



**ST PETER'S  
COLLEGE**  
UNIVERSITY OF OXFORD

## **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 85 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](http://www.spc.ox.ac.uk).

#### **Purpose of the Role**

St Peter's College wishes to appoint a committed, talented and efficient team player to support the outreach activities of the College, on a Fixed Term Contract for the period Monday 27 February 2023 until the week commencing Monday 17 April 2023 (8 weeks in total).

Essential qualities for the successful candidate include excellent interpersonal and organisational skills. Familiarity with outreach work in the higher education sector would be an advantage.

The Access and Outreach Assistant 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  
Access and Outreach Coordinator

The appointee will be supporting two of our key initiatives, the Aspire Liverpool Residential (up to 100 Year 12 participants from Liverpool schools staying in College for four days) and the Subject Residential (up to 60 Year 12 participants staying in College for two days).

#### **Main duties and responsibilities**

The duties of the Access and Outreach Assistant will include the following:

- supporting the Access and Outreach Coordinator in organising and running the Aspire Liverpool Residential and Subject Residential
- advertise these events via multiple channels

- liaise with internal staff and academics such as catering, IT and accommodation
- produce resources such as information packs, timetables etc
- tackle issues as they arise in the lead up and during the residentials, including overseeing the work of student helpers
- handle enquiries, paperwork and financial admin from attendees
- support the collection of Right to Work and employment paperwork for ambassadors and academics
- support training and preparation of ambassadors and academics
- assist with evaluating and monitoring the success of the events
- act in accordance with safeguarding training (which will be provided). to ensure the safety of those involved with the residentials

The Access and Outreach Assistant will report to the Access and Outreach Coordinator, working in close consultation with the College Registrar, Tutor for Access and the Deputy Registrar & Admissions Administrator. Liaise with the Office Administrator & Admissions Assistant who also provides some administrative support to the Access and Outreach Coordinator. There will also be contact with St Peter's subject tutors and students.

## **Person Specification**

### ***Essential***

- University degree or equivalent;
- good 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 calmly solve problems 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 working with young people.

## **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.

**Salary Range** The appointee's salary will be calculated pro rata on the Oxford University scale 4 (currently £23,715 - £29,619 per annum FTE). The salary for the core hours stated below, will be based on an annual salary of £10,163 to £12,693. 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.

**Annual Leave** The post holder will be entitled to 15 hours paid holiday and appropriate bank holidays for the period of the contract.

## **Hours of Work**

This is a part-time role from the week commencing Monday 27 February until the week commencing Monday 17 April (8 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:

- Aspire Liverpool Residential: 22-25 March 2023
- Subject Residential: 12-13 April 2023

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 comprise a detailed CV together with a covering 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 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 noon on Friday 3<sup>rd</sup> February 2023.

Interviews are expected to take place in person on the morning of Wednesday 15<sup>th</sup> February 2023.

Interested candidates wishing to discuss the post informally should contact Anna McMurtrie, Access and Outreach Coordinator ([anna.mcmurtrie@spc.ox.ac.uk](mailto:anna.mcmurtrie@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.

## Equality & Diversity

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.