

**EVENTS SALES ADMINISTRATOR  
(MATERNITY COVER)  
FURTHER PARTICULARS OF THE JOB**

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**JOB DESCRIPTION**

**Job Title:** Events Sales Administrator (Maternity Cover)

**Main Purpose of Job:**

To work alongside the Events Administrator in the coordination and development of the College's conferencing business and generation of events business for the College.

**Relationships:**

1. Responsible to: Executive Chef/Head of Catering and Events
2. Liaison with: Catering and Events team, College Members, external agencies

**Main Tasks of Job**

1. Assist with managing conference room bookings and all associated requirements including AV and catering
2. Take responsibility for generating new events business for the college under the direction of the Manager
3. Liaise with college departments on delivery and service/facility improvements
4. Provide excellent customer service to guests and their sponsoring hosts, including handling any escalating complaints
5. Prepare quotes, contracts and invoices
6. Lead by example in establishing and embedding service standards
7. Respond to routine email correspondence and office callers;
8. Work alongside other College Departments to organise internal staff events including the staff Christmas party.
9. Exercise reasonable care to keep safe all documentary or other material containing confidential information, and return to the College any such material in the post holder's possession at the time of termination of employment with the College, or at any other time upon demand.
10. Ensure compliance with current legal and in-house procedures including HR, health and safety, licensing laws and other legal regulations;
11. Other reasonable duties as requested by the Head of Catering and Events.

## TERMS AND CONDITIONS:

<b>Appointment:</b>	The post is available from 4 August 2025. It is part-time (30 hours per week) and fixed term for 11 months to cover a period of maternity leave. The post is subject to a probationary period of 3 months.
<b>Hours:</b>	Working hours are 30 hours per week, worked from Tuesday to Friday from 09.00 am to 17:00. There is an unpaid 30 minutes' lunch break. Some flexibility around start and finish times may be required as well as occasional out of ours and weekend work. Time off in lieu would normally be given on such occasions.
<b>Annual Leave Entitlement:</b>	39 days <i>pa</i> including Bank Holidays for full time positions, pro-rata for part time employment. The holiday year runs from 1 October to 30 September.
<b>Salary and Benefits:</b>	The salary for the 30 hours' week will be £21,762 per annum (FT £26,478), In addition the Oxford Weighting of £1,233 per annum (FT £1,500) will apply. The total remuneration package will therefore be £22,995 for a 30-hour week. Benefits include pension scheme, free lunch within allowance when on duty, free parking.
<b>Notice period:</b>	1 week during probation, 1 month thereafter.
<b>Other conditions</b>	The post is subject to obtaining satisfactory references, a satisfactory completion of the health questionnaire, satisfactory completion of the right to work check, and signing a contract of employment.

### Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the UK GDPR and Data Protection Act 2018, and the College's Data Protection Policy which can be found on the College's website at <https://www.wolfson.ox.ac.uk/data-protection-statement/>

### APPLICATION:

Applications should be sent by post to HR Department, Wolfson College, Linton Road, Oxford OX2 6UD or by email (preferred) to [recruitment@wolfson.ox.ac.uk](mailto:recruitment@wolfson.ox.ac.uk) and should include:

- an application form completed in full
- a covering letter which explains why you are interested in this post, why you are a suitable candidate and why you are leaving your current job (if applicable)

Your application should be sent as an attachment in a Word or PDF format.

We will contact your referees at the shortlisting stage unless you make it clear in your application that you do not wish us to do so.

**The closing date is midday on Thursday, 19 June 2025. It is expected that interviews will be held on Friday, 27 June 2025.**