



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

## **FURTHER PARTICULARS**

### **Equality, Diversity and Inclusion Lead**

#### **St Peter's College**

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 640 students, it has built a reputation for outstanding teaching and research. St Peter's is known for its friendly atmosphere and works to promote inclusion and diversity throughout its operation. The College is in the heart of the city centre and is committed to providing excellent academic and well-being support for students.

Further information about the College is available at [www.spc.ox.ac.uk](http://www.spc.ox.ac.uk).

#### **Job summary**

The part-time post of Equality, Diversity and Inclusion Lead (EDI Lead) is available for an initial period of one year, with the possibility of renewal for further years. The time commitment is approximately 0.1 FTE (i.e. half a day a week), but in practice the pattern of work is likely to vary considerably over the academic year, with the main time commitments being during university term-time.

With support from the HR Manager and other colleagues, the EDI Lead is responsible for maintaining ongoing liaison with student representatives, and overseeing the College's annual Public Sector Equality Duty (PSED) report and the development and delivery of the College's Equality Policy (including Objectives)

The EDI Lead chairs the EDI Forum, whose members represent the academic and support staff, the Junior Common Room (undergraduate students), and the Middle Common Room (postgraduate students). The Forum meets twice a term. The Forum's agenda is driven by the interests of Forum members (particularly student representatives), the EDI Lead's facilitation, and the whole College's ongoing desire to better understand, promote, and embed diversity and inclusive principles and practices across all areas of its operation.

## **Main duties and responsibilities**

Within the remit described above, the role includes the following specific duties:

1. chair the Equality, Diversity and Inclusion Forum and ensure that business from the Forum is taken to the College's Governing Body;
2. promote EDI initiatives within the College, working in partnership with student representatives;
3. further embed strong and evolving EDI practice within the College, including through developing and overseeing the College's Equality Policy and annual Public Sector Equality Duty (PSED) report;
4. liaise with relevant College and University staff, including the College's Health, Wellbeing and Welfare team;
5. help to advise on and facilitate EDI-related conversations within and across communities within the College; and
6. attend the Conference of Colleges E&D Forum and use it to collaborate with university-wide initiatives and draw on a wider pool of expertise.

Administrative support is provided by the College's HR Manager, and there is a small budget for EDI-related initiatives within the College.

## **Person specification**

### *Essential*

The successful candidate will have:

1. An undergraduate degree (in any subject);
2. Knowledge, understanding and care about Equality, Diversity and Inclusion issues: e.g. race, disability, gender, sexuality, class, faith, welfare;
3. Experience of working with undergraduate and/or postgraduate students in a teaching or other capacity;
4. Interest in activities across the whole of the College community, from cleaning and catering to buildings and student welfare;
5. Excellent interpersonal skills, with the capacity to work with sensitivity and tact. An ability to communicate effectively with students from a variety of backgrounds and with tutors and members of staff;
6. A working knowledge and understanding of up-to-date language relating to EDI;

7. Ability to take forward an agenda, to independently encourage new initiatives, and to work as part of the wider team of student-engaged staff within the college;
8. Ability to respond appropriately to the evolving understanding of EDI issues, and to react quickly to specific concerns as they arise, in collaboration with other members of the College staff;
9. A respect for how to deliver on aspirations and effect change while working through institutional committee processes;
10. Good organisational, administrative and IT skills.

#### *Desirable*

1. A postgraduate degree (in any subject).

## **Remuneration and Conditions**

#### *Term of appointment*

The appointment will be for a fixed period from 1 September 2026 initially for one year, with the possibility of renewal for further years.

#### *Remuneration and other conditions*

The starting salary will be £3,769.40 PA [calculation based on 0.1 of G7.1 of the nationally negotiated pay spine]. This figure assumes an average commitment of half a day per week (0.1 FTE). In practice, the pattern of work is likely to vary considerably over the academic year; it is anticipated that more time may be invested during term-time and less during vacations.

The College has a standard annual leave allowance of 30 days (plus eight public holidays) calculated pro rata.

The appointee will be eligible to join the Universities Superannuation Scheme and entitled to subscribe to the Oxford Colleges' Healthcare Plan.

#### *Senior Common Room*

The successful candidate will be a full member of the Senior Common Room, without charge. Full SCR membership includes entitlement to free meals in term and in the vacation throughout the year as long as the kitchens are open. The appointed EDI Lead will not be a member of the College's Governing Body but may be asked to attend meetings of the Governing Body from time to time.

## *Other*

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

The appointment will be subject to the provision of proof of the right to work in the UK. No current student of St Peter's College is eligible to apply.

## **How to apply**

Candidates should send a letter of application (no more than two sides), together with a curriculum vitae and the name and contact details of one referee to [human.resources@spc.ox.ac.uk](mailto:human.resources@spc.ox.ac.uk) (contact telephone no. 01865 614981) by **12 noon on Friday 12<sup>th</sup> June 2026**. (There is no application form.) The letter of application should address the candidate's suitability for, and interest in, the role as described.

Candidates should ask their referee to write on their behalf to [human.resources@spc.ox.ac.uk](mailto:human.resources@spc.ox.ac.uk) by the closing date. References should, wherever possible, address the candidate's professionalism and administrative reliability as well as their personal strengths in engagement with students, institutional understanding, and capacity to lead on important conversations.

Please include the words 'EDI Leadr' in the subject line of all email correspondence.

Shortlisted candidates will be invited to attend an interview on **Monday, 6<sup>th</sup> July or Wednesday, 8