Further particulars

Chapel Graduate Scholarship or Chapel Junior Research Fellowship
(Three years, fixed-term, stipendiary)

Available from 1 January 2023 or as soon as possible thereafter

We have wonderful opportunity for an enthusiastic, community-minded individual to be a visible presence within the College and play an active role in College life. You will be responsible for organising a comprehensive programme of chapel events and using your knowledge of student life at Oxford to help administer a range of activities designed to support and engage our students, such as regular Wellbeing classes. As part of the wider college community you will also be involved in supporting the many events and initiatives we provide for alumni, staff and visitors as well as our own students and those from other Colleges.

It is envisaged that the role is suitable for an Oxford doctoral student without full funding or an unfunded post-doc who has recently completed their DPhil. An average of no more than 10 hours per week during each Oxford term will be required to fulfil the duties. The stipend, meals and single accommodation on offer are designed to provide support to a researcher at Oxford with maintenance costs while on course or while in the early stages of their post-doctoral career. You will be a member of the Senior Common Room (SCR).

The post is subject to funding and continuing need and is tenable for a maximum of three years from the date of appointment or upon completion of the post-holder’s DPhil, whichever is the earlier. Candidates must have suitable right to work in the UK.

About us
Somervelle 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, and has an ethos of tolerance, friendliness, diversity, enabling access to research and learning for all, and the pursuit of excellence in all that we do.

With approximately 250 graduate students at Somervelle reading for masters and doctoral degrees and approximately 440 undergraduates reading across a wide variety of scientific, mathematical, social science and humanities disciplines.
More information about the College may be found on our website at [www.some.ox.ac.uk](http://www.some.ox.ac.uk)

**The Chapel**

Somerville was founded as a non-denominational hall, not an Anglican college, and its Chapel was built in the 1930s as an unconsecrated ‘House of Prayer for All Peoples’. This beautiful building at the heart of the college grounds is therefore now used by the whole community in a number of different ways, especially for music, art, drama and activities related to wellbeing.

Amongst these events is a weekly ‘Choral Contemplation’ on Sunday evening, in which a substantial talk is surrounded and supplemented by readings and choral music from the choir. The speakers come from different traditions of culture, politics and faith, or none. It is central to the college’s ethos to be open to as wide a range of such perspectives as possible. In the past a theme has been chosen for each term, and speakers invited accordingly, and it is a key role of the Chapel Director to run this programme.

The Chapel Director also administers the other activities for which the Chapel is used, especially weekly Wellbeing classes such as Yoga and Mindfulness, conducted by professional practitioners, and has a general responsibility for the use of the building by other groups.

**Main duties and responsibilities**

1. Organise the weekly Choral Contemplation on Sunday evenings within full term and arrange for suitable speakers. This involves liaising with the Director of Chapel Music.
2. Organise other events that arise, such as memorial meetings and weddings, although the Chapel Director is not required to conduct these meetings.
3. Encourage, participate in and organise ethical, inter- and non-faith events, which would encourage involvement of people from different traditions and perspectives, across the JCR, MCR and SCR.
4. Be a visible presence within the College community and play an active role in College life. Although the Chapel Director may in practice be consulted by students on welfare matters from time to time, it is not a primary part of the role to be a welfare officer.

**Selection criteria**

1. Able to identify and organise a programme of activities to embrace subjects of interest to the whole college community, especially in the areas of ethics, culture and faith. This will require effective communication and interpersonal skills and the ability to reach agreement with others.
2. Able to work effectively with groups of people from different constituencies and identify ways of bringing these groups together.
3. Willing and able to be a visible presence within the College community and play an active role in College life, including participating in relevant groups and committees (essential).
4. Demonstrable administrative efficiency, so as to be able to run the Chapel building and timetable.
5. An awareness and interest in equality and diversity.
Currently a member of the Collegiate University, such as a postgraduate research student undertaking a DPhil or a post-doctoral researcher having completed their DPhil ideally no more than two years prior to the appointment start date (allowing for any interruptions such as family leave, Covid etc.). Must have an understanding and awareness/experience of the Oxford student experience and the current issues relating to the wider student community

What we offer

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.

<table>
<thead>
<tr>
<th>Duration</th>
<th>This post is subject to funding and continuing need and is tenable for a maximum fixed-term of 3 years from the date of appointment or until completion of the DPhil, whichever is the sooner.</th>
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</thead>
<tbody>
<tr>
<td>Stipend, meals and accommodation</td>
<td>The successful candidate will be entitled to breakfast, lunch and dinner in College whenever the kitchens are open. Single en-suite accommodation will also be provided free of charge. In addition, there will be a small annual stipend of £3,993.</td>
</tr>
<tr>
<td>Hours and location of work</td>
<td>No more than 10 hours per term (0th to 9th week inclusive). The College Chapel is within the College grounds at Somerville College, Woodstock Road, Oxford OX2 6HD. The post-holder will be provided with office space, which may be shared.</td>
</tr>
<tr>
<td>Other benefits</td>
<td>Other benefits include paid annual leave on a pro-rata of 38 days per leave year, enhanced sickness and family leave benefits, membership of a contributory pension scheme and life assurance benefit.</td>
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<tr>
<td>College facilities</td>
<td>The post-holder will have full use of the College facilities including the Senior Common Room, Library and on-site gym. Somerville also has a small, on-site Nursery providing childcare for under 5s.</td>
</tr>
<tr>
<td>Smoking policy</td>
<td>No smoking or vaping is allowed in any part of the College.</td>
</tr>
<tr>
<td>Parking</td>
<td>There is no parking on-site.</td>
</tr>
</tbody>
</table>
How to apply

The closing date for completed applications is

10am (UK time) on 18 November 2022

Your application should comprise

1. A covering letter, addressed to the Principal, setting out your suitability and vision for the role
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. An Equal Opportunities Monitoring form (voluntary)

Please ask two referees (one of whom should have recent experience of working closely with you) to write in support of your application directly to the panel by the deadline.

References should be emailed to recruitment@some.ox.ac.uk

Email you completed application form to: recruitment@some.ox.ac.uk in the heading.

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

Interviews will be held in-person, in Oxford on or around 2 December 2022.

Information for referees
We would be grateful for your comments on the candidate’s suitability for the role based on the selection criteria outlined above. Where applicable, in the case of DPhil supervisors who are providing a reference, it would also be helpful to have your assessment of the candidate’s ability to combine the role with the demands of their DPhil.

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 policies.
https://www.some.ox.ac.uk/privacy-foi/privacy-notice/

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 panels will contain at least one member of each sex.
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. **Documentary proof of right 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.

3. **Medical fitness**
Please note that any offer of employment will be conditional upon receipt of a completed pre employment medical declaration. It may also be necessary to refer the successful candidate to the University of Oxford Occupational Health Service for confirmation 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).

October 2022