Access and Outreach Coordinator

Further Particulars

Regent’s Park College

The University of Oxford comprises 38 Colleges and 6 Permanent Private Halls collectively associated with the academic departments and central offices. Regent’s Park College is the largest of the Permanent Private Halls with about 170 full-time students and 40 who are part-time. These include about 110 undergraduates, 60 plus postgraduates, around 25 candidates on courses for (Baptist) ministry, and a further 15 FTE visiting students who come for between one and three terms as part of their home degree, mostly from the USA and the EU. Undergraduates study on courses in the Humanities and Social Sciences; Postgraduates study on a wide range of courses. About 20 full-time staff and a number of part-time staff provide the academic, administrative, and library resources for the College.

The College occupies an historic site in Oxford on the corner of St. Giles and Pusey Street, an advantageously central location between the Ashmolean Museum and the University’s Radcliffe Observatory Quarter. Regent’s Park College is committed to academic excellence and has a reputation as a friendly and supportive community.

For more information about the College see Appendix 1.

An enthusiastic, friendly, flexible person is sought to join the administrative team of the College to co-ordinate the development of a new phase in Regent’s access and outreach strategy. Regent’s Park College is dedicated to providing equality of opportunity to potential applicants, and contributing to the University of Oxford’s aim that it should attract applications from all individuals with the potential to study here.

Overview of Role

A part-time administrative role equivalent to 1 day per week, averaged across an academic year. The work will not be evenly spread throughout the year: although the main responsibilities of this role will be primarily during school terms, the access and outreach coordinator will be required on, and in the run up to, the three University Open Days.

Job title
Access and Outreach Coordinator

Salary
£4,654 (pro rata £23,272 FTE)

Responsible to
Academic Administrator; finally accountable to the Chair of the Access and Outreach Committee

Liaison with
Members of college, staff in central University offices, faculties, departments, and other colleges, schools, current students

Duties
The duties of the post are subject to regular review as the role develops.

Role Description

The Coordinator will:
1. Be a member of, and act as secretary to, the College’s Access and Outreach Committee (preparing agendas, papers as needed and taking notes of meetings), working with the Chair to develop ideas and initiatives to encourage applications from the widest possible range of appropriately qualified candidates;
2. Coordinate efforts to develop and maintain meaningful relationships with schools, tertiary colleges, teachers and coordinators, charities, and others involved in the promotion of the College and University to potential applicants and those involved in widening participation;
3. Organise and host visits from schools and other groups to Regent’s Park College and Oxford, and facilitate academic and other activities;
4. Coordinate the development and dissemination of online/digital resources, social media presence, and new marketing materials to support access and outreach initiatives;
5. Assist the Chair of Access and Outreach Committee, and the Tutor for Admissions in keeping abreast of national developments in access and outreach and in the development of access and outreach policy;
6. Promote, coordinate and attend University Open Days;
7. Liaise with Directors of Studies and subject tutors on access and outreach matters, keeping them informed about relevant developments in secondary education;
8. Liaise with the undergraduate and graduate access representatives and develop with them a long-term College strategy for access and outreach;
9. Liaise with the College’s Development Office on access and outreach-related funding initiatives;
10. Assist the Academic Administrator during Admissions Week;
11. Maintain records of College outreach activities in the University’s access database and provide appropriate statistics and data about outreach and access activities as requested by the College and University;
12. Develop and consolidate the College’s role in the University’s Outreach Consortia Project, liaising with the Access and Outreach Officer at Jesus College on joint access and outreach initiatives;
13. Liaise with other Colleges (as appropriate), and attend selected University and inter-collegiate committee meetings related to access matters;
14. Liaise with the University’s Undergraduate Admissions Office; with particular attention to College’s participation in the University’s outreach initiatives, including Opportunity Oxford and Foundation Oxford.

