

Somerville College

University of Oxford

www.some.ox.ac.uk



Website, Publications and Communications Officer

Our vision for this role is someone who will take an innovative approach to developing and implementing the College's website, publications and communications more broadly, making extensive use of their creative flair to tailor communications materials for a wide range of audiences, with a particular focus on digital strategy and on developing the College's website and electronic communication using video and social media. The candidate will manage the College's recently re-launched website and work to maximise its potential impact. Excellent writing skills and an ability to respond to the unexpected are also important for the role.

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and has an ethos of tolerance, friendliness, diversity, enabling access to research and learning for all, and the pursuit of excellence in all that we do.

Much of the communications work is focused on our extensive and loyal alumni community, which includes or has included political leaders (such as prime ministers Indira Gandhi and Margaret Thatcher), notable scientists (several renowned medical pioneers and the only British woman to win a Nobel Prize for science, the crystallographer Dorothy Hodgkin), prize-winning entrepreneurs, famous philosophers and a long and illustrious chain of novelists. The College is proud of its traditions of public service among alumni of all generations and our current Fellows and students.

The post holder will work closely with the academic Fellows (Governing Body members) to publicise their achievements. The Governing Body makes the decisions about the future of the College and its members are responsible for the direction and management of the College's affairs. The College aims to pursue academic excellence through the support and encouragement of its students, sound management of resources, full support for the research of its Fellows, and through its partnership within the collegiate university more widely.

The College has ambitious plans to support its international profile in research and teaching, with the creation of facilities and studentships honouring the names of some of our most illustrious alumni. Already in place is a programme for establishing the Oxford India Centre for Sustainable Development (OICSD) which will provide scholarships for Indian students for postgraduate courses within the University of Oxford in areas related to sustainable development, inter-disciplinary research on sustainable development and the creation of a new building with world-class research facilities and significant public space.

The Website, Publications and Communications Officer will have an important role to play in helping the College to build on its amazing fundraising successes so far, and in ensuring the success of its future plans. She/he will also need to work closely with Academic Office in order to help Somerville publicise itself effectively to potential applicants, especially to those who might not otherwise consider applying to Oxford. For further information about the College, please visit www.some.ox.ac.uk

Job Description

Main duties

- In collaboration with the Director of Development and Senior Tutor, be responsible for developing and producing the following:
 - the annual Somerville Magazine for alumni and friends of the college
 - the annual Donor Report for existing donors, alumni, fellows etc
 - Oversee the production of any additional materials needed to deliver the College's communications and fundraising strategy
 - Act as webmaster for the College website, overseeing all non-technical aspects of the website to ensure content is appealing, engaging and up-to-date. This will involve working with internal colleagues to create and update content, as well as generating and editing content self-sufficiently. Commissioning photo and video content for the new website is an important part of the role
- Through a range of activities, strengthen our communication with our key constituencies:
 - Prospective students
 - Current students
 - Fellows & staff
 - Alumni
 - Friends and donors
 - Conferences & Events
 - The media (local and national)
- Work closely with senior College staff to develop, implement and manage an effective media relations strategy
- Oversee publication and periodic updating of the College Prospectus
- Liaise with Fellows and other members of the College in order to publicise their access activities.
- Draft press releases and responses to media enquiries
- Be proactive in developing links with the press and external agencies, in order to maximise the positive exposure of Somerville College
- Liaise with the University Communications Office over all major media stories relating to Somerville and meet with other College Communications Officers at the termly meetings
- Undertake other duties as required/requested

Person Specification

Essential Criteria

- Experience of managing website content (text, photos, video) and the ability to bring creative flair to website development
- Excellent written and communications skills, particularly in producing high quality copy for a range of audiences and purposes – sometimes at short notice
- Ability to take an innovative approach to developing and delivering effective communications strategies and materials
- Excellent hands-on experience in the use of social media and its use as a communications tool in a work related context
- Good design skills and the ability to achieve materials with high visual impact
- Ability to deliver present new ideas and projects clearly and effectively to others
- Excellent interpersonal skills with demonstrable ability and confidence to engage with people from a wide constituency, both within and outside the College
- Ability to work collaboratively within small teams but also able to work without direction
- Self-motivated
- Excellent time management and organisational skills (with several projects running concurrently)
- Educated to at least first degree level, or with equivalent competence gained through an equivalent qualification or relevant experience
- A high level of IT literacy, particularly with Microsoft Office.
- Knowledge of InDesign, Photoshop or similar software
- Sympathy with aims and ethos of Somerville College
- Flexible and adaptable with positive approach to change and new challenges
- Ability to maintain the highest level of accuracy particularly when working under pressure

Desirable

- Knowledge of design and print processes
- Familiarity with professional design software
- Willingness to learn how a College works in terms of structure, decision-making, stakeholders etc

Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

Duration	This is a permanent full-time post and the appointment will be made subject to (i) satisfactory employment checks as detailed below within under 'Pre-Employment Screening'; and (ii) satisfactory completion of a six-month probationary period.
Salary	Band 6 of the Somerville College pay spine £25,513 to £28,695 (pay review pending). Upon successful completion of the probationary period, individual salaries are increased in May of each year to the next spine point within the respective salary band, until the top of the pay band has been reached. In addition the College pay spine is uplifted for cost of living on a regular basis, normally annually.
Hours of Work	Normal hours of work will be 35 per week, 9am to 5pm Monday to Friday, exclusive of a one hour meal break each day. Some flexibility with working hours will be required on occasions in order to meet the demands of the post.
Holiday Entitlement	The post holder will be entitled to 33 days of paid leave per annum, inclusive of eight public holidays. Agreed College closure days and bank holidays taken will be deducted from the total leave entitlement of 33 days.
Pension	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
Private Healthcare	The post holder will be eligible for contributory membership of Private Healthcare and Private Dental Schemes from commencement date of employment.
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals on duty will be provided free of charge.
Sickness Benefit	A maximum of six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.
Employee Assistance Service	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
Childcare	Somerville runs a small on-site Nursery. College employees may choose to enter a childcare salary sacrifice scheme (under the Income & Corporation Taxes Act 1988), which allows tax and national insurance exemption for this benefit. Alternatively employees may apply for childcare vouchers from 'Kids Unlimited'.
Training	The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.
Smoking policy	No smoking is allowed in any part of the College.
Parking	Unless related to a disability, there will be no parking available on College premises for the post holder.

Application Procedure

1. Download the Somerville College application form College website at www.some.ox.ac.uk/jobs
2. **Email your completed application form to the Human Resources Manager at: human.resources@some.ox.ac.uk stating vacancy reference 900202.**
3. Ensure you complete the personal statement section of the application form demonstrating how your skills and experience meet the person specification. Your application will be judged solely on the basis of how well you demonstrate that that you meet the selection criteria outlined above.
4. A curriculum vitae should also be included, but please note that CVs submitted on their own will be not considered or accepted as complete applications.
5. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. **Please send only one copy of this form** which can be emailed to human.resources@some.ox.ac.uk or sent in hard copy to:
Equal Opportunities Monitoring Assistant
Human Resources Department
Somerville College, Woodstock Road
Oxford. OX2 6HD
6. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Single Equality Act 2010.
7. Communication regarding the status and outcome of your application will be made via e-mail.
8. **The closing date for completed applications is 10am on Monday, 28th September 2015**
9. **Interviews are likely to be held on Tuesday, 3rd November 2015**

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment 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. Subject to statutory provisions, no applicant or member of staff 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. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

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 Data Protection Act 1998 and the College's Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

September 2015