



Access and Outreach Officer

Ref: 900315

We are seeking someone with excellent interpersonal skills who can engage, influence and motivate people at all levels to lead our Access and Outreach provision during an exciting time in its development. The College is highly committed to expanding the scope and impact of its outreach activities and the post holder will have a key role in shaping our current and future programmes.

Reporting to the Senior Tutor, the Access and Outreach Officer will develop and implement access and outreach programmes for Somerville that help the College to attract the widest possible field of student applications, particularly from under-represented groups. They will be assisted by a full-time Support Officer and work closely with all members of the College community to organise and publicise events and evaluate their success.

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 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.

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 their own workload and able to adopt a flexible approach to the delivery of working hours which may include occasional overnight stays.

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

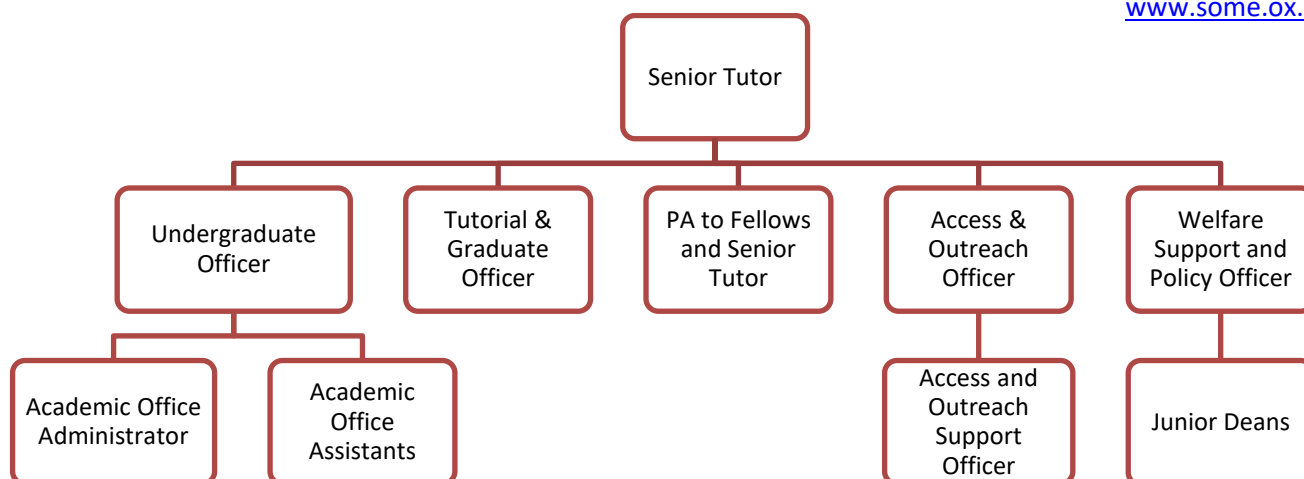
About Somerville College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international Oxford colleges that admit undergraduate and graduate students. We currently have approximately 600 undergraduates and graduates, many of whom live on site, and around 270 academic and support staff. The undergraduate body at Somerville has a similar proportion of state-school students to the University. Somerville shares the University's ambition to further diversify its undergraduate population. Increasing access to Oxford for people from currently underrepresented backgrounds is a strategic priority and this post is a key component of the College plan for addressing the deficit.

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 Officer will be part of this busy and friendly team.

Academic Office Organisation Chart

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



Job Description

Main Duties

- Work with the Senior Tutor to develop a strategy for Somerville's Access and Outreach activity, including a strategy for evaluation which will allow decisions to be made about the effectiveness of individual initiatives.
- Organise events/presentations both at Somerville and in schools/6th form colleges to encourage participants to learn more about Somerville and to consider applying to Oxford (and to university generally).
- 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, Kingston-upon-Thames, the Forest of Dean, Staffs and Stoke).
- In conjunction with Communications, take responsibility for access-related marketing material such as the College brochure, t-shirts for student ambassadors, bags, balloons, banners etc.
- Report regularly to Education Committee and Governing Body on Access activities and issues.
- Allocate funding available for reimbursement of travel/teaching cover expenses to enable teachers and students to visit Somerville.
- Be the main contact point for enquiries about access/outreach activities (e.g. school visits)
- Organise College Open Days-
- Recruit, train and manage the Somerville Ambassadors Scheme to harness the contributions of Somerville students to widening participation and access activities to maximum effect.
- Act as designated safeguarding officer particularly for residential events.
- 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, regular reports on activity.
- Work with the University Undergraduate Admissions Office and colleagues at other colleges to maximise the impact of Somerville's access programme.
- Line manage Access and Outreach Support Officer.
- Undertake other reasonable duties as required/requested.

Selection Criteria

Essential

- Educated to degree level, or competence gained through equivalent qualifications or relevant experience
- Developing and delivering effective communications strategies and materials, including giving presentations
- Excellent interpersonal skills with demonstrable ability and confidence to engage, influence and motivate at all levels and ages
- Ability to work collaboratively within small teams but also able to work without direction
- Excellent time management and organisational skills
- 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
- Understanding of and ability to use social networking sites as a communications tool
- Knowledge of safeguarding regulations
- Sympathy with the aims and ethos of Somerville College
- Self-motivated with evidence of maturity and good judgement.
- Able to travel within the UK and attend evening and weekend events
- Able to be flexible with working hours to meet the demands of the post, including evenings and weekends

Desirable

- Relevant experience of working with schools and students, or working with young people, preferably in a widening participation context
- Experience of studying at a high demand university
- Experience of managing or supervising team members
- An understanding of the Oxford admissions procedure and of Oxford University through personal experience
- A current full, valid UK/EU driving licence

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 and satisfactory clearance from the DBS as detailed below.
Salary	<p>The starting salary will be £13,513 which equates to £14.85 per hour and is aligned to Band 5 of the Somerville College pay spine which has a full time salary range of £27,025 to £30,395</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. 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 a full time equivalent of 36 days of paid leave per annum 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 Monday, 14 January 2019

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 documents to: recruitment@some.ox.ac.uk please quote vacancy reference 900315 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 anticipated that interviews, in Oxford, will be held in the week of 21 January 2019.

Equal Opportunities

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 2018 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 and register with the online update service. Further details will be provided on appointment.

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.

November 2018