



**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 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 c95 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.

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 for the period Monday 3rd March until the week commencing Monday 21st April (8 weeks in total).

The appointee will be supporting two of our key initiatives, 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 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 residential;

- 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 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 managing and 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 appointee will be required to undergo a Disclosure and Barring Service (DBS) check at an enhanced level before the start of their employment. If they do not already hold a DBS certificate 'The notice period will be one week on either side.

Salary Range

Salary: The appointee's salary will be calculated pro rata at Grade 4 of the nationally negotiated pay spine, currently £26,338 - £29,959 per annum FTE. The hourly rate paid for the core hours stated below would be between: £14.47 and £16.46 per hour.

Hours of Work

This is a part-time role from the week commencing Monday 3rd March until the week commencing Monday 21st 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: 25th-28th March 2025
- Subject Residential: 14th-16th April 2025

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.

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 6th February**.

Interviews are expected to take place in person in the week beginning 17th 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 with 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.