



Further Particulars Access and Outreach Officer

(Ref 900231)

Reporting to the Senior Tutor, the Access and Outreach Officer will oversee, develop and implement an exciting access and outreach programme for Somerville College that helps the College to attract the widest possible field of student applications, particularly from under-represented groups.

An understanding of the importance of widening participation and of equality matters in higher education is essential. Knowledge of the Oxford admissions procedure, of studying within the Collegiate University, and of previous relevant experience of working with schools and students, or young people, preferably in a widening participation context, is desirable. The work will involve travelling to schools and Higher Education fairs, talking to potential students face-to-face and delivering presentations to promote the benefits of studying at Oxford University

This is a part-time role of 17.5 hours per week. Many of the activities will take place in the evening or at weekends both in and away from College. It is therefore vital that the post holder is able to manage his/her own workload and is able to adopt a flexible approach to the delivery of working hours which may include occasional overnight stays.

The appointment will be made subject to an enhanced Disclosure and Barring Service check.

About Somerville College

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.

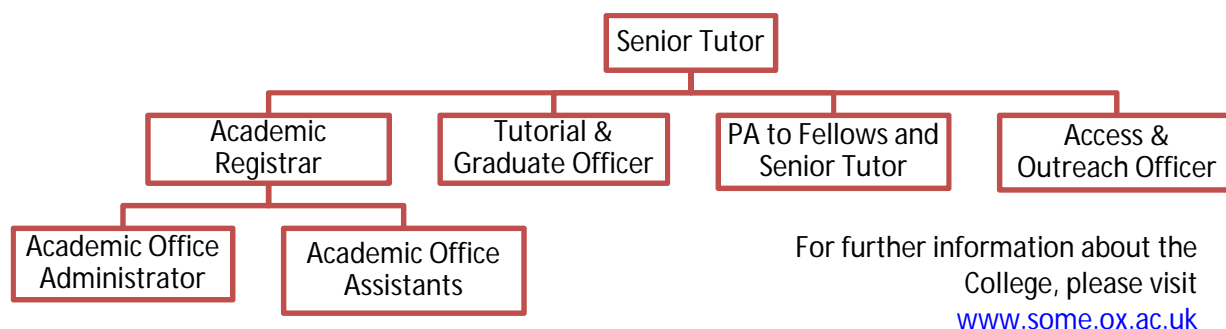
As one of 38 independent, self-governing Colleges of the University of Oxford, Somerville takes great pride in its pioneering history, its academic excellence and its intellectual and social openness. It was founded in 1879 as a non-sectarian College and was one of the first Oxford Colleges to admit women tutors and students. It has been a mixed College since 1994.

There are approximately 160 graduate students currently reading for masters and doctoral degrees and approximately 400 undergraduates following three and four-year courses across a wide variety of disciplines. The undergraduate body includes a higher than average proportion of state-school students.

The College is governed by its Principal and a Governing Body consisting of professorial, tutorial and administrative fellows. The Governing Body makes the decisions about the future of the College. Its members are responsible for the direction and management of the affairs of the College. 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 to engage with and work within the collegiate university.

There are approximately 100 members involved in the College's academic community and the College employs approximately 120 Support staff whose role is to work together to support the provision of an inclusive, stimulating and safe environment in which the academic and research activities of the academic members and students may thrive.

