Communications Officer

Further Particulars

Job Title: Communications Officer
Hours: 22.5 hours per week (0.6 FTE)
Salary: £29,614 to £35,326 pa pro-rata, depending on qualifications and experience
Contract Type: Permanent
Reports to: Director of Development with a dotted line to the Principal

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 Communications Officer role

The Communications Officer will work closely with the Principal, Director of Development and other College Officers to develop and deliver an effective communications strategy for Hertford College. You will lead the college’s external and internal communications, including the college website, social media and publications, and act as a source of communications expertise for Fellows, students and staff.

This is an exciting time to join Hertford as we approach the 150th anniversary of the refoundation of the college. The Principal, Tom Fletcher, joined the college in 2020 and recently announced Hertford’s
vision for the next ten years, which includes ambitious building projects and a continued commitment to access, student support and sustainability.

The ideal candidate will bring excellent interpersonal skills and the capacity to build relationships at all levels, both internally and externally, as well as an enthusiastic and creative approach. You will be proactive and motivated, willing to act on your own initiative and knowing when to involve others. In return, you will be part of a friendly and welcoming community, where you will have the opportunity to make a real impact.

**Main duties of the role**

- Editorial oversight and responsibility for the college website and associated blogs: ensuring website content is kept fresh and engaging; working with college members to provide written and visual content for new areas and those which require updating; and monitoring analytics.

- Devise and coordinate the creation of new digital materials as required, including videos, podcasts, and photography.

- Write, edit, and proofread a range of communications for broad audiences, including news articles for the college website.

- With the Principal and Director of Development, develop a new communications strategy.

- Work with the Principal and Development Office to organise special events such as talks and lectures: liaising with speakers, publicising the event, and curating recorded material for future use.

- Working with the Stewardship and Engagement Manager, manage the college's profiles on social media: coordinate the creation and distribution of social media content and campaigns, and analyse impact through analytics.

- With the Principal, draft and coordinate internal newsletters and strategic communications.

- Collaborate with the Development Office to support communications on the Hertford 2030 strategy, and take responsibility for content, editorial oversight, and overall style and voice of the main college publications: the College Magazine, Donor Report, and Bridge Blog.

- Provide assistance to College Officers and departments with the development and maintenance of internal communications, as required.

- Act as a brand ambassador, ensuring that all departments are briefed and supported on using the college’s visual identity and style guidelines.

**Other Duties:** The post-holder may be required to undertake other duties, under the direction of various College Officers.
Person Specification

**Essential**

- An undergraduate degree or equivalent professional experience
- 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 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 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**

- Experience of developing or contributing to a communications strategy for an organisation
- A proven track record of writing and editing for print and the web
- Experience of producing and editing online materials, including film and audio content, and of using desktop publishing packages
- Prior work experience in the Higher Education sphere and/or in a small organisation

**Terms and Conditions**

This is a permanent appointment, available for an immediate start.

The post is part-time, 22.5 hours per week (0.6 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

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 12noon on Friday 11th November 2022.

1. CV (maximum four 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 on Friday 25th November 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 Principal, by arrangement with his EA (dannie.godfrey@hertford.ox.ac.uk), or with the Development Director (frances.wheare@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.

Hertford College is an Equal Opportunities Employer