Outreach Officer

Further Particulars

Job Title: Outreach Officer
Department: Academic Office
Contract Type: Fixed-term 12 months in first instance
Hours: 37.5 hours per week
Salary: £29,614 to £35,326 pa depending upon experience
Responsible to: Registrar & Director of Admissions (line manager)
Liaison with: STEM Outreach Officer; Admissions Officer

Hertford College is looking to appoint an Outreach Officer to develop, deliver and evaluate the college’s outreach and access work with prospective students, their teachers, and families. The post-holder will also contribute to the development of access and outreach strategy to ensure that the college continues to welcome and support applicants from under-represented backgrounds.

The College

Hertford College (“the one with the bridge”) is a constituent college of The University of Oxford, and a registered charity. Hertford is one of the larger Oxford colleges, with roughly 700 students, two-thirds of whom are undergraduates. The main site lies in the heart of Oxford, occupied from the later thirteenth century by Hart Hall and, from 1740 until 1816, by the first Hertford College; and then, from 1822, by Magdalen Hall which was refounded in 1874 as the second Hertford College.

The Fellowship, which has responsibility for the governance of the college, currently consists of forty fellows, the majority of whom are involved in undergraduate teaching. In addition, thirty lecturers supplement teaching provision, and around 125 members of administrative and domestic staff coordinate and support key activities. Fellows, lecturers and students are drawn from a range of disciplines across the four Divisions (Humanities, Social Sciences, MPLS, and Medical Sciences). Academic and administrative offices are on the main site, as is accommodation for many students, complemented by further accommodation for both graduates and undergraduates at various other sites around Oxford.

The college has a reputation for being both progressive and friendly. It was one of the first colleges to go mixed, and the ratio of female students to male remains comparatively high. For over 50 years, Hertford has championed access for students from backgrounds under-represented at Oxford, and this continues to be the focus of our outreach work.

Further information about the college is available at http://www.hertford.ox.ac.uk.
The Academic Office

The Academic Office is a busy, friendly and close-knit team, responsible for all aspects of the college’s academic administration, from pre-admissions outreach activities to graduation. The members of the Academic Office work under the overall direction of the Senior Tutor, an academic fellow who exercises oversight of the college’s academic business. The Senior Tutor works closely with the Registrar & Director of Admissions, who is responsible for the day-to-day management of all activities undertaken by the Academic Office as well as the line management of the senior members of the Academic Office team. The team currently comprises

- Academic Services Manager (Undergraduate Studies) – on-course undergraduate and tuition administration, coordination of disability support, deputises for Registrar
- Academic Officer (Graduate Studies & Visiting Students) – on-course graduate and visiting student administration, Academic Office project work
- Academic & Admissions Assistant – first point of contact, college collections (internal exams), scholarships and prizes, academic funds, committee servicing, support for key academic processes and activities
- Admissions Officer – undergraduate and graduate admissions, graduate scholarships, college open days and offer-holder support
- Outreach Officer – outreach strategy and delivery, focus on work with link regions and widening participation outreach with prospective applicants
- STEM Outreach Officer – outreach strategy and delivery, focus on STEM projects with prospective applicants and wider community
- Director of the Visiting Student Programme – overall direction of the programme, with focus on academic curriculum and partnership liaison.

The Outreach Officer Role

The Outreach Officer will be part of the Academic Office team, but will necessarily also work closely with a range of colleagues from other departments as well as with academic staff and student ambassadors.

Main duties of the role

Outreach

The post-holder will be responsible for implementing and further developing the college’s current access and outreach strategy by

- developing and maintaining links with state schools and colleges in the college’s designated link regions (Essex, Southend-on-Sea, Thurrock, Medway, Peterborough and Camden) and elsewhere, and collaborating with outreach colleagues in other colleges as part of the ‘Oxford for East England’ group (https://www.ox.ac.uk/oxfordforEE);
- coordinating the programme of inbound and online events for schools and colleges, including the design and delivery of event content in collaboration with academic and outreach colleagues, and liaison with domestic departments in the lead-up to and during events;
- coordinating and delivering the programme of outbound visits to schools and colleges in the college’s link regions, and participating in regional HE fairs and other multi-institutional outreach events;
• answering queries from individual students, teachers, schools and colleges;

• working with the STEM Outreach Officer to develop and deliver new programmes and initiatives to support Oxford applicants from under-represented backgrounds;

• working with the Registrar & Director of Admissions to establish an education network for teachers and other education professionals in our link regions and the college’s alumni community;

• organising the recruitment and training of both undergraduate student ambassadors, who run college tours and participate in Q&A sessions, and graduate students, who participate in the delivery of academic workshops;

• evaluating outreach programmes, with the STEM Outreach Officer, producing reports for college committees, and keeping records of all outreach activity undertaken by Hertford on the HEAT database;

• taking responsibility, jointly with the rest of the outreach team, for the outreach pages of the college website, and promoting the college and university via the web and social media, as appropriate;

• providing updates and written and visual content on college outreach work for the college website and other college publications;

• liaising and collaborating with internal and external partners to host and support events for prospective students, including with colleges, departments and charities;

• representing the college at the termly meetings of the inter-collegiate Outreach Forum, and attending the college Academic Committee when outreach work is being discussed.