Person specification and selection criteria

Essential

1. Graduate or equivalent qualification or experience.
2. Excellent interpersonal, IT, and organisational skills, including the ability to balance demands from different areas.
3. Excellent command of the English language (oral and written), and strong numerical skills.
4. Ability to work unsupervised and to take initiative, and to work calmly under pressure and to meet deadlines.
5. Ability to work co-operatively within a team, and with a flexible attitude towards duties.
6. Ability to work with confidential information in appropriate ways, with due regard to Data Protection legislation and information security.
7. Willing to work flexibly within the fluctuating demands of the University calendar.
Desirable
1. Experience of a University environment.
2. Knowledge of Oxford Colleges and University system/s, undergraduate admissions in particular.
3. Experience of working with 16-18 year olds.
4. Experience of servicing committees.

Benefits
There is a total of 5 days holiday a year, (pro rata of 25 days FTE), plus 8 statutory holidays. Holiday is not normally taken during term time.

Lunch is available free of charge on working weekdays.

Contribution to superannuation may be made either to the Oxford Staff Pension Scheme, or to a private scheme, by preference of the postholder.

Hours of Work
Hours of work are 7 per week (1 days), not including a lunch hour (usually 12.30-1.30 pm), averaged across the academic year. The hours will not be spread evenly throughout the year. Any authorised extra hours will be paid at the equivalent hourly rate or taken as time in lieu by arrangement with the line manager.

Probation period
There is a probationary period of three months during which one week’s notice is required; thereafter the notice period is one month.

Application procedure
There is no formal application form for this post. Candidates should address a letter of application to the Principal’s Personal Assistant, Ms. Fiona Floate, explaining how the applicant believes that they meet the qualifications and criteria specified. Candidates should include a C.V. together with the names of three referees (of which one should normally be from the present or immediate past employer). References will be taken up after a successful interview. Applications should be received by Friday 14 February electronic or hard copy. Interviews will be held in the week commencing 26 February and it is hoped that the successful applicant will be able to commence work in mid-March 2020.

Closing date
Applications to be received by noon on Friday 14 February 2020 Fiona Floate, Regent’s Park College, Pusey Street, Oxford, OX1 2LB; fiona.floate@regents.ox.ac.uk

Interviews
Interviews will be held in the week commencing Monday 26 February 2020.

Equal Opportunities Statement
The policy and practice of the College and the University of Oxford require that all staff are offered equal opportunities within employment and that entry into employment with the University 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 committees will contain at least one member of each sex.
For monitoring purposes we ask that the attached form be completed and returned in a sealed envelope.

**Eligibility to work in the UK**
Applicants who would need a work visa, if appointed to the post, are asked to note that under the UK's new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:
(i) they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English) and
(ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment.
Further information is available at: [https://www.gov.uk/tier-2-general/eligibility](https://www.gov.uk/tier-2-general/eligibility)

**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.** Normally passport with relevant visa, residence permit or EEA ID card suffice. **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.

**Valid NI number**
The College is required by HM Revenue and Customs (HMRC) to have a valid national insurance (NI) number for payroll purposes and we request that a valid national insurance number is provided before commencing employment. If applicants are not currently in possession of a valid national insurance number, they should apply without delay to HMRC. For further information please see the HRMC website at [http://www.hmrc.gov.uk/ni/intro/number.htm](http://www.hmrc.gov.uk/ni/intro/number.htm).

**Appendix 1**

*The nature of the College*

Regent's Park College was founded in Stepney, London, in 1810, incorporating a Baptist Education Society formed in 1752. It became a Permanent Private Hall of the University of Oxford in 1957, with full rights to matriculate undergraduate and postgraduate students in the University and with its Fellows as teaching members of the University Faculties.

The College admits undergraduates to read for the B.A. degree in a range of Arts and Humanities subjects, including and especially theology and religion or a joint degree of philosophy with theology. Other specializations within undergraduate degrees are English, PPE, History, Classics, Law and Geography. It also admits a number of postgraduates each year to read for masters and doctoral degrees in the humanities and social sciences, and a small number of overseas visiting students for one, two or three terms study abroad as part of their home degree.

As a Baptist foundation holding membership in the Baptist Union of Great Britain, an indispensable part of the work of Regent's Park College is the training of candidates for the Baptist ministry in the United Kingdom and abroad, through both residential and church-based courses. The tutorial staff is fully ecumenical in its membership.

Overall, Regent's Park College is concerned to make connections between Christian faith and the social context of our modern world, and it focuses this concern in the *Oxford Centre for Religion and Culture* which is an integral part of the College.