



Part-Time Access and Outreach Support Officer

Ref: 900285

We are seeking an experienced, well organised administrator to support Somerville's access and outreach activities which help the College to attract the widest possible field of student applications, particularly from under-represented groups. The post holder will assist the Access and Outreach Officer in organising and evaluating Somerville's access and outreach work including planning, organising and evaluating events, being the key contact for queries and communications and creating and maintaining efficient administrative systems for recording and tracking access and outreach activities.

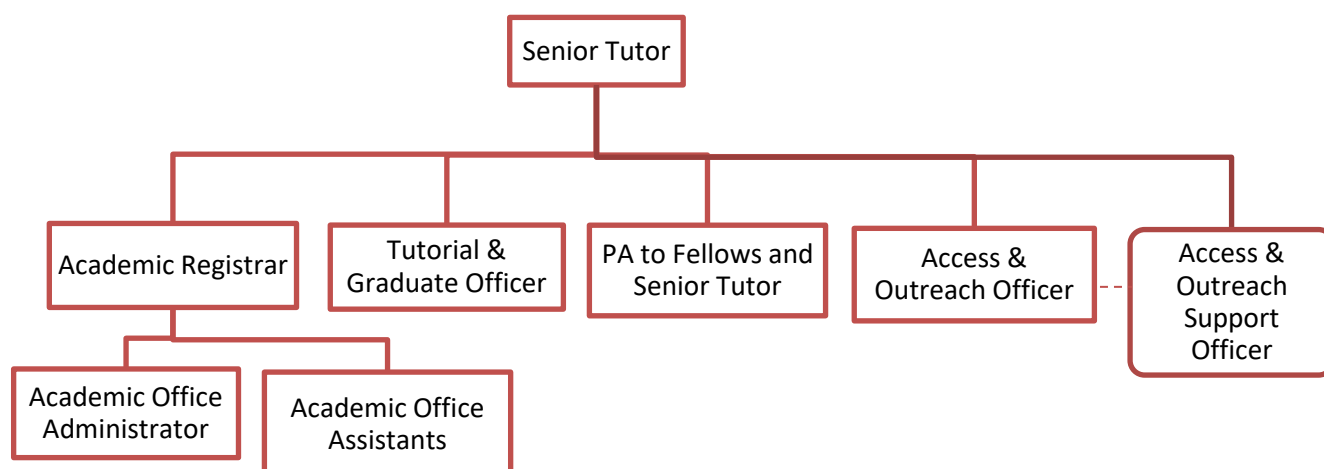
The ideal candidate will have excellent communication skills, including accurate written and spoken English, have very good IT skills and will be willing and able to work flexibly within a small team. An understanding of the Oxford admissions process and/or of studying at Oxford and an interest and awareness of issues surrounding widening access and participation at Oxford would be an advantage but is not essential.

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. We currently have approximately 550 undergraduate and graduate students, many of whom live on site, and around 270 academic and support staff. The undergraduate body includes a higher than average proportion of state-school students.

The Academic Office is central to the student life of the College and provides support for all aspects of student's academic and pastoral needs, including support for the Fellows and Lecturers. The Access and Outreach Support Officer will be part of this busy and friendly team headed by the Senior Tutor who is responsible for all academic matters in College.

Academic Office Organisation Chart



For further information about the College, please visit www.some.ox.ac.uk

Job Description

Main Duties

Administrative Support

- Be a point of contact for enquiries about access/outreach activities (e.g. school visits)
- Assist the Senior Tutor and Access Officer with planning and prioritising access and outreach events.
- Work with internal colleagues to organise logistical arrangements for events held at Somerville.
- Prepare programmes, schedules attendee lists, evaluation/feedback forms and all manner of related preparatory material for in-house and offsite access and outreach events
- Assist the Access Officer with the preparation of presentations, handouts and other material for events as needed.
- Help to organise the College Open Days, and contribute to the organisation of other college-wide and/or development-related events.
- Assist the Access Officer with the delivery of major events, as required.
- Create and maintain efficient administrative systems to plan and record access and outreach events.
- Carry out evaluations of all access activities undertaken by Somerville, preparing appropriate reports to feedback to colleagues as needed.
- Help to organise and record the activities of the Student Ambassadors Scheme to harness the contributions of Somerville students to widening participation and access activities to maximum effect.

