



Part-Time Communications Manager (Fixed Term 3 Years)

Ref: 900289

We are seeking a candidate with the vision to take the lead in developing and implementing the College's communications strategy, with a particular focus on digital strategy, to align our communications work to the College's strategic plan. This is a new role, subject to funding, and continuation beyond the fixed term will be subject to availability of ongoing funding.

You will report to the Principal in developing the College's communications agenda and will be supported in your work by a full time Communications Officer. You will be responsible for heading up our newly created Communications Office, managing the delivery of all the College's communications and publications work across all media, including social media, and you will manage the College's relations with the media.

You will work very closely with the Director of Development and her team in delivering a successful alumni and fundraising communications programme, building on the team's amazing fundraising successes so far and ensuring the success of their future plans. The Communications team will also work closely with Academic Office in order to help Somerville publicise itself and the achievements of its academic Fellows effectively to potential applicants, especially to those who might not otherwise consider applying to Oxford.

About Somerville College

As a college Somerville is a friendly and diverse community 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.

We are lucky to have an 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.

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

Job Description

Main Duties

- Work with the Principal and Development Director to develop the Communications Agenda
- Manage the delivery of the Communications Agenda through effective administration, project management, research and the development of internal and external networks
- Manage the Communications Officer
- Manage relations with the media
- Identify areas where support offered to Fellows, students and staff of the College in communications matters can be improved
- Oversee the production of online and print material for current members of the College, alumni and external audiences
- Liaise with the Development Office and Principal's Office, and other departments as required, to identify areas where communications support can be developed
- Develop the social media strategy for the College and the use of social media in College
- Manage the development and maintenance of the College's website
- Act as the central point of contact for the College in communications matters, including in emergency situations

Person Specification

Essential

- Working in a senior communications or public relations role
- Designing and delivering communications content in line with strategy
- Experience of managing staff
- Demonstrable professional experience of having responsibility for delivery of social media and online materials, including filmed content
- Writing for online and/or print publications
- Overseeing the production of print publications
- Educated to degree level, or with equivalent competence gained through relevant experience
- Excellent written and verbal communication skills in English
- Excellent visual and design sense
- A high level of attention to detail
- Strong interviewing skills
- The ability to prioritise and plan effectively and manage a variety of simultaneous demands in a timely and organised manner
- 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
- Familiarity with professional design software
- Quick, creative and lateral thinking, with the ability to translate ideas into action
- Able to be flexible with working hours in order to meet the demands of the post

Desirable

- Working in an academic or comparable institution
- Working with the media
- An interest in Higher Education

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 fixed term, part-time post. 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. The post will be reviewed after three years and may be extended subject to ongoing funding.
Salary	<p>The annual salary will be aligned to Band 8 of the Somerville College pay spine which has a full time salary range of £36,613 to £42,418. The actual salary will be determined on a pro rata basis according to the agreed contractual hours.</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 post is being offered on a part time basis of 0.5 FTE. The College is willing to consider applications from suitably qualified and experienced applicants who would prefer a slightly different FTE. (Please note there is not sufficient funding for this post to be offered on a full time basis.) Please indicate your preference in your application. 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

1. Download the Somerville College application form from the College website at www.some.ox.ac.uk/jobs
2. **Email your completed application form to the Human Resources Manager at: recruitment@some.ox.ac.uk stating vacancy reference 900289**
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 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, separately from your application to:

Equal Opportunities Monitoring
Human Resources Department
Somerville College, 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 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.
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, 12 February 2018**
9. **It is planned to hold interviews in Oxford on the afternoon of Tuesday, 20 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