**Undergraduate Admissions**

The post-holder will

• provide support for the Admissions Officer during the undergraduate admissions process (particularly in late November and December);

• liaise with the Admissions Officer in relation to the recruitment of student ambassadors for the college open days (currently two events in late June/early July, and one in mid-September);

• deal with ad-hoc admissions enquiries throughout the year.

**Other Duties**

The post-holder may be required to undertake other duties at the direction of the Registrar & Director of Admissions.
Person Specification

Candidates from a range of backgrounds are encouraged to apply for this role. The ability to demonstrate possession of the skills and qualities specified below is more important than experience in a similar role.

Essential

- An undergraduate degree;
- Confident and fluent presentation skills, with the ability to engage and motivate an audience;
- Excellent interpersonal and written and oral communication skills, with the ability to deal confidently and appropriately with a wide range of people, including Fellows, college staff, students, teachers and parents, and external agencies;
- Ability to work independently, practically, and resourcefully as a member of a small team – this includes being willing to take ownership of their duties, and possessing the judgement to know how and when to take initiative, and when to refer to others;
- Strong time-management skills, and the ability to plan and manage their own workload;
- Excellent IT skills, including experience of using Microsoft Office (particularly Word, PowerPoint and Excel), email and the internet, and the capacity to pick up other software packages quickly;
- A flexible approach to work, with a co-operative and collaborative attitude and willingness to travel and work irregular hours as the role requires (including evenings and weekends on occasion);
- Commitment to fair access and sympathy with the values, ethos, and objectives of a small, collegiate institution.

Desirable

- A post-graduate qualification; or experience of working in Higher Education or secondary level teaching in the UK; or of working in educational outreach work;
- An understanding of the Oxford admissions process and requirements;
- Sensitivity to the particular needs of students from a diverse range of backgrounds

Terms and Conditions

This is a fixed-term appointment for 12 months in the first instance (pending organisational review), available for an immediate start.

The post is full-time, 37.5 hours per week (1 FTE). The post-holder will need to have a flexible approach to working hours, as there will be particular periods of the year when longer working hours may be necessary, including evenings and weekends (for which time off in lieu will be granted).

The salary will be in the range £29,614 to £35,326 pa pro-rata, depending on qualifications and experience. The post is eligible for membership of the OSPS pension scheme.

Benefits:
Annual leave: The college offers an annual leave entitlement of 28 working days (five to be used for Christmas Closure), plus Bank Holidays, pro-rata for part-time employees. Bank holidays which fall within the full terms of the University of Oxford are normally worked, for which time off in lieu will be given. The holiday year runs from 1st October to 30th September. Additional holiday days are awarded as longer services awards.
Employee Benefits Platform: Free access to thousands of discounts and savings via vouchers, reloadable cards, cashback and online voucher codes.
Free Meal: When on duty, a meal is provided free of charge when the kitchens are open.
**Pension:** The post is eligible for membership of the OSPS Pension Scheme, further details can be found at https://finance.admin.ox.ac.uk/pensions

**Health and Welfare Support:** Employee Assistance Programme. Free annual flu jab.

**Travel Pass Loan:** A discounted travel scheme is available with monthly deductions from salary.

**Cycle to Work Scheme / Bike Loan:** Monthly deductions from salary. On site cycle repair service at discounted rates.

**Sports Facilities:** Access to the University Sport club.

**University Card:** for discounts in shops, cafes and restaurants and University Leisure facilities.

Other staff benefits are outlined on the HR section of the college website: https://www.hertford.ox.ac.uk/and-more/vacancies

The appointment is subject to a probationary period of six months. The college may initiate a DBS check during employment. You may also be required to submit to a medical assessment that is satisfactory to the College, a medical questionnaire will be provided if relevant to your employment.

**Application and Appointment Procedure**

Those wishing to apply for the post should email the following documents to hr@hertford.ox.ac.uk by 9am on the 19th of September 2022.

1. CV (maximum three sides of A4)
2. A covering letter detailing how your experience, skills and qualifications meet the criteria for the post;
3. A completed Employment Application Form (available from www.hertford.ox.ac.uk/about/vacancies).

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the college website www.hertford.ox.ac.uk/about/vacancies). The information collected on the Equal Opportunities Monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the college’s equality policy. Completed forms should therefore be sent to hr@hertford.ox.ac.uk as a separate document, and not contained in the same string as the other application materials.

**Interviews will take place the week commencing 26th September 2022.** References may be sought in advance of any formal offer being made.

Candidates must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Regrettably, the college is not able to sponsor applicants for a UK work visa for this post.

The position may be discussed further with the Senior Tutor, Claire.vallance@hertford.ox.ac.uk

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data. This Privacy Notice can be found on our website at this address: https://www.hertford.ox.ac.uk/privacy.

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