



# Head of Networks and Alumni

Park End Street, Oxford Grade 8: £45,585 - £54,395 per annum

Fixed term contract for 12 months, 4 days per week (30 hours)

Saïd Business School, University of Oxford

SAID BUSINESS SCHOOL UNIVERSITY





## The role

As an experienced professional with a strong background in managing relations with high profile individuals, the Head of Networks and Alumni will contribute to the Centre's overall strategic growth by cultivating longlasting stakeholder engagement, developing and strengthening networks and managing and contributing to a related portfolio of programmes.

Reporting to the Director of the Entrepreneurship Centre, the post-holder is responsible for designing and implementing strategies to develop the Centre's networks and capitalise on relationships. You will engage with various key actors, in order to ensure connections with activities both inside and outside of the Saïd Business School. This includes working directly with senior management of Saïd Business School, as well as faculty members. Externally, the Head of Networks and Alumni will engage with multiple stakeholders globally and represent the Centre when necessary.

## Responsibilities

### 1. Programme and Staff Management, including:

- Managing the oNetwork, a community of entrepreneurs and business leaders based globally and across a variety of industries. This role should ensure the oNetwork develops into a cohesive and relevant set of initiatives which contribute to the Centre's mission and strategic objectives;
- Taking full responsibility for budget, resource planning, curriculum, timelines and operational management related to this portfolio of programmes;
- Supervising any external facilitators brought in to support this portfolio of programmes;
- Reporting to the Director of the Entrepreneurship Centre on the progress and status of this portfolio of programmes, including data and reporting for the annual report.

### 2. Strategy, including:

- Working with the Director of the Entrepreneurship Centre in shaping the overall strategy for the Centre as part of the Centre's leadership team, ensuring that initiatives are coherent with the wider aims and objectives of the Centre and School;
- Providing strategic advice (also through written reports when necessary) to colleagues and other internal stakeholders on how to approach and secure the engagement of distinguished business leaders and entrepreneurs in support of the School's flagship entrepreneurial programmes and events;
- Presenting the Centre's work at relevant national and international events.

### **3. Stakeholder Engagement, including:**

- Managing an international network of 50+ high-profile entrepreneurs and business leaders formally affiliated to Saïd Business School, while ensuring the network is expanding and diversifying;
- Designing and executing optimal engagement strategies with global key stakeholders;
- Sourcing high-profile speakers for the Oxford Saïd Entrepreneurship Forum (OSEF) and other Business School events;
- Working collaboratively with colleagues across the School (Programmes/Careers/Alumni teams) and external partners to maximise our students' opportunities for graduate employment;
- Coaching and supporting students by providing specialist guidance on entrepreneurship and matching them with resources, industry connections and educational programmes essential to their professional growth.

### **4. Alumni Relations, including:**

- Developing and implementing the Centre's alumni engagement strategy, working closely with the Oxford Saïd Associate Director of Alumni Relations and the wider University;
- Designing and delivering a set of alumni specific programmes and initiatives;
- Designing and running regular roadshows in the School's major international alumni hubs, ensuring the alumni community is consulted and engaged in the Centre's programmes and initiatives;
- Using the Centre's CRM system, track alumni and implement an engagement strategy and process, particularly for those in the entrepreneurial space.

- Matching alumni with available resources, including relevant contacts in the entrepreneurial space and mentors, as appropriate.

You must be able to perform other such duties as required or requested, as appropriate to the grade.



## Selection criteria

### Essential selection criteria

The Partnerships and Stakeholder Engagement Lead will be highly motivated and dynamic individual who will bring significant proven and relevant experience in high-level multi-stakeholder relations management and partnerships coordination, and is committed to building on the Entrepreneurship Centre's successful track record.

- Qualified to Bachelor's degree level or equivalent
- Previous experience of building and managing highly influential networks, while meeting strategic objectives
- Strong knowledge of international affairs, including significant experience working with non-UK partners in different contexts
- Experience of managing budgets and ability to project manage complex programmes and events
- Ability to communicate with a wide range of stakeholders at all levels, including C-level executives and successful entrepreneurs, high-net-worth individuals and academics
- Ability to work independently and on multiple projects simultaneously
- Outstanding organizational skills, including the ability to prioritise work
- Ability to work under pressure and to meet tight deadlines
- An interest in and experience of entrepreneurship and entrepreneurship education

- Willingness and availability to work flexibly, including outside normal office hours, to support key events

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>



## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

### Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle

world-scale problems. We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom and open programmes, and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice, and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Further information about Saïd Business School is available at [www.sbs.oxford.edu](http://www.sbs.oxford.edu)

The School holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

### Social Sciences

The School is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit <https://www.socsci.ox.ac.uk/>





## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday UK time on the closing date stated in the online advertisement.

## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

## If you need help

Help and support is available from:

<https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [HR.recruitment@sbs.ox.ac.uk](mailto:HR.recruitment@sbs.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.



## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### **The University's policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

## Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



## Oxford Saïd Exclusive Benefits

### Wellbeing initiatives

The Business School runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

### Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

### Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

## University of Oxford Benefits

### Annual leave

38 days (inc. public holidays) Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

### Pay increases

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic.

### Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 21.4% and Employee contribution is 9.8%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%- 8% and Employer contribution 6%-10%.

### NUS Extra discount card

All University staff can purchase a card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers.

### University discounts

Wide range of discounts from external companies using a university card.

### University Club

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <http://www.sport.ox.ac.uk/>.

### Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.







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Park End Street**

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**United Kingdom**

**[www.sbs.oxford.edu](http://www.sbs.oxford.edu)**

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

**Saïd Business School, University of Oxford**