



Programme Director, Margaret Thatcher Scholarship Trust

Background

Somerville College has established the Margaret Thatcher Scholarship Trust (MTST) to create scholarships that will enable outstanding students to benefit from the unique education and intellectual environment that is offered by Somerville and Oxford.

The Thatcher Scholarships will be open to all, at undergraduate and postgraduate level, regardless of the subject of their course. The aims are:

- To foster academic excellence
- To support individuals who have a determination to succeed and
- To equip them to excel in their chosen field.

Thatcher Scholars will receive fully funded scholarships (to cover fees and living costs), giving them the opportunity to graduate from Oxford free from debt. The first scholarships will be awarded in 2016/17; the number of scholarships available is expected to grow in the coming years.

Scholars will participate in a Development Programme, which will be tailored to their individual needs and goals. The College also intends that all students at Somerville should have access to many of the opportunities provided by the Programme.

Programme Director Role - Overview

Somerville is now seeking an exceptional individual to become the first Programme Director of the MTST and create an internationally recognised scholarship scheme. The Programme Director will develop a rich programme of events designed to unlock the potential of students – not only Thatcher Scholars, but all students at Somerville - and equip them to excel.

The post is subject to funding and the initial period of appointment will be for three years, with the possibility of extension for a further three years, subject to further funding and to further developments in the scholarship scheme. The probationary period will be six months.

The post is part-time, equivalent to three days per week. A 'buy-out' of the time of an existing post-holder from Somerville College or from the University of Oxford may be considered.

The post is available from January 2017. An earlier start date may be available by mutual agreement.

The successful applicant will be required to provide proof of his or her entitlement to work in the UK before taking up the appointment.

The Programme Director will report to the Principal. S/he will also be required to report regularly to /the Margaret Thatcher Scholarship Trust Committee and Somerville's Governing Body on the achievement of objectives.

Salary and Benefits

- Salary in the range of **£25,492 to £29,538** for 3 days per week (*£42,488 to £49,230 Full Time Equivalent*)
- Generous benefits including contributory membership of a group personal pension scheme and 33 days holiday (pro-rata) per annum (including bank holidays).
- In order to fulfil the duties of the post, the successful candidate will be elected as a full member of the Senior Common Room (SCR).
- The full terms and conditions of appointment will be confirmed to the successful applicant.

Administrative Support

Part-time administrative support will be available to the Programme Director.

Job Description and Selection Criteria

The **key responsibilities** of the Programme Director will be:

- i. To mentor and support the Thatcher Scholars.
- ii. To devise, adapt and oversee the menu of activities and events that will constitute the Development Programme for Thatcher scholars and other Somerville students.
- iii. To hold delegated responsibility for the Development Programme budget, managing it according to College standards and reporting regularly to MTST Committee on expenditure.
- iv. To establish partnerships with individuals and organisations who can provide development opportunities to a high standard.
- v. To create new personal development opportunities where necessary, drawing on his/her experience and networks to deliver these. To work with fellows to devise the academic components of the Development Programme.
- vi. In partnership with tutors, to support and challenge Scholars to identify their development needs and to create tailored plans to address these. To evaluate

- progress against these plans and adapt them, holding regular meetings with Scholars.
- vii. To encourage reflection on progress by Scholars, by providing feedback and supporting them to prepare reports at the end of each year.
 - viii. To publicise the scholarships to potential undergraduates and postgraduates within the UK and internationally, working with colleagues within Somerville and the wider University.
 - ix. To participate in the process for awarding scholarships to undergraduates (Home/EU and overseas). To publicise the postgraduate scholarships to relevant University departments/faculties.
 - x. To develop ways of evaluating the impact of the Scholarship Programme.
 - xi. To prepare plans for establishing an alumni network of Thatcher Scholars.
 - xii. To assist the Development Office in fundraising for the Scholarship Programme.

Selection Criteria

The successful candidate will possess the following skills, experience and personal qualities:

- i. Ability to carry out the responsibilities detailed above to a high standard.
- ii. Experience of developing others to unlock their potential.
- iii. Skills and sensitivity to mentor others, including an awareness of the needs of high achieving students and a commitment to supporting and inspiring academic excellence in all students.
- iv. Experience of developing and running a high profile, demanding programme of work to an exceptionally high standard.
- v. Track record of working at a senior level and in partnership with others to deliver results.
- vi. Strong intellectual skills, with the ability to work closely with senior academics and other colleagues within the College and wider University.
- vii. A high level of personal motivation and excellent organisational skills.
- viii. Excellent written and oral communication skills in English.
- ix. Excellent interpersonal, influencing and team-working skills.
- x. Ability to prioritise requirements and prepare and manage a budget.
- xi. Educated to degree level or having the skill and competence equivalent to those required of the post holder.

Application Process

Application is by CV and covering letter, which must set out how you meet the selection criteria above. Applications should be sent by email to human.resources@some.ox.ac.uk quoting reference 900235.

Candidates must also provide details of 2 referees who are able to comment on their skills and experience. Please ask referees to send references by email directly to human.resources@some.ox.ac.uk by the closing date.

The closing date for applications is 10am Monday, 8th August. Applications and references received after this date may not be considered.

Interviews will be held in Oxford on **Friday 23 September 2016.**

The members of the interview panel will be:

Dr Alice Prochaska (Principal)

Professor Richard Stone (Chair of the MTST Committee)

Professor Stephen Weatherill (Fellow of Somerville and MTST Trustee)

Dr Steve Rayner (Senior Tutor)

Ms Sara Kalim, Director of Development

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

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

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.

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:
assess the candidate's medical capability to do the job for which they have applied:
determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
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.

May 2016