





## JOB DESCRIPTION AND PERSON SPECIFICATION

### Sales & Events Executive

<b>Department</b>	Accommodation, Sales & Events (ASE)
<b>Salary</b>	£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 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
<b>Hours</b>	20 hours per week, normally Monday to Friday.  The post holder is required to be flexible, and additional hours may be required, which can be taken back as time in lieu. Overtime is not paid. You may be able to agree occasional remote working with Head of ASE, subject to operational requirements.
<b>Contract type</b>	Permanent following a satisfactory completion of a 6-month probationary period.
<b>Reporting to</b>	Head of Accommodation, Sales & Events (who has overall responsibility for the College's internal and external events and accommodation bookings) or in their absence the Deputy Domestic Bursar
<b>Contact</b>	Head of Accommodation, Sales & Events, Accommodation & Events Officer, Deputy Domestic Bursar, Domestic Bursar, Fellows. PA to the Fellows'. Heads of Department. students booking events. College guests/visitors. External clients.
<b>Additional information</b>	Annual leave entitlement will be 30 days, including five days over the Christmas period, 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.  Parking and accommodation is not available. The College provides a bus pass scheme, designated area for bicycles and operates a cycle to work scheme.  Further details on staff benefits can be found on the back page
<b>Start date</b>	As soon as possible
<b>Standards</b>	 We are a certified Oxford Living Wage employer  INVESTOR IN PEOPLE

## **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.

Further information about Wadham College can be found at [www.wadham.ox.ac.uk](http://www.wadham.ox.ac.uk)

### **General Overview**

The Accommodation, Sales & Events team are responsible for the booking and running of commercial events at Wadham sites within the Oxford area. Wadham College's annual revenue from sales and events brings in over £2.3m for the College and the intention is for this to increase over the next 5 years.

This post supports the Head of Accommodation, Sales & Events in generating income and managing the College's internal and external events. The post holder will respond to enquiries for booking College facilities, booking accommodation, operate a deposit and invoicing system, show prospective clients around the College's facilities, maintain a database system and administrative systems, and provide general secretarial support to the Head of Accommodation, Sales & Events.

This role involves a high level of liaison with people at all levels such as College Fellows, support staff, students and clients as well as focusing on administrative tasks and data inputting. The Sales & Events Executive will be heavily involved in organising internal and external events for the College.

### **Responsibilities and duties**

#### **Marketing and Sales**

1. Support the Head of Accommodation, Sales & Events in achieving the annual sales and events budget in order to maximise revenue to the College, reduce expenditure and achieve annual targets.
2. Proactively seek new business to maximise income using the available facilities such as arranging an annual trip for clients to increase the profile of Wadham's commercial operations.
3. Ensure that third party agent information is fully up to date and reviewed regularly.

4. Regularly carry out analysis of competitors, identifying opportunities and ensuring pricing and offering represents good value for money.

### **Customer and Client Liaison**

5. To be the point of contact for all events, to include show rounds, obtaining enquiry details, greeting guests and attending to their requirements.
6. Ensure conference organisers are fully briefed on the Fire Evacuation process, relevant Health and Safety procedures and other relevant information, as per College procedures.
7. Have a thorough knowledge of all the College's facilities at the main College site and other annexe sites in the Oxford area
8. Research markets to identify opportunities to bring new business to the College.
9. Attend regular meetings with the Head of Accommodation, Sales & Events and to attend and participate in any other meetings or training as and when required.
10. Deal with a wide and varied flow of people at different levels. Professionalism, tact, diplomacy, discretion and a friendly approach are required at all times, as well as an awareness of the need for confidentiality and sensitivity.
11. Maintain and develop a relationship with Conference Oxford and ensure the online portal is updated and used to identify potential bookings.

