An enthusiastic, friendly, flexible person is sought to join the administrative team of the College to co-ordinate and develop its 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.

**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 [www.rpc.ox.ac.uk](http://www.rpc.ox.ac.uk).

**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** £4,700 (pro rata £23,505 FTE)  
**Responsible to** 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.

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 and organisational skills, including the ability to balance demands from different areas.

3. Excellent IT skills, including handling of social media platforms.

4. Excellent command of the English language (oral and written), and strong numerical skills.

5. Ability to work unsupervised and to take initiative, and to work calmly under pressure and to meet deadlines.

6. Ability to generate innovative solutions in dealing with external factors (e.g. lockdown, social distancing)

7. Ability to work co-operatively within a team, and with a flexible attitude towards duties.
8. Ability to work with confidential information in appropriate ways, with due regard to Data Protection legislation and information security.

9. 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.

The appointment will be made subject to an enhanced Disclosure and Barring Service check.

**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 (equivalent 1 day per week), not including a lunch hour, 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 Access and Outreach Committee, explaining how the applicant believes 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.

**Closing date**

Applications should be received by noon on Friday 23rd September, electronic or hard copy to: PA to the Principal-Human Resources, Kristin Anderson, kristin.anderson@regents.ox.ac.uk; Regent’s Park College, Pusey Street, Oxford, OX1 2LB.

**Interviews**

Interviews will be held on Friday 30th September and it is hoped that the successful applicant will be able to commence as soon as possible thereafter.

**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, all applicants will be asked to complete an Equal Opportunities Monitoring form. The information will remain separate and not used in any selection decisions.

**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 or residence permit with online right to work share code. 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).