



Developing A Christian Mind (DCM) / Oxford Pastorate Events Administrator

Join an inspiring mission to help postgrads and faculty at the University of Oxford and Oxford Brookes integrate their Christian faith with their fields of study. Through two annual conferences, and other programming throughout the year, Developing a Christian Mind catalyses future global leaders to practically explore the difference their faith can make to their areas of research and leadership. This initiative is led by various Christian faculty members within the University of Oxford and has an exciting vision of replicating this work with teams of Christian faculty at other universities globally. Become an active member of a dynamic, small team of visionaries, executing this important and rewarding programming.

This role sits within the [Oxford Pastorate](#), an historic Anglican charity in Oxford serving the postgraduate and research community. The Pastorate runs Christian leadership and formation programmes for emerging thought leaders and culture shapers. It also creates space for graduates and researchers of all faiths and none to explore the pressing questions of our age. The Oxford Pastorate works closely with academic partners across the globe and is contracted to facilitate the Developing a Christian Mind conferences.

Duration: One year contract with the option to renew. The ideal candidate would remain in post for a 3-year period or longer. Flexible start between July and September 2024.

Remuneration: £31,396 rising to £32,651 pro rata (0.2-0.4 FTE) + pension if eligible*

*The initial salary will increase to the higher amount from September 2024. Pension contribution would be accrued on a 16-hour position.

Hours: 8-16 hours

This role involves a minimum of 8-10 hours per week (averaged over the year) working on the administration of the DCM conferences. In addition, the candidate could take on 6 hours of work per week supporting the Oxford Pastorate's wider portfolio of graduate, research and cultural events.

Location: 1-2 days a week working from home or, potentially, 54 Marston Street (co-working space)

Reporting to: Day-to-day Manager, Alissa Moore-Williams, DCM Conference Co-ordinator
Overall Manager, Dr Bethan Willis, The Oxford Pastorate Chaplain

Qualities of Ideal Candidate:

- Has right to work in the UK
- Works quickly and accurately under pressure
- Able to work flexible hours leading up to events
- Willing to work actively with guests and materials for 6-8 hour periods during events
- Good at problem solving
- Excellent with technology (troubleshooting AV, working on Mac or PC)
- Enjoys, and is good with, spreadsheets, numbers, and budgets
- Can plan ahead and work to deadlines well
- Relational and emotionally intelligent
- Passionate about our mission and service to Christian postgrads and faculty

Apply: To office@oxfordpastorate.org by **FRIDAY 28th JUNE**

Include a CV; a cover letter stating how your skills, experience and passions align with the role; and details of 2 referees.

Interviews will take place on **Wednesday 3rd July** in Oxford (or on Zoom if necessary).

DCM Conference Responsibilities:

1. Finances

- Maintain good relationships with Oxford University staff in the Development Office, at Wycliffe Hall and with Americans for Oxford
- Produce & present twice-yearly Budget/Outturn for Advisory Board Meeting (usually meets October and April)
- Tracking donations all year – especially during the annual fundraising Campaign
- Liaising with Finance dept to ensure invoices and staff & speaker expenses are paid
- Manage finances such that a monthly, quarterly or termly donation report can be viewed.

2. Publicity

- Use Canva Design Tool to create conference publicity
- Push out publicity over social media (FB, Instagram, Twitter) with the help of Student Ambassadors
- Coordinating DCM sponsored dessert/faculty interview evenings with postgrad groups at key churches

3. Communications

- Work with DCM Co-ordinator on layout of termly Supporter & Alumni emails
- Update Supporter and Alumni contacts on Mailchimp after each conference
- Update SquareSpace website (dcmoxford.org) when needed

4. Administration

- Manage the DCM inbox – fielding conference and donation queries
- Take minutes at twice-yearly Advisory Board Meeting
- Set up and manage Eventbrite ticket system for both conferences
- Support expansion of DCM to other universities by providing templates/tools
- **January & March Conferences**
 - Liaise with Jesus College, Magdalen College and New College event staff
 - Coordinate student allocation to evening dinners
 - Food order
 - Printing
 - Signage/Posters/Programmes
 - Name badges and labels
 - Registration
 - Create and manage feedback survey
 - Coordinate thank you gifts for discussion leaders
 - Create save the date and track RSVPs to donor drinks reception
 - Track RSVPs to conference dinner

5. Fundraising

- Managing master DCM donor contact list
- Researching and ordering DCM promotional materials
- Tracking monthly donors and following up when donations end
- Executing annual donor thank you card mailing

6. Other projects (as time permits)

- Create Alumni/Supporters testimonials page on website
- Co-ordinate the 'People' page update on website

Wider Oxford Pastorate Event Responsibilities:

1. **Events Co-ordination:** Co-ordinating the logistics, venues and schedules for Pastorate events for Oxford postgraduates, postdocs and academics including our annual Postgraduate Student Welcome dinner and events, day conferences, seminars, cultural events, cinema evenings, drinks events and termly prayer meetings for our partners in ministry. This co-ordination will include:
 - Finding venues and liaising with venue management; keeping to a budget; creating sign up forms or ticketing for events; writing schedules and communicating with the Pastorate team, speakers and others.
 - Working with relevant Pastorate team members to produce events which bring excellent intellectual content together with relational warmth, and which serve the flourishing of the wider Oxford academic community
2. **Communications:**
 - Creating appealing communications and adverts relating to events including use of digital images and design (Canva).
 - Sharing adverts with our networks and others via email, social media and printed materials as appropriate; ensuring distribution of hard-copy advertising; planning and executing social media (Facebook, Instagram and X/Twitter) related to events.
 - Creating and editing events information on the Oxford Pastorate website.
3. **Team meetings:**
 - The Events Administrator would be expected to attend some of the Oxford Pastorate weekly team meetings during term time where there will be prayer and bible reflections.
 - The Events Administrator may attend staff team retreats and termly prayer meetings as appropriate.
 - The Events Administrator will work alongside, and have meetings with various team members, as required, to facilitate events.
 - The role will involve building on team relationships and networks amongst churches and Christian organisations in Oxford.