Academic Office Organisation Chart



Main duties

- Organise events/presentations both at Somerville and in schools for school/6th form college students to encourage them to learn more about Somerville and to consider applying to Oxford (and to university more generally), both at Somerville and in schools.
- Work with internal colleagues to organise logistical arrangements for events held at Somerville.
- Build strong relationships with school teachers and students, in particular in Somerville's designated link regions (Buckinghamshire, Hounslow and Kingston-upon-Thames). It is expected that the relationships will focus on year 12 and to a lesser extent on years 11 and 13, but that a strategy for engagement with teachers and students at more junior levels, in particular years 8, 9 and 10, will also be developed and implemented.
- Through a range of activities, strengthen our communication with our key constituencies:
 - Prospective students
 - Current students
- Be the main contact point for enquiries about access/outreach activities (e.g. school visits)
- Organise College Open Days with support from the Academic Office, and contribute to the organisation of other college-wide and/or development-related events.
- Organise the Somerville Ambassadors Scheme to harness the contributions of Somerville students to widening participation and access activities to maximum effect.
- Liaise with Fellows and other members of the College in order to coordinate and support their access activities and work with the Communications Office to publish appropriate news from the College in the media on a regular basis.
- Work with the University Undergraduate Admissions Office and colleagues at other colleges to maximise the impact of Somerville's access programme.
- Undertake other reasonable duties as required/requested.

Selection Criteria

Essential

- Excellent oral and written communication skills directed at both individuals and groups.
- Experience of preparing and delivering presentations.
- Educated to degree level, or with equivalent competence gained through an equivalent qualification or relevant experience.
- Excellent interpersonal skills with demonstrable ability and confidence to engage, influence and motivate at all levels and ages.
- Understanding of and ability to use social networking sites as a communications tools.
- Ability to work collaboratively within small teams but also able to work without direction.
- A good understanding of issues relevant to higher education, especially widening access and participation and fundraising communications and/or experience of working in a similar context.
- Sympathy with the aims and ethos of Somerville College.
- Self-motivation.
- Excellent time management and organisational skills.
- Ability to use own initiative with mature and sound judgement.
- Ability to be flexible with working hours in order to meet the demands of the post, including availability at evenings and weekends.
- Able to travel within the UK.

Desirable

- Holds current full driving licence.
- Knowledge of the Oxford admissions procedure.
- An understanding of the Oxford admissions procedure and of the College University through personal experience would be desirable.
- Relevant experience of working with schools and students, or working with young people, preferably in a widening participation context .
- An understanding of the Oxford admissions procedure and of studying within the Collegiate University.

Any enquiries relating to these job details should be directed in the first instance by email to senior.tutor@some.ox.ac.uk

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, part-time post (FTE 0.5). The appointment will be made subject to a satisfactory enhanced check with the Disclosure and Barring Service and other pre-employment checks as listed in the "Pre-employment screening" section below and satisfactory completion of a six-month probationary period The College is willing to consider applications from candidates currently on sabbatical or engaged with other fixed term appointments.
Salary	The post is aligned to Band 6 of the Somerville College pay spine with a starting salary of £12,884.50 per annum. (This is equivalent to a full time salary of £25,769. The salaries for eligible Support staff 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 amount to 17.5 hours per week, exclusive of meal breaks. It is essential that the post holder is able to provide some flexibility with working hours, including working evenings and weekends, in order to meet the demands of the post and the proper performance of its duties and for which time off in lieu will be given.
Holiday Entitlement	The post holder will be entitled to 33 days of paid leave per annum, inclusive of eight public holidays, or pro rata when working fewer than 5 days per week. 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).
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals while 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. Your application should comprise
 - a. an **application form**, available from the Vacancies section of the College website at www.some.ox.ac.uk/jobs
 - b. a completed **statement** (within the application form) demonstrating how your skills and experience meet the criteria for this post.
 - c. a **curriculum vitae**
2. Email your complete application to the Human Resources Manager at: human.resources@some.ox.ac.uk stating vacancy reference **900231**.
3. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. This 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
4. 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 & Diversity Policy and helps the College to meet its duties under the Equality Act 2010
5. Communication regarding the status and outcome of your application will be made via e-mail.
6. **The closing date for completed applications is 10am, on Monday, 16th May, 2016.**
7. **Interviews will be held on Thursday, 26th May 2016.**

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.

Security Checks

The successful candidate will be required to complete an enhanced Disclosure and Barring Service (DBS) check.

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.

April 2016