Job Title: STEM Outreach Officer  
Department: Academic Office  
Hours: Part-time, 18.75 hours/w (0.5 FTE)  
Salary: £32,332 to £38,205 pa pro rata (depending upon experience)  
Contract Type: 2 years fixed term in the first instance  
Responsible to: Registrar & Director of Admissions (line manager)

Hertford College is looking to appoint a part-time STEM Outreach Officer (0.5 FTE). This post is designed to continue the development and management of our STEM (science, technology, engineering and maths) projects for both local communities and our link schools and colleges. It is offered as a 2 year, fixed-term appointment in the first instance, with the possibility of renewal.

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 originally all-male colleges to admit female students, 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.

Hertford began to formalise its outreach work in early 2013, and is now one of the more active colleges, typically running over 100 events and activities a year with school and college groups. The majority of our outreach work is focused on widening access (that is, working with students from less-privileged backgrounds who have a realistic chance of applying to Oxford and other competitive universities), though we also participate in general widening participation activities and subject-specific recruitment events.

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

The small, busy, and friendly Academic Office is responsible for all aspects of the college's academic functions, from pre-admissions outreach activities to graduation. The members of the Academic Office work under the direction of the Registrar & Director of Admissions, who manages academic and admissions operations and on-course student matters as well as academic aspects of college governance. The Registrar works closely with the Senior Tutor, an academic fellow who exercises oversight of the college's academic business particularly as it pertains to undergraduate education; the Tutor for Graduates, an academic fellow who oversees graduate student matters; and the Dean, an academic fellow who oversees welfare matters for all students.

The team comprises:

- Academic Services Manager – on-course undergraduate and tuition administration, coordination of disability support, deputises for Registrar
- Academic Officer – on-course graduate and all visiting student administration
- 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
- Academic & Admissions Assistant – first point of contact, supporting key academic processes and activities
- Director of the Visiting Student Programme – overall direction of the programme, with focus on academic curriculum and partnership liaison.

The STEM 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 individual Fellows, graduate students, and undergraduate student ambassadors. The STEM Outreach Officer will also work with their counterparts at Balliol College and Wadham College as part of the Oxford for East England consortium.

The STEM Outreach Officer Role

This post is intended to offer an opportunity for the holder to organize a range of outreach activities and associated administration. The post-holder will assist in refreshing and implementing the college's outreach and access strategy, with a particular focus on STEM projects. The college's STEM outreach work is intended to complement the subject outreach work already undertaken by outreach officers and academics in the MPLS and Medical Sciences Divisions. The STEM Outreach Officer will maintain and develop new STEM outreach initiatives and undertake responsibility for evaluating and reporting on STEM outreach strategy implementation. They will also help coordinate incoming and outbound visits, including planning and delivering event content.

Main duties of the role

The post-holder will be responsible for implementing the college's current access and outreach strategy, with a focus on STEM programmes, by
• Developing and maintaining programmes that encourage young people from traditionally under-represented groups to engage with science content outside their school curriculum, and to consider studying STEM subjects at Oxford and in further and higher education in general;

• planning, organising and delivering inbound and outbound visits for schools and colleges, including content for STEM subject taster sessions;

• developing and maintaining links with schools and colleges in the college’s designated target regions (currently Essex, Southend-on-Sea, Medway, Camden and Peterborough), and elsewhere as appropriate;

• working with the Outreach Officer to develop Hertford’s education network for teachers and other education professionals in our link regions and the college’s alumni community;

• recruiting and helping to train STEM graduate students and other early career academics, who participate in the delivery of academic workshops;

• participating in regional HE fairs and other multi-institutional outreach events, and preparing and distributing outreach literature, and answering queries from individual students, schools and colleges;

• supporting Fellows’ outreach activity, and working with the Outreach Officer to keep records of all outreach activity collectively undertaken by Hertford;

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

• liaising and collaborating with other colleges, departments, internal outreach programmes, and external outreach organisations, to host and support events for students visiting Oxford;

• attending the termly meetings of the inter-collegiate Outreach Forum.

Other Duties

The post-holder may be required to undertake other duties at the request of the Registrar and Director of Admissions, and to provide cover for colleagues in the Academic Office in the event of absence.

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 in a STEM subject (science, technology, engineering or maths); applications would also be considered from candidates with an undergraduate degree in a related subject with a strong scientific or mathematical component;

• 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

• A postgraduate qualification in a STEM (or related) subject;
• Experience of educational outreach work, either from the perspective of secondary or higher education;
• 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 2 years in the first instance, available immediately.

The salary will be £32,332 to £38,205 p.a. pro-rata, depending on skills and experience. The post is eligible for membership of the USS pension scheme.

The post is part-time, 18.75 hours per week (0.5 FTE). The post-holder will need to have a flexible approach to working hours, as many events will be held outside these times. Frequent travel away from Oxford will be required as part of the programme of outbound outreach events. There will be particular periods of the year when longer working hours may be necessary (for which time off in lieu will be granted).

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 or USS 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 **12 noon Monday 6th November 2023**

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 13th November 2023.** References will only be taken up for the successful candidates.

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 Registrar and Director of Admissions (registrar@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**