St Peter’s is a dynamic and informal college in the University of Oxford founded in 1929 and receiving full collegiate status in 1961. With around 540 students, it has built a reputation for outstanding teaching and research – in a friendly atmosphere. The College is in the heart of the city centre and is determined to provide the best possible facilities, academics and support for students.

**Purpose of the Role**

St Peter’s College wishes to appoint a committed, talented and efficient team player to coordinate and run the outreach activities of the College, and to start as soon as possible.

Essential qualities for the successful candidate include outstanding interpersonal skills, an ability to work flexible hours, often away from Oxford, and recent experience of co-ordinating or supporting outreach work in the higher education sector. The appointment will be subject to satisfactory completion of a six-month probation period.

St Peter’s is one of Oxford’s youngest colleges. Founded expressly to widen access to Oxford University, it is a tolerant and open community, with an informal working atmosphere. It currently comprises a Master and 65 Fellows and Lecturers in a wide range of subjects, about 200 graduate and 370 undergraduate students, 25 Visiting Students on a one-year programme, and about 80 College staff.

The Access and Outreach Coordinator will be based in the College’s Academic Office working as part of a close-knit and friendly team, currently made up as follows:
- College Registrar
- Deputy Registrar & Admissions Administrator
- Tutorial and Student Administrator
- Office Administrator & Admissions Assistant

Since the appointment of the College’s first full-time Schools Liaison Officer in 2011, St Peter’s has expanded its outreach activities around an ambitious programme of events aimed at attracting candidates with the greatest potential to study at Oxford, and St Peter’s, regardless of background.

The new appointee will have the task of building on these initiatives in consultation with the Fellow for Access, the Tutor for Admissions, the Master, the College Registrar and other members of the College, building a closer working relationship with other colleges also undertaking outreach work in the North West of England.

**Main duties and responsibilities**

The duties of the Access and Outreach Coordinator will include the following:
- cultivate and develop relationships with secondary schools, colleges and other stakeholders in the College’s outreach target areas (Merseyside, Isle of Man, Enfield and Waltham Forest) and elsewhere;
- implement and develop the College’s outreach strategy, working in collaboration with other colleges, particularly those delivering outreach work in the North West of England;
- communicate the College’s outreach strategy through a variety of media;
provide workshops in or for schools, primarily in the College’s outreach target areas, that have high achieving students but little or no history of sending students to Oxford;
organise events to inform teachers about Oxford, St Peter’s and the application process;
host visits by school groups to the College, organising and delivering content in collaboration with College tutors and student helpers;
organise residential visits to the College, including the College's flagship Aspire Liverpool residential (usually a four-day/three-night visit with significant academic content);
make presentations at Open Days (in early July and mid-September);
evaluate and monitor the success of the College’s outreach programmes, including monitoring the outreach budget;
act as the College’s Designated Safeguarding Officer, in cooperation with the Dean for Welfare who is the College’s Lead Safeguarding Officer and as set out in the College’s Safeguarding Policy on the College website at www.spc.ox.ac.uk/policies-documents.
perform administrative duties related to admissions and other tasks of the Academic Office as requested by the College Registrar. Although the focus of the appointment is very much concentrated on the outreach responsibilities listed above, the staff of the Academic Office work closely together and on occasion the appointee may be asked to carry out other duties, particularly during the period of admissions interviews in December.

The Access and Outreach Coordinator will report to the College Registrar, working in close consultation with the Fellow for Access, the Deputy Registrar & Admissions Administrator and the Tutor for Admissions. The Office Administrator & Admissions Assistant provides some administrative support to the Access and Outreach Coordinator, in particular in relation to inbound visits by school groups. There will also be contact with St Peter’s subject tutors, students and alumni.

Person Specification

**Essential**

- a University degree or equivalent;
- recent and extensive experience of co-ordinating or supporting outreach activity in a similar context;
- good interpersonal and communication skills;
- fluent and confident presentational 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 remotely;
- analytical skills and the ability to draft policy documents and evaluate events;
- an interest in higher education, an appreciation of the challenges of working in an academic environment and sympathy with the aims, objectives and academic values of an Oxford college;
- a flexible approach and a willingness to work flexible hours, frequently away from Oxford;
- willingness to travel (particularly to Merseyside, the Isle of Man and North London), for periods from one day to a week. Because of the requirement to travel to areas with limited public transport, a clean current driving licence is strongly desirable.

**Desirable**

- experience of organising events;
- experience of working with young people;
- a basic understanding of statistical methods;
Terms and Conditions

Appointment  The post is to be filled as soon as possible. The appointment will be subject to satisfactory completion of a six-month probationary period. The appointment will be subject to the provision of an original document, which indicates your right to work in the UK.

Salary  Appointment will be on Grade 7 of the University’s salary scale for non-academic staff (effective 1 August 2023, £36,024 - £44,263). Starting salaries are usually at the bottom of the scale and are reviewed annually in line with the pay award for other salaried administrative staff.

Pensions  The appointee will be automatically enrolled in the Universities Superannuation Scheme with effect from the start date of their employment; it is possible subsequently to opt out.

SCR membership  The post-holder will be invited to become a member of the St Peter’s Senior Common Room. Members of the SCR have full dining rights, entitling them to free meals in term-time, and in the vacation as long as the kitchens are open. Members of the SCR pay a small subscription (currently £40 per term).

Annual Leave  The post holder will be entitled to 30 days paid leave plus 8 days Bank Holidays in each leave year.

Hours of Work  Full-time administrative staff of the College are expected to work a nominal 35-hour week (with a one-hour unpaid lunch break each day). As noted above, applicants should be aware that the demands of this post require very flexible working patterns, frequently away from Oxford, and that there are particular periods of the year when longer working hours may be necessary (for which time off in lieu will be given).

The appointee will be required to undergo a Disclosure and Barring Service (DBS) check at enhanced level at the start of their employment.

How to Apply

Applications should include a CV and a covering letter (no more than three pages). This should explain your interest in the role, and demonstrate how you meet the person specification set out above. 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 interview stage.

Applications should be sent to: human.resources@spc.ox.ac.uk together with a 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 12.00 noon on Friday 21st July 2023.

Interviews will be held on Thursday 10 August 2023.

Interested candidates wishing to discuss the post informally should contact Catherine Whalley, College Registrar (catherine.whalley@spc.ox.ac.uk).
Data Protection and Equal Opportunities

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 is an equal opportunities employer. To strengthen our ability to offer support to our diverse community we welcome and encourage applications from candidates of all cultural backgrounds, genders and personal circumstances.