strategic leadership for Christ Church's annual four-day Special Interest event, with full responsibility for operational coordination and seamless delivery, working alongside the designated programme lead who oversees speaker engagement and lecture coordination.
- Updating marketing material and correspondence.
- Planning and coordinating key College events and administrative activities, including Open Days, Degree Days, Standing Committee meetings
- Coordinating stock takes.

Accommodation

- Producing and updating guest information for B&B visitors, incorporating essential details about Christ Church and coordinating with relevant departments to gather up-to-date guidance on the Porters' Lodge (staffed 24 hours a day), meal arrangements in the Great Hall, gate opening times, Wi-Fi access, room features, bedroom safes, laundry and heating facilities, as well as comprehensive safety and security information.
- Creating and maintaining B&B website content.
- Managing the SpeedyBooker system and its BackOffice, the online booking and property-management platform used by the College to administer B&B accommodation. This includes maintaining accurate availability, updating

information, processing bookings, and ensuring smooth operation of all related functions.

- Communicating updates to internal departments.
- Managing promotional codes and monitoring take-up.
- Providing the Lodge with B&B information. The Lodge operates 24/7 and is the first point of contact for all guests, including handling check-ins.
- Managing accommodation allocations for events.

Event Administration, Bookings, and Coordination

- Managing online Event Permission Forms for all room-booking requests submitted via the intranet by Senior Members, Junior Members, staff and Cathedral staff. This includes booking meeting rooms for a wide variety of activities across the college
- Maintaining departmental stationery levels.
- Managing weekly SCR and staff meals via the Mercury system, the College's central administrative platform used for member records, finance, academic processes, and operational workflows
- Building relationships with external suppliers.

Person Specification

Essential

- Experience in end-to-end event coordination.
- Strong understanding of GDPR.
- Excellent communication skills.
- Strong organisational and time-management skills.
- High attention to detail.
- Good numerical accuracy.
- Proficiency in Microsoft Office.
- Ability to establish and maintain strong working relationships with diverse internal and external stakeholders
- Experience supporting residential groups.
- Ability to work flexibly.
- Professional, discreet, reliable and proactive.

Desirable

- Experience with pricing and sales reporting.
- Awareness of academic event cycles.
- Experience with marketing or web content.
- Basic design skills.
- Experience with data reporting or process improvement.
- Experience managing B&B or group accommodation allocations.
- Experience with external suppliers.
- Experience managing internal meetings and academic-related events.
- Commercial awareness.
- Experience in the Collegiate University environment.
- Knowledge of booking systems such as Kinetics/KX or Mercury
- Experience operating within 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 (applicants must have current and ongoing right to work in the UK without restrictions as Visa sponsorship is not provided); 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.

Terms and conditions

- Salary: will be on the University Scale Grade 5 (currently £32,108 - £37,388) according to experience
- Working hours: 37.5 hours per week, with an hour for lunch (unpaid). The normal working week is Monday to Friday, however, flexibility may be possible. 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. Occasional hybrid/remote working will be considered
- A 12 week notice period

Employee benefits

- Christ Church employees enjoy 25 days paid holiday per calendar year, excluding Bank Holidays. Time off in lieu will be given for Public Holidays which fall during term time.
- Employees are entitled to meals without charge when working more than 6.5 hours per day when the kitchens are open
- Generous pension scheme
- Employee Assistance Programme alongside access to 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 provide the documentation listed below, no later than the deadline of **26 July 2026 (noon)**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to Human Resources 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, including 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 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

Interviews for the position are expected to take place on 13 August 2026.

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.