Digital Communications Assistant

Part Time – Fixed Term Contract

Pay: £13.25/hour

Hours of work per week: 20

Contract dates: 8 August 2025 to 3 October 2025

# Introduction to 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 community is made up of the Master, 70 Fellows and College Lecturers actively engaged in teaching and research in a wide range of subjects, 350 undergraduate students, 250 graduate students, 25 Visiting Students and more than 90 members of administrative and domestic staff. St Peter’s is proud of being highly international across all sections of its community. St Peter’s College is a registered charity. Further information may be found at [www.spc.ox.ac.uk](http://www.spc.ox.ac.uk).

# About the role

St Peter’s College seeks an enthusiastic, organised and responsible Digital Communications Assistant to support, primarily, the implementation of an exciting website update project in summer 2025, along with other related communications tasks. This role is offered on a fixed-term contract for the period Friday 8 August through Friday 3 October.

Training on the WordPress content management system (CMS) will be provided. This role would be ideal for a current student or recent graduate seeking marketing and communications experience and mentorship.

# Main duties:

* Content support:
  + Creating and publishing new website content, including implementation of new interactive tour element
  + Migrating text and images from old to new content types
  + Write SEO (search engine optimisation) titles and descriptions for key pages
* Digital content organisation and data management:
  + Uploading media items into WordPress media library
  + Assist with organisation and tagging of WordPress media items
  + Assist with devising and implementing new filing system for recording consent forms collected by St Peter’s College
  + Assist with organising and tagging image and video libraries
* Finalise a new guided tour of College (print)
  + Working with the College archivist and Head of Communications, improve and finalise a guided print tour of St Peter’s College to be used by the Porters’ Lodge
* Other duties commensurate with the role, as needed

# Selection criteria:

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| **Criteria** | **Essential** | **Desirable** |
| Enthusiastically complies with information security and information compliance guidance, and has a proactive attitude to online security and information compliance (training and guidance given) | x |  |
| Sensitive to web accessibility issues and eager to ensure best practices are followed | x |  |
| Curious and eager to learn | x |  |
| Organised, responsible and respectful of deadlines | x |  |
| Prioritises work and manages time effectively | x |  |
| Good interpersonal skills and can work flexibly with others | x |  |
| Strong writing skills and can adhere to writing and formatting style guides | x |  |
| Previous experience of working with WordPress or a similar CMS |  | x |
| Knowledge of Microsoft Office, especially Excel, Word and Teams |  | x |

# Conditions of work

The appointment will be subject to the provision of an original document which indicates the right to work in the UK.

The Digital Communications Assistant will report to the Head of Communications, who will provide oversight, training and feedback throughout the duration of the contract. Work will be conducted at St Peter’s College, either in half-day or full-day shifts as agreed with the manager. On days of working, the intern will be entitled to lunch in the Dining Hall (subject to when the Dining Hall is open).

# Hours of Work

This is a part-time role from the week commencing Friday 8 August until Friday 3 October 2025. The post holder will be normally expected to work 20 hours per week (exact timings to be determined to suit the post holder and the College).

# Holiday

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 is entitled, they will receive a pro-rata credit for holiday accrual in respect of all time worked, at the end of the contract period.

# 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](mailto: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 number 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 **noon on Thursday 17 July 2025**.

Interviews are expected to take place in person in the week beginning **21 July 2025**.

Interested candidates wishing to discuss the post informally should contact Hannah Hempstead, Head of Communications at [communications@spc.ox.ac.uk](mailto:communications@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 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.