





JOB DESCRIPTION AND PERSON SPECIFICATION

Holywell Music Room Booking Officer

Department	Accommodation, Sales & Events
Salary	<p>£26,707 - £30,378 per annum (discretionary to £33,002 per annum) pro rata for part time, depending on qualifications and experience. Grade 4 of the University Salary Scale</p> <p>In addition, Wadham College also pays full-time staff a further £1,730 Oxford Weighting per annum which will also be pro rata for part time</p>
Hours	Due to the level of the post the hours of work are not prescriptive, and the post holder is expected to be flexible to meet the demands of the role (no less than 20 hours a week). This role could work remotely with an expectation of ad hoc onsite presence to support events or client engagement.
Contract type	Permanent, following satisfactory completion of a 6-month probationary period
Reporting to	Head of Accommodation, Sales & Events
Contact	The post-holder will work closely with the Sales & Events Executives, Accommodation and Events Officer, Domestic Bursar, Deputy Domestic Bursar, Development Director, Head of Departments, Music Faculty, Holywell Partners and other Fellows and staff of the College for a variety of events.
Additional information	<p>Annual leave entitlement will be 30 days pro rata including the College's closed periods of five days at Christmas, plus bank/public holidays. Due to operational requirements, you may be required to work on any of the bank holidays or weekends, for which time off in lieu will be provided.</p> <p>Parking is not available; however the College provides a bus pass scheme and a designated area for bicycles.</p> <p>Further details on staff benefits can be found on the back page</p>
Start Date	As soon as possible
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>We are a certified Oxford Living Wage employer</p> </div> <div style="text-align: center;">  <p>INVESTOR IN PEOPLE</p> </div> </div>

Wadham College

Wadham is one of the largest colleges of the University of Oxford, with approximately 450 undergraduates, 170 postgraduates, around 70 Fellows and over 100 staff. Founded in 1610, Wadham celebrated its 400th anniversary in 2010. It has an annual turnover of some £10M and reserves in excess of £100M.

Wadham attracts undergraduate and postgraduate students from a wide range of backgrounds thanks to its informal atmosphere, academic strength, historic environment and the open-minded, progressive and socially aware attitude of its community. Wadham College is proud to be a Living Wage employer since April 2015 and an Oxford Living Wage employer since June 2022. The College has been awarded Investors in People since 2003.

The College's Governing Body consists of the Warden and Fellows and is chaired by the Warden. From 1 September 2021 Robert Hannigan (Classics, 1983) became the new Warden and was Director of GCHQ, the UK's largest intelligence and cyber security agency from 2014-2017.

More information about Wadham College can be found at www.wadham.ox.ac.uk

General Overview

Wadham College's annual revenue from sales and events brings in over £2.3m income for the College and the intention is for this to increase over the next 5 years.

The Holywell Music Room Booking Officer will ensure that a comprehensive service is provided for all events held in the Music Room from initial inquiry, through to delivery and eventual preparation of final invoice for the accounts department.

The successful candidate will have the abilities to perform the duties of the post as outlined above and, in the responsibilities, included below.

Responsibilities and duties

Sales and Marketing

1. Proactive outreach to partners and local organisations to secure profitable business partnerships that return each year.
2. Work with the Head of Accommodation, Sales and Events and the Head of Communications to promote Holywell Music Room, to update the Wadham website event pages, and to maintain positive online presence on the website and through associated social media.

Customer and Client Liaison

3. Manage all events within the Holywell Music Room with internal and external customers from initial enquiry to post event follow up.
4. Ensure organisers are fully briefed on the Fire Evacuation process, relevant Health and Safety procedures and other relevant information, as per College procedures.
5. Manage the partnership and relationship with Music Faculty.

6. Manage relationship with Partner organisations, liaising on contracts, pricing and event dates.
7. Set up new Partnerships with appropriate organisations.
8. Professionally communicate and meet with potential clients, including the delivery of presentations where necessary and hosting show rounds of College.

Administrative Support

9. Ensure a fully up to date Event Management Systems is maintained for all bookings and ensure operational departments and partners are fully informed of the requirements and needs of clients, keeping teams regularly updated on changing details.
10. Manage the PRS process for all events within the Holywell.
11. Ensure that all relevant health and safety documentation, PL insurance, performing rights forms and Risk Assessments are provided by event organisers, as required and that events are compliant with the College's licence.
12. Administer proposals, quotes and invoices to clients and coordinate with Finance department.
13. Administer the booking of security for events as required.

General Duties

14. Work with the College Office to support Wadham's commitment to fair access and support the primary academic and charitable objectives of the College.
15. Ensuring the activities of the Accommodation, Sales & Events office are in line with the College policies.
16. To comply with College data protection and information security policies and ensure processes and communications conform to College GDPR (General Data Protection Regulations).
17. To undertake any job-related training requested by the College.
18. To work as part of a busy team and be flexible and willing to help colleagues when required.
19. To undertake any other duties commensurate with the role.
20. To maintain strict confidentiality at all times.

PERSON SPECIFICATION

Essential

1. Secondary education to include G.C.S.E. at Grade c or above (or equivalent)
2. Experience of event management in a Music venue.
3. Experience of the Music sector.
4. Experience in sales within the hospitality sector or similar commercial environment.
5. Excellent customer service, negotiation and relationship building skills and ability to confidently deal with people at different levels.
6. Ability to work effectively under pressure and to multi-task, exercise good judgement and prioritise.
7. Flexible approach to ensure the best standards and service delivery.
8. Excellent organisational, administrative and negotiation skills.
9. Excellent IT skills with experience of using Microsoft Outlook, Word and Excel, and website development
10. An understanding of the importance of data protection and GDPR and ability to follow policies and procedures in relation to this.
11. Professionalism with excellent written, oral, presentation and interpersonal skills
12. IT systems experience (e.g. PMS, Event Management and CRM systems)
13. Ability to work occasional evenings and weekends, as required.

