



FURTHER PARTICULARS

Access And Outreach Assistant (Fixed Term Contract)

St Peter's College

St Peter's College is one of thirty-nine self-governing colleges of the University of Oxford. Founded in 1929 expressly to widen access to the University, it is an open, tolerant and creative academic community and enjoys an atmosphere in which academic staff and students from many different backgrounds and countries mix easily and comfortably. The College currently comprises a Master, Professor Judith Buchanan, and 100 Fellows and Lecturers in a wide range of subjects, approximately 375 undergraduate and 270 graduate students, 25 Visiting Students, and approximately 90 members of administrative and domestic staff. St Peter's is a friendly and vibrant academic community and provides an informal and supportive working environment. St Peter's College is a registered charity. Further information may be found at www.spc.ox.ac.uk.

Purpose of the Role

St Peter's College wishes to appoint an enthusiastic and efficient team player to support the outreach activities of the College, on a Fixed Term Contract from the week commencing 9th February until week commencing 13th April 2026.

The appointee will be supporting three of our key initiatives, two Subject Taster Days, the Aspire Liverpool Residential (up to 80 Year 12 participants from Liverpool schools staying in college for four days) and the Subject Residential (up to 30 Year 12 participants staying in college for three days).

The Access and Outreach Assistant will be based in the College's Academic Office working as part of a close-knit and friendly team, reporting to our Access and Outreach Coordinator. Duties and responsibilities are listed below and will include a balance of student-facing and administrative support.

This position would be particularly suited to individuals in the process of building experience in Access and Outreach, including recent graduates.

Main duties and responsibilities

- Supporting the Access and Outreach Coordinator with in-person delivery of pre-planned school visits and Subject Taster Days;
- Supporting the Access and Outreach Coordinator in organising and running the Aspire Liverpool Residential and Engineering Subject Residential;
- Engaging with residential attendees and staff, with the option of leading student-facing sessions on Oxford Admissions or subject interests;
- Producing resources such as information packs, timetables etc;
- Liaising with internal staff and academics such as catering, IT and accommodation to support both residentials;
- Tackling issues as they arise in the lead up and during the residentials, including overseeing the work of student helpers;

- Supporting training and preparation of ambassadors and academics;
- Handling enquiries, paperwork and financial information from attendees;
- Supporting the collection of employment paperwork for ambassadors and academics;
- Assisting with evaluating and monitoring the success of the events;
- Acting in accordance with safeguarding training (which will be provided) to ensure the safety of those involved with the residentials.

Person Specification

Essential

- University degree or equivalent;
- Excellent interpersonal and communication skills;
- Excellent organisational skills and the ability to work independently, exercising a high degree of personal responsibility, judgement and initiative;
- Good IT skills, including Excel, PowerPoint and tools for communicating and running events;
- Ability to solve problems calmly under pressure;
- An interest in higher education and an appreciation of the challenges of working in an academic environment;
- An understanding of the challenges of outreach and recruitment work, and sympathy with the aims, objectives and academic values of an Oxford college;
- A flexible approach and a willingness to work flexible hours.

Desirable

- Experience of outreach work in the higher education sector;
- Experience of organising events;
- Experience of managing and working with young people;
- Experience of generating social media content.

Terms and Conditions

Appointment

The appointment will be conditional on verification of the candidate's availability for employment in the UK. The notice period will be one week on either side. The appointee will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check at the start of their employment.

Salary Range

The appointee's salary will be calculated pro rata at Grade 4 of the nationally negotiated pay spine, currently £26,707- £30,378 per annum FTE. The hourly rate paid for the core hours stated will be between £14.67 and £16.69 per hour.

Starting salaries are usually set at the lower end of the scale; however, for a particularly experienced candidate (meeting all the desirable criteria and with previous professional experience in a similar position), an appointment at the top of the scale may be possible.

Holiday Entitlement

The holiday entitlement will depend on the number of hours worked and will be prorated based on a full-time entitlement (including the usual public holidays in England and Wales).

As the nature of the arrangement makes it impractical to define in advance the amount of holiday to which the appointee will receive, a pro-rata credit for holiday accrual in respect of all time worked will be paid at the end of the contract period.

Hours of Work

This is a part-time role from the week commencing 9th February until week commencing 13th April 2026 (10 weeks in total). The post holder will be normally expected to work 15 hours per week (exact timings to be determined to suit the post holder and the College) but working a greater number of hours in the weeks in which residential events are scheduled (including on all days listed below):

- Aspire Liverpool Residential: 24th-27th March 2026
- Subject Residential: 8th-10th April 2026

How to Apply

Applications should comprise a detailed CV together with a cover letter (no more than two pages). This should explain your interest in the role and particularly highlight the relevant strengths that you would be able to bring. Candidates are also requested to give details of the names and contact details of two referees. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. References will not be taken up before the appointment stage.

Applications should be sent to human.resources@spc.ox.ac.uk.

Though not mandatory, we also ask you to complete and return a college recruitment monitoring form.

Since we will correspond with you by email and phone, please ensure that you provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

The **closing date** for receipt of completed applications is **9am on Monday 26th January 2026**.

Interviews are expected to take place in person on **Wednesday 4th February**.

Interested candidates wishing to discuss the post informally should contact Josephine Glover, Access and Outreach Coordinator: schools@spc.ox.ac.uk.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held, as defined in the General Data Protection Regulation ("GDPR"), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

St Peter's seeks to promote inclusion and diversity. We are committed to ensuring that our Access and Outreach Team is as diverse as possible in order to better work within the diverse population of our college. We are particularly keen to receive applications from people of colour; people who identify as being LGBTQIA; and others who will enhance the diversity of our team.