### **Administrative Support**

12. Provide support with all aspects of events in close liaison with College Officers, departments and Fellows including: Subject Dinners, Schools Dinners, Development or Alumni events, sports events, weddings, filming on sites, summer schools and Degree Days.
13. Day to day administrative work associated with the updating and production of menus, seating plans, signage and event information. There will also be the requirement for practical organisation of menu printing, place-cards, etc. Along with all the team, to take out and put back signage for events.
14. Maintain the event management system, booking rooms for all events and co-ordinate with clients and College departments.
15. Support the Head of Accommodation, Sales & Events in the provision of information for financial, occupancy and operational reports.
16. 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.
17. Processing and tracking of internal charges with regular liaising with the accounts team to ensure accuracy.
18. Administer proposals, quotes and invoices to clients and coordinate with Finance department.

## **General Duties**

19. Support the Accommodation & Events Officer and cover for holidays and time off, with all aspects of student accommodation.
20. Work with the College Office to support Wadham's commitment to fair access and support the primary academic and charitable objectives of the College.
21. Ensuring the activities of the Accommodation, Sales & Events office are in line with the College policies.
22. To comply with College data protection and information security policies and ensure processes and communications conform to College GDPR (General Data Protection Regulations)
23. To undertake any job-related training requested by the College.
24. To work as part of a busy team and be flexible and willing to help colleagues when required.
25. To attend College meetings and regular departmental meetings.
26. To undertake any other duties commensurate with the role.
27. To maintain strict confidentiality at all times.

## PERSON SPECIFICATION AND SELECTION CRITERIA

### Essential

1. A good standard of education (Maths and English grades A-C at GCSE level or equivalent), or equivalent experience in relation to the role.
2. Experience of working in events management or have relevant experience in the hospitality industry.
3. Experience in a sales focused environment
4. Experience of administrative duties including data inputting and letter writing.
5. Excellent organisational, administrative and negotiation skills.
6. Professionalism with excellent written, oral, presentation and interpersonal skills
7. Ability to multi-task, exercise good judgement and prioritise workloads
8. Ability to work under pressure and remain professional at all times
9. Excellent IT skills with experience of using Microsoft Outlook, Word and Excel, and website development
10. IT systems experience
11. An understanding of the importance of data protection and GDPR and ability to follow policies and procedures in relation to this.
12. Experience of working in a busy office environment and as part of a team
13. Excellent attention to detail

14. Flexible approach to ensure the best standards and service delivery
15. A self-motivated and pro-active team player who works well within a team, but also able to work independently
16. Willingness to undertake training and development in relation to the role

**Desirable**

17. Experience of using an event management software system
18. Experience of working in a college or higher education environment

## 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 277909.

The deadline for receipt of applications is **12 noon on 25 May 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](mailto:jobvacancies@wadham.ox.ac.uk) or alternatively the HR Manager at Wadham College, Parks Road, Oxford, OX1 3PN.

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: vacancies@wadham.ox.ac.uk](mailto:vacancies@wadham.ox.ac.uk) or alternatively the HR Department at Wadham College, Parks Road, Oxford, OX1 3PN.

### 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: <a href="https://hr.admin.ox.ac.uk/personal-and-professional-development#collapse1603151">https://hr.admin.ox.ac.uk/personal-and-professional-development#collapse1603151</a>
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)	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.  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.
Corporate Discounts (through the University of Oxford)	Below is an example of the discounts available (this list is not exhaustive) <ul style="list-style-type: none"> <li>• 10% discount in some University shops</li> <li>• Free entry to Oxford colleges and libraries which charge for admission</li> <li>• Discounted computer software from the University Computing Service</li> <li>• Free access to the University Botanical Gardens</li> <li>• Discounted membership of the Iffley Road gym and swimming pool</li> </ul>
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 Christmas party.
Pension	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: <a href="https://finance.admin.ox.ac.uk/osps">https://finance.admin.ox.ac.uk/osps</a> General information about university pensions can be found at: <a href="https://finance.admin.ox.ac.uk/pensions">https://finance.admin.ox.ac.uk/pensions</a>
Travel	The College offers travel schemes and public transport travel discounts to staff. Full details are available from the College.

Nurseries and childcare	The University offers quality childcare provision services at affordable prices to College staff. For full details about the services offered, please visit <a href="#">Childcare Services   Oxford University</a> 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.
Private Medical Insurance	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.
Discounted Guest Rooms	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.