Desirable

1. Experience of working in a Higher Education establishment.
2. Experience and knowledge of Music within Oxfordshire.
3. Experience of PRS

APPLICATION PROCESS

Applicants are asked to complete an application form, including the contact details of two individuals willing to act as referees:

1. The first referee should be the applicant's current or most recent a former line manager, Head of Department or someone with supervisory responsibilities
2. The second referee should ideally be a former line manager, Head of Department or someone with supervisory responsibilities from a different establishment than the first referee.

Applicants should ensure that they outline the reasons for their interest on the application form and the qualities they feel would make them particularly suitable for this position. Applicants will be judged on their completed application form and how they meet the selection criteria outlined above.

Please can you complete an equal opportunities survey form which can be found online at: <https://app.onlinesurveys.jisc.ac.uk/s/oxford/equality-diversity-monitoring-form-25-26-duplicate>. If you would prefer a printed copy then please contact the HR Department [at vacancies@wadham.ox.ac.uk](mailto:vacancies@wadham.ox.ac.uk) or on 01865 277968.

The deadline for receipt of applications is **12 noon on 10 June 2026**. Shortlisted applicants will be notified thereafter for interview and all applicants will receive a response as soon as possible (usually within three weeks). Applications should be sent to: jobvacancies@wadham.ox.ac.uk or alternatively the HR Manager at Wadham College, Parks Road, Oxford, OX1 3PN.

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Special Arrangements

The College welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they have any special requirements to make the interview more convenient and effective for them.

Data Protection

Information regarding the way we process your personal data, as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found at on our website at: <https://www.wadham.ox.ac.uk/gdpr-framework> This includes a copy of the Privacy Notice for Job Applicants.

Wadham College Equality Statement

Subject to statutory provisions, the aim of our policy is to ensure that no applicant, student, or member of staff will be discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parenthood, race, religion or belief, sex, or sexual orientation, or be disadvantaged by conditions or requirements which cannot be shown to be permitted by law.

Sustainability at Wadham College

Wadham is working on an ambitious programme of improvements to sustain our environment for future generations. We feel a duty to carry out our activities in an environmentally responsible manner. We are committed to being part of the University's efforts to improve environmental sustainability, locally and globally. Find out more and read Wadham's [Sustainability Strategy](#)

Values Statement

Wadham has a cherished tradition of being at the forefront of advancing equality of opportunity, and celebrates vigorous debate, independent thought, and academic excellence. We seek to create a welcoming, accessible, and secure environment in which to work, study, live, and visit. Our community embraces people of all ages, backgrounds, races/ethnicities, nationalities, beliefs (including religious beliefs), genders, sexualities, dis/abilities, and appearances. This inclusiveness, underpinned by mutual respect and consideration, enriches us all.

BENEFITS OF WORKING AT WADHAM COLLEGE

Training and Development Opportunities	Further details can be found at: https://hr.admin.ox.ac.uk/personal-and-professional-development#collapse1603151
Free Staff Meals	If you work longer than a 6-hour shift then you are normally entitled to one meal on duty free of charge at the main College site (Parks Road) if the kitchen is open and operational. It is up to the Head of Department whether this is breakfast, lunch or an evening meal. Please be aware that there is no cash equivalent or allowance for meals missed or when the kitchen is closed.
Employee Assistance Programme (EAP)	<p>An EAP is a confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could affect your home life or work life, health, and general wellbeing.</p> <p>A 24/7 helpline is available to assist you, which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.</p>
Corporate Discounts (through the University of Oxford)	<p>Below is an example of the discounts available (this list is not exhaustive)</p> <ul style="list-style-type: none"> • 10% discount in some University shops • Free entry to Oxford colleges and libraries which charge for admission • Discounted computer software from the University Computing Service • Free access to the University Botanical Gardens • Discounted membership of the Iffley Road gym and swimming pool
Access to Wadham Gardens and Leisure Facilities	Staff may use the gardens at Wadham, sports ground pitches and tennis courts (located on Marston Ferry Road, Oxford). Wadham College hires a punt annually from the Cherwell Boat House which staff are permitted to hire for a small fee and a squash court is also available within the College. The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym.
Staff Entertainment	The College arranges social events including charity raffles, coffee mornings, cake sales, quiz nights, staff Christmas party and children's

Pension	<p>The University offers generous occupational pension schemes for eligible staff members. Opportunity to join the Oxford Staff Pension Scheme (OSPS). Details are available online at: https://finance.admin.ox.ac.uk/osps</p> <p>General information about university pensions can be found at: https://finance.admin.ox.ac.uk/pensions</p>
Travel	<p>The College offers travel schemes and public transport travel discounts to staff. Full details are available from the College.</p>
Nurseries and childcare	<p>The University offers quality childcare provision services at affordable prices to College staff. For full details about the services offered, please visit Childcare Services Oxford University Due to the high demand for nursery places there is a long waiting list, although Wadham offers a limited number of places on a sponsored priority scheme to help reduce the waiting time.</p>
Private Medical Insurance	<p>The Oxford Colleges' Healthcare Scheme is available to eligible staff and further details are available from the College. Members of staff are expected to contribute to the scheme.</p>
Discounted Guest Rooms	<p>Staff may on occasion book a room at Wadham College, subject to availability. Staff are entitled to receive a discount on accommodation during our College vacation periods, subject to terms and conditions.</p>