Mansfield College, University of Oxford
Conference and Bursary Assistant (Part-time)
Further Particulars

Mansfield College seeks to appoint a Conference and Bursary Assistant (Part-time). This is a part-time, permanent post.

The College
Mansfield College is one of the constituent colleges of the University of Oxford. Its membership comprises approximately 50 academic staff, 220 undergraduates, 160 graduates and 35 visiting students. This small size engenders friendly and close relationships between Junior (undergraduates), Middle (graduates) and Senior (tutors) Common Rooms.

Mansfield occupies one of the most attractive sites in Oxford, close to the libraries and city centre, but in a quiet position near to the University Parks and River Cherwell.

Mansfield’s roots are in the non-conformist tradition and since the 1880s Mansfield has prided itself on offering previously excluded constituencies access to an Oxford education. The College provides a progressive, informal environment in which tutors and students work together to achieve academic excellence and sustain a supportive and lively community. Mansfield is also well known for its pioneering work on widening access.

Detailed information about Mansfield can be found at [www.mansfield.ox.ac.uk](http://www.mansfield.ox.ac.uk)

Job Description

Job Title: Conference and Bursary Assistant (Part-time)

Reports to: Domestic Bursar

Main Purpose of the Post: To provide conference and administrative support to the Domestic Bursar and take full responsibility for College stationery and memorabilia.

Conference
- Update the conference and events database (Forum) with conference client requirements including accommodation, catering and room booking details.
- Process University Rooms, on-line bed and breakfast bookings.
- Process College and alumni bed and breakfast bookings.
- Assist with the administration of College summer schools.
- Prepare conference folders with all relevant information for Porters’ Lodge (reception).
- Update Guest and Student Information booklets and maintain sufficient copies / regular supply as needed.
- Prepare conference packs for residential groups.
- Prepare ‘Certificates of Attendance’.
- Maintain the conference leaflet holder with current tourist information.
- Respond to College reviews left on Trip Advisor.
- Book Bonavero Institute of Human Rights (BIHR) and Rothermere American Institute (RAI) catering requirements into the events database (Forum) and circulate information to relevant staff.
- Book SCR, student and staff catering requirements into Forum.
- Monitor the staircase noticeboards to ensure Health and Safety and other displayed notices remain up to date.

**Bursary**

- Prepare and distribute a ‘Weekly Sheet’ showing activity in all public meeting rooms.
- Book tutorials / public room use as required.
- Sole responsibility for College stationery and memorabilia including; purchasing, distribution and payment authorisation.
- Maintain sufficient supply of Mansfield headed paper, menu cards, place cards and compliment slips.
- Assist Chaplain with Chapel Term Card and Chapel Service Sheet.
- Any other duties commensurate with the post.

**Person Specification, Skills and Experience:**
The post holder should preferably be:

- Educated to “A” level standard or equivalent.
- Have at least one year’s experience of working in an administrative and support role.
- Possess Windows-based computer skills including Word, Excel and Power point and good database skills.
- Excellent standard of written and spoken English with good, confident communication skills.
- Capable of working to tight deadlines and be able to prioritise work effectively.
- A flexible attitude and the ability to work as part of a team, with a willingness to help others in the College, and also to work independently without supervision.
- Numerate with an interest in financial detail/processing.
- Excellent interpersonal skills in order to develop good, effective relationships with Fellows, staff and students of the College as well as alumni and other College supporters.
- Accuracy and attention to detail are necessary and the post requires that all information, confidential or otherwise, must be treated in a professional manner and within the requirements of relevant legislation relating to data protection.

These duties are a guide to the work that the post holder will initially be required to undertake. They may change from time to time to meet changing circumstances.
Terms and Conditions:
- Salary: University Grade 4, Point 1 £21,585 - increasing annually to Point 6 £24,983 (pro rata based on hours worked).
- Hours per week: Three full days, preferably to include Friday.
- Participation in the College Conference Bonus Scheme – pro rata based on hours worked.
- Permanent, part-time post; following successful completion of three months probationary period
- Free meals in College when on duty
- 25 days annual leave pro rata, in addition to the College Christmas closed period, plus Bank Holidays when falling on days worked
- Enrolment into College Pension Scheme - Oxford Staff Pension Scheme (OSPS).
- The appointment will be conditional on verification of the successful candidate’s Right to Work in the UK.

APPLICATION PROCEDURE
Please send the following:

- A letter of application stating how your skills, experiences and interests equip you to undertake this role;
- Your full Curriculum Vitae;
- The names and contact details of two referees:

To: Nick Clements
Deputy Domestic Bursar
Mansfield College
Mansfield Road
Oxford
OX1 3TF

deputy.domesticbursar@mansfield.ox.ac.uk

The closing date for applications is 9.00 a.m. on Monday, 17th September.

Interviews:
Short listed applicants will be invited for interview week commencing Monday, 24th September.

Disability: Applicants should state if they have any particular disabilities for which the College would seek to make reasonable adjustments.

Applicants are also asked to complete the Mansfield College Recruitment Monitoring form and return it by post in a sealed envelope marked, “Mansfield College Recruitment Monitoring” to Mansfield College, Mansfield Road OX1 3TF.