



Head of Communications

(Permanent, part-time 0.5 or 0.6FTE)

(Ref 900406)

We are seeking a candidate with the vision and drive to take the lead in developing and implementing the College's communications strategy, with a particular focus on digital communications.

This will align our communications work to the College's strategic plan, which has an emphasis on widening our outreach to students from groups that are currently under-represented and strengthening our academic excellence.

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

About us

We are a forward-looking and adventurous College with a reputation of openness and inclusiveness. Somerville is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and is a friendly and diverse place that provides access to research, learning and the pursuit of excellence in all that we do. With a student body of around 600 and nearly 300 academic and support staff, we take great pride in our pioneering history, academic excellence, and our social and intellectual openness. Please visit www.some.ox.ac.uk for more details.

Informal queries about the post from those interested in applying are welcome. Please email the HR team (human.resources@some.ox.ac.uk) to arrange this.

What you will do:

- 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 and act as the central point of contact, including in emergency situations
- 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

What we are looking for

Essential

Experience of:

- working in a senior communications or public relations role, designing and delivering communications content in line with strategy;
- managing staff;
- professional responsibility for delivering social media, online and filmed content;
- writing for and overseeing the production of online and/or print publications;
- using professional design software;

Qualifications, skills, attributes:

- educated to degree level, or equivalent competence through relevant experience;
- excellent written and verbal communication in English with strong interviewing skills;
- exceptional visual and design sense and a high level of attention to detail;
- the ability to prioritise and plan effectively and manage a variety of simultaneous demands in a timely and organised manner;
- good understanding of issues relevant to higher education, especially widening access and participation and fundraising communications;
- quick, creative and lateral thinking, with the ability to translate ideas into action;
- a flexible attitude towards work and hours in order to meet the demands of the post

Desirable

- Previous experience of work in an academic or comparable institution and/or in the media
- An interest in Higher Education and Oxford in particular.

What we offer

Duration	This is a permanent, part-time post and applications to work at 0.5 or 0.6FTE are welcomed. Appointment will be subject to pre-employment checks as listed below and successful completion of a 6-month probationary period.
Salary	£19,008 – £26,427 depending on skills, experience and the agreed working pattern. Aligned to Band 8 of the support staff scale (full-time range of £38, 017 to £44, 045)
Hours of Work	Working hours will be agreed on appointment, based on a full-time, 35-hour week.
Holiday	Pro-rata of 38 days per year inclusive of 8 public holidays.
Pension	Contributory Group Personal Pension scheme (subject to requirements).
Life Assurance	Free life assurance for the duration of employment (subject to age requirements).
Meals	Meals on duty, free of charge.
Sick Pay	Six weeks (pro-rata) at full pay, calculated in any rolling twelve-month period.
EAP	Confidential 24/7 advisory and counselling service.
Childcare	A small on-site Nursery. Details available from www.some.ox.ac.uk/st-pauls-nursery
Training	Staff will be encouraged to undertake any relevant training to enhance their work and financial support may be provided where appropriate.
Parking	Unless related to a disability, we are unable to offer parking.

Full terms and conditions will be provided in writing to the successful candidate. The information above is for guidance only and does not constitute the contract of employment.

How to apply

Please email recruitment@some.ox.ac.uk with a completed application form (including a personal statement and details of at least two referees) and curriculum vitae.

It would also be helpful if you could complete an Equal Opportunities Monitoring form and email it separately from your application to human.resources@some.ox.ac.uk

All communication with you will be via e-mail.

The closing date for completed applications is 12noon on Wednesday, 12 February 2020

Interviews will be held in Oxford as soon as possible after the closing date.

Equal opportunities

Completion of the equal opportunities monitoring form is voluntary. Information collected does not form part of the selection process and is not circulated to the panel. Data collected helps us meet our statutory duties. Our policy is to afford equal opportunities within employment to all, determined only by personal merit and the application of criteria related to the duties and seniority of the post. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant will be treated less favourably than another because of any protected characteristic. Where possible, 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 General Data Protection Regulations 2018 and the College's Data Protection Policy (available via www.some.ox.ac.uk)

Pre-employment screening

Employment with the College will be conditional upon satisfying the requirements below.

1. Eligibility to work in the UK

Documentary evidence of the right to work in the UK is required **before** employment can commence. 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. When requested, you will need to provide **original** documents to prove your right to work in the UK. Where any documents are not in English a certified translation will be required.

2. References

Please provide details of two referees. These should have direct experience of your work through working closely with you for a considerable period. Where possible, at least one should be your manager from your most recent job. References from family members will not be accepted. Referees will be asked to confirm details of your previous employment. **Please state clearly if you wish to be contacted before a referee is approached as we may contact them at any stage.**

3. Medical fitness

Employment will be conditional on confirmation from the University's Occupational Health Service of medical fitness for the post (allowing for any reasonable adjustments in line with provisions of the Equality Act 2010). The purpose of this screening is to assess medical capability to do the job applied for and determine whether reasonable adjustments or aids may be required. It also aims to ensure that the requirements of the job would not adversely affect any declared pre-existing conditions