

## JOB DESCRIPTION

### Summary

<b>Job title</b>	Events Coordinator
<b>Division</b>	Societies
<b>Department</b>	St Cross College, Events
<b>Location</b>	St Cross, Oxford, OX1 3LZ
<b>Grade and salary</b>	Grade 5: £32,108 - £40,514 p.a.
<b>Hours</b>	Full time (36.5 hours)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Conference and Events Manager

### The role

This role plans and delivers standout events—internal and external—ensuring high standards in logistics and operations. Partnering with colleagues and trusted suppliers, the postholder combines strong organisational skills with precision to keep events on time, on budget, and aligned with University standards. They proactively manage communications, resolve operational issues, and refine processes, all while driving revenue and delivering a first-class, customer-focused experience.

### Responsibilities

- I. Event planning and coordination
  - Coordinate a range of events to a given brief to a high standard, assist with planning events working to agreed timelines and budgets.
  - Assist with the running of the online booking system to ensure the smooth booking and running of all College dinners, and assisting college members with queries and booking requests.
  - Monitor event expenses against the allocated budget and flag potential variances. Work with colleagues or suppliers to help identify cost-effective options within established guidelines.
  - Produce event quotations, ensuring both internal and external events are recorded on the trading spreadsheet in a timely manner.
  - Offer practical advice to colleagues on logistics, timelines, and established procedures to support smooth event delivery.
  - Maintain accurate event records, checklists, timelines, and contact lists to support delivery and audit readiness.

- Communicate and inform operational teams about forthcoming events by sending out weekly events emails with bookings details and function sheets
- Coordinate internal approval processes for events (e.g., risk assessments, room bookings, catering), ensuring documentation is submitted in a timely and accurate manner.
- Follow all relevant University health and safety protocols and put into place plans to mitigate associated risks. Ensure events are delivered in line with the University's sustainability and accessibility commitments, incorporating inclusive practices into planning and delivery where appropriate.
- Create and distribute all event-related communications to delegates and internal stakeholders, liaising with the Communications team.
- Manage the set-up of agendas, event spaces, systems and registration of attendees, responding to event queries in line with processes and procedures.
- Support post-event evaluation activities by collecting feedback and contributing to summary reports for internal use. Utilise feedback, evaluations, and lessons learned to identify and propose improvements to event planning processes.

## 2. Logistics and Operations

- Manage event logistics end-to-end, coordinating resources, schedules and physical set-up as per the event plan.
- Monitor on-the-day logistics, ensuring smooth delegate experience, troubleshooting in real time, and adapting to last-minute changes calmly and effectively. Escalate issues appropriately when outside own remit, maintaining professionalism and service continuity.
- Liaise with colleagues in front of house, security, catering, building relationships with these departments and accurately briefing them on events details and communicating changes to event plans. Support the use of digital tools for hybrid or online events, liaising with IT support.
- Act as a point of contact for event enquiries and during events, coordinating volunteers/temporary staff and troubleshooting operational issues when they arise.
- Maintain positive and collaborative relationships with key suppliers and across university departments and operational teams to facilitate smooth event operations.
- Deputise for the Conference and Events manager in their absence
- Undertake secretarial duties for related committees and working groups
- Build, maintain and communicate with contractors and suppliers, working closely with the college contract caterers to prepare dietary requirements, seating plans, room layouts and other event requirements.
- Occasional evening and weekend working required and shared amongst the team in line with onsite events.
- AV Support for online and hybrid meetings in collaboration with the porters and IT department
- Collaboration with internal college event stakeholders, providing advice and guidance on college event procedures.
- Assist the Conference and Events manager with administration in relation to the purchase of wine as required, check invoices against purchase orders and reconciliation
- The Events Coordinator will provide additional administrative support as deemed necessary by the Domestic Bursar or Bursar

## Selection criteria

### Essential selection criteria

- Proven experience in planning and coordinating events, with excellent attention to detail and a commitment to high-quality delivery.
- Good communication skills, both written and verbal, with the ability to adapt style and tone to suit a range of audiences.
- Excellent time management and organisational skills, with the ability to prioritise tasks, manage multiple deadlines, and remain focused in a fast-paced environment.
- Confident and diplomatic interpersonal skills, with the ability to negotiate effectively and engage colleagues with professionalism, tact, and enthusiasm.
- Demonstrated problem-solving ability, with a proactive approach to identifying and resolving operational issues.
- Proficient in the use of Microsoft Office and confident handling data and documents in a digital environment.
- Familiarity with event registration platforms and digital tools (e.g. Eventbrite, MS Forms, survey tools) is desirable.
- Ability to work accurately and consistently within established procedures, while also using initiative to improve processes and resolve practical challenges.
- A collaborative team player who can also work independently, building effective working relationships across departments and with external partners.
- Must be available to cover events taking place over evening and weekend on rota basis as required.

### Desirable selection criteria

- Experience of Conference Oxford Platform
- Some experience of financial administration
- Experience of CRM/Event booking systems
- Experience within a Higher education environment

## Terms and Conditions

- Free lunches on the College site are provided when the college kitchens are open.
- University terms and conditions and benefits apply to this role.

## About St Cross College

Dedicated solely to Graduate students and Fellows, St Cross is characterised by an intellectually vibrant and truly international community. One of Oxford's youngest colleges, St Cross prides itself on its friendly community filled with inter disciplinary academic excellence.

As part of this close-knit egalitarian college you will find staff, students and fellows welcoming and committed to promoting the world class study, research and innovation of Oxford University. For more information please visit: [www.stx.ox.ac.uk](http://www.stx.ox.ac.uk)