

Regent's Park College

University of Oxford



Further Particulars

Job title:	Academic Officer and Schools Liaison Officer
Contract:	Permanent
Hours:	1.0 FTE (possibility of 0.6 FTE / 0.4 FTE split)
Salary:	£30,378 - £32,080 per annum (grade 5 on the University scale)
Reports to:	Academic Registrar

Regent's Park College

The University of Oxford comprises 39 Colleges and 4 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 in the region of 270 mostly full-time students undertaking undergraduate and postgraduate degrees in the humanities and social sciences, candidates in training for Baptist ministry and a cohort of visiting students. 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, including the new Schwarzman Centre. Approximately 70 staff provide the academic, administrative, and library resources for the College. The governance of the College is conducted by the Governing Body, the members of which are the College's charity trustees.

Regent's Park College is committed to academic excellence and has a reputation as a friendly and supportive community. We aim to foster a collaborative and respectful environment which promotes equality, diversity and inclusion and strives to appoint committed and compassionate colleagues to help ensure every student achieves their best.

For more information about the College visit www.rpc.ox.ac.uk.

Overview of Post

To support the growing demands of the Academic Office, the College is seeking to appoint:

- Academic Officer (0.6 FTE)
- Schools Liaison Officer (0.4 FTE).

The roles can be combined into a single full-time position for a candidate with the skills required for both. Alternatively, they may be filled as separate positions.. Full time working hours are 35 hours per week.

The Academic Officer will work as part of a team who are responsible for the administration of academic processes for all students in the College, as overseen by the Academic Registrar. They support undergraduate, postgraduate, visiting and ministerial students from enquiry, admissions, registration, and arrangements for their academic course through to examination results and graduation. They offer support to the Fellows and lecturers in their provision of the students' academic courses, particularly the Senior Tutor, Tutor for Admissions, Tutor for Graduates and Director of Visiting Students. This new Academic Officer role will focus especially on the whole process of admissions for new students.

The Schools Liaison Officer works with the College Officers and external schools to develop the College's access and outreach activities with an aim to attract applications from all individuals with the potential to study here. The post-holder will work to 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 the College's access programmes.

Main Duties and Responsibilities – Academic Officer

- Work as part of the Academic Office to provide a smooth process of admissions for all students.
- Assist the Tutor for Admissions with undergraduate admissions. This will include responding to initial enquiries from prospective students, coordinating open days alongside the Schools Liaison Officer, servicing the Admissions Working Group and organising the undergraduate admissions interview week.
- Assist the Tutor for Graduates with postgraduate admissions. This will include responding to prospective candidates and liaising with Faculties and Departments.
- Assist the Tutor for Pastoral Studies with ministerial admissions. This will include organising interview days and preparing paperwork.
- Work as part of the Academic Office, where appropriate, to support the general academic administration of the College. This may include working with a variety of on-course students and supporting some committees.

Main Duties and Responsibilities – Schools Liaison Officer

- Work as part of the Academic Office to build and maintain links with schools, and organise and host online and in-person access events, programmes, and initiatives.
- Project a positive, enthusiastic and knowledgeable 'face of the college' to teachers and prospective applicants.
- Foster positive engagement from the JCR, working closely with their access representative and supporting the mentoring scheme.
- Coordinate, with others, the organisation of open days, with particular responsibility for logistics.
- Think of new and creative ways to engage potential applicants, including through the crafting of high quality social media content.
- Attend, and contribute to the agendas for, the college's Access & Outreach Committee and Admissions Working Group.
- Work closely with the chair of the Access and Outreach Committee and Tutor for Admissions, and organise information in a manner which is accurate, useful, and easily accessible to them.
- Maintain an up-to-date knowledge of key developments in relevant areas of secondary education culture and policy, as well as in best practice around safeguarding and risk assessments.

Person specification and selection criteria

Essential

1. University degree or equivalent qualification or experience.

2. Excellent interpersonal and communication skills
3. Excellent IT, and organisational skills, including the ability to balance demands from different areas.
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 work co-operatively within a team, and with a flexible attitude towards duties.
7. Ability to work with confidential information in appropriate ways, with due regard to Data Protection legislation and information security.
8. Willing to work flexibly within the fluctuating demands of the University calendar.

Desirable

1. Experience of a University environment.
2. Experience of outreach and working with schools.
3. Experience of generating social media content.
4. Experience of organising events.
5. Experience of servicing committees.
6. Knowledge of Oxford Colleges and University system/s, undergraduate admissions in particular.

Application Process

1. To apply, please submit a CV along with a covering letter explaining how your skills, experience, and qualifications meet the criteria for the post. If you are applying for only one element of the post (Academic Officer only or Schools Liaison Officer only), please indicate this in your covering letter. Please also include the details of two referees, one of which should normally be your current or most recent line manager. Referees will only be contacted after a successful interview.
2. The above should be sent by email to human.resources@regents.ox.ac.uk or by post to Human Resources, Regent's Park College, Pusey Street, Oxford, OX1 2LB by the application deadline of **05 January 2026 (noon)**.
3. All applicants will be sent an Equal Opportunities Monitoring Form. This form is not mandatory, it will be used for monitoring purposes only and will not be seen by any member of the selection committee.
4. Interviews are expected to be held in College on 15 or 16 January 2026. The successful applicant will start as soon as possible.
5. As role will deal with under 18's, the successful candidate will require a satisfactory DBS check and safeguarding training. These will be arranged by the College.

Benefits and Conditions

- Full-time working hours are 35 hours per week, normally worked as 09.00 – 17.00 Monday – Friday with a one-hour lunch break.
- This is a permanent appointment. It is subject to confirmation after a probationary period of 9 months.

- Full-time annual leave entitlement is 25 days plus 8 bank holidays, including the days when the College is closed over Christmas. Annual leave is not normally taken during term time.
- Lunch is available free of charge when on duty and the kitchen is serving meals to staff.
- You will be eligible to join the Oxford Staff Pension Scheme with generous employer contributions.
- The College provides a health cash plan for employees.
- As a University Card holder, you are eligible to discounts in University shops; free entry to Oxford colleges, libraries, the Botanical Gardens and Harcourt Arboretum; discounted computer software; and access to free or discounted training courses.

Important Information for Candidates

Data Privacy

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see [Staff Applicants Privacy Notice](#).

Equal Opportunity

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 (including colour, nationality and ethnic or national origin), religion or belief, sex, or sexual orientation.

Right to work in the UK

The appointment will be subject to the satisfactory verification of proof of the right to work in the UK.