Communications

- Maintain regular contact with school teachers and students in Somerville's designated link regions and the Higher Horizons+ network, assisting the Access Officer with planning visits and communications as needed.
- Through planning and administering a range of activities, strengthen our communication with our key constituencies of prospective and current students.
- Liaise with Fellows and other members of the College in order to coordinate and support their access activities and keep them apprised of current projects.
- Work closely with the Communications Officer to publish appropriate news from the college in the media, including the College's website and social media, on a regular basis.
- Coordinate the advertising and promotion of events and access/outreach initiatives via a range of media to internal and external audiences
- Liaise with the University Undergraduate Admissions Office and colleagues at other colleges to assist with planning and implementing new initiatives which maximise the impact of Somerville's access programme.

General

- This is a new post and it is anticipated that the duties will evolve over time. The post holder must be willing to undertake other reasonable duties as required/requested.
- As part of a small team, be willing to help with other administrative duties within the department if needed, particularly during busy periods or in cases of staff absence.

Person Specification

Essential

- Experience of working as part of a team in a busy office environment, producing high quality work to set deadlines
- Educated to “A” Level , or with equivalent competence gained through relevant work experience
- Well organised, with excellent time management skills
- Excellent communication skills, including accurate written and spoken English, and the ability to communicate highly effectively by telephone, e-mail and in person in a confident and professional manner with people at all levels
- Ability to prioritise workload appropriately , and use initiative when required
- Ability to work accurately and pay attention to detail
- Very good IT skills appropriate to a Windows-based office, including manipulating spreadsheets, handling databases and managing email
- Able to work with confidentiality, tact and diplomacy
- Ability to work flexibly within a small team that covers a wide range of activities
- Prepared and experienced in taking on new tasks and learn new skills/systems
- Willing and able to take a flexible approach to duties, including working some occasional additional hours if required

Desirable

- Experience of working for a University and/or in a customer service environment
- Experience of planning and administering small to medium scale events
- Ability to use websites and social media in a work context to communicate news and promote events
- An understanding of the Oxford admissions procedure and of studying within the Collegiate University.
- An awareness of issues relevant to higher education, especially widening access and participation

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 of 17.5 hours per week. The appointment will be made subject to (i) satisfactory employment checks as detailed under 'Pre-Employment Screening'; and (ii) satisfactory completion of a six-month probationary period.
Salary	<p>The starting salary will be £11,438 which equates to 12.57 per hour and is aligned to Band 5 of the Somerville College pay spine which has a full time salary range of £22,876 to £25,728.</p> <p>Upon successful completion of a six-month probationary period, the salary will be 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.</p>
Hours of Work	The actual hours of work will be agreed with the successful candidate but it is hoped that the successful candidate will spread their working hours evenly across Monday-Friday.. Some flexibility with working hours will be required on occasions in order to meet the demands of the post.
Holiday Entitlement	Support staff are entitled to 35 days of paid leave per annum (rising to 38 days), inclusive of eight public holidays. Agreed College closure days and bank holidays taken are deducted from the total leave entitlement.
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 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.
Childcare	Somerville runs a small on-site Nursery and further details can be found at http://www.some.ox.ac.uk/living-here/st-pauls-nursery/
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

The closing date for completed applications is 10am on Thursday, 15 February 2018

Your application should comprise

- A completed application form (including a personal statement and details of at least 2 referees)
- A curriculum vitae (CVs submitted on their own will not be considered)
- An Equal Opportunities Monitoring Form

Email your completed application form to: recruitment@some.ox.ac.uk please quote vacancy reference 900285 in the heading

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 to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Communication regarding the status and outcome of your application will be made via e-mail.

It is planned to hold interviews in Oxford on Tuesday, 27 February 2018

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.

January 2018