Regent’s Park College Oxford

Post
Schools Liaison Coordinator

Overview of the Post

An enthusiastic, friendly, flexible person is sought to join the administrative team of the College. 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. The Schools Liaison Coordinator will work to promote the College to schools and will develop the College’s access and outreach activities.

This is a part-time role equivalent to 2 days (14 hours) per week, averaged across the 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 coordinator will be required on, and in the run up to, the University Open Days (end July, mid-September), at the College Welcome Day (mid-February) and in the run up to Admissions in December.

Job title
Schools Liaison Coordinator

Salary
£9,590 p.a. (pro rata £23,975 FTE)

Hours of work
14 hours/week (averaged over year)

Responsible to
Chair of Access and Outreach Committee

Liaison with
Members of College, staff in University Offices and other colleges, schools, current students

About the College

The University of Oxford comprises 38 Colleges and 5 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 approximately 230 students, equally divided between graduates and undergraduates, plus around 25 candidates on course for Baptist ministry and 15 Visiting Students attending one to three terms as part of their home degree. The College currently has 8 Fellows plus approximately 50 academic, administrative and domestic staff.

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.

Further information about the College can be found in Appendix 1 and at www.rpc.ox.ac.uk.
**Duties and Responsibilities of the Post**

The post-holder will work and coordinate efforts to develop and maintain meaningful relationships with schools, tertiary colleges, teachers and coordinators, charities, and others in order to promote the College and University to potential applicants and to enhance its access programmes. The duties will be subject to regular review as the role develops.

The post-holder will:

1. Organise and host visits from schools and other groups to Regent’s Park College and Oxford;
2. Coordinate the development and dissemination of online/digital resources, social media presence, and new marketing materials;
3. Assist the Tutor for Admissions and Chair of Access and Outreach Committee in keeping abreast of national developments concerning admissions, access and outreach;
4. Promote, coordinate and attend University Open Days;
5. Assist the Academic Administrator in the run up to Admissions;
6. Attend Admissions Working Group, and work under the direction of the Tutor for Admissions in providing information relevant to the admissions process;
7. Be a member of the College’s Access and Outreach Committee, preparing agendas and papers as needed;
8. Liaise with the College’s Development Office on access and outreach-related funding initiatives;
9. Liaise with the undergraduate access representatives;
10. Maintain records of College outreach activities in the University’s access database and provide appropriate statistics and data as requested by the College and University;
11. Develop collaboration with other Colleges as appropriate;
12. Liaise with other Colleges and Departments and attend University and inter-collegiate meetings as appropriate;
13. Liaise with the University’s Undergraduate Admissions Office; including with regard to College participation in University access and outreach initiatives, such as Opportunity Oxford and Foundation Oxford;
14. Train student ambassadors for working on University Open Days.

**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 meet deadlines.
6. Ability to assemble and analyse data on access and outreach material.
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.
10. Understanding of safeguarding procedures in a higher education setting.
11. Willing to work flexibly within the fluctuating demands of the University calendar.

Desirable
1. Knowledge of Oxford University and its colleges.
2. Experience of working with 16-18 year olds.
3. Experience of servicing committees.

Terms and Conditions
- Hours of work are 14 per week (equivalent to 2 days per week, not including a lunch hour) averaged across the year. The hours will not be spread evenly throughout the year, but are expected to vary between 7 and 21 hours per week dependent upon fluctuating demands and can be managed by the postholder flexibly to fulfill the obligations of the role. Flexibility during the admissions process and open days will be required.
- The appointment will be subject to an enhanced Disclosure and Barring Service check. Safeguarding training will be provided by the College.
- Holiday entitlement is 25 days per year plus 8 bank holidays, pro-rata for part-time. Holiday is not normally taken during term time.
- Lunch is available free of charge on working week days when the kitchen is open. The employee will have use of the SCR facilities.
- The employee will be eligible for the Oxford Staff Pension Scheme (OSPS).
- The College offers a health cash plan.
- As a University card holder other benefits are available, including discounts at University shops, free entry to Oxford Colleges, libraries, the Botanical Gardens and Harcourt Arboretum.
- The appointment of the successful candidate will be subject to appropriate pre-employment screening, including right-to-work and references.
- There is a probationary period of three months during one week’s notice is required by either party; 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
Referees will only be contacted after successful interview and with permission of the
candidate.

Applications should be received by **5pm on Tuesday 5th September**, electronic or
hard copy to Kristin Anderson, PA to the Principal-Human Resources,
kristin.anderson@regents.ox.ac.uk: Regent’s Park College, Pusey Street, Oxford OX1
2LB.

Interviews are expected to take place the **week commencing 11th September**.

**Equal Opportunities Statement**
Regent’s Park College is an equal opportunities employer. 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 recruitment monitoring purposes
we ask that an equal opportunities form be completed; this will be sent out on
receipt of an application. The information will remain separate and will not be 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. Applicants must
provide proof of their right to work in the UK before employment can commence. The
Home Office’s list of acceptable documentation can be found [here](http://www.police.uk). Do not include
these documents with your application, they will be requested at the appropriate
point in the selection process.

**Valid NI number**
Employees must have a valid national insurance (NI) number for payroll purposes
and we request that a valid NI number is provided before commencing employment.
If not currently in possession of a valid NI number, applicants should apply without
delay to HMRC. For further information please see the HRMC website at

**Data Protection**
Regent’s Park College is committed to protecting the privacy and security of personal
data. Our [Staff Applicants Privacy Notice](http://www.police.uk) explains what personal data Regent’s Park
College holds about applicants, how we use it internally, how we share it, how long
we keep it and what your legal rights are in relation to it.
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 subjects, including and especially theology or a joint degree of philosophy with theology. Other specializations within undergraduate degrees are English, PPE, History, Classics, Law, Geography and Human Sciences. It also admits a number of postgraduates each year to read for masters and doctoral degrees mainly, but not exclusively, in theology.

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 Christianity and Culture which is an integral part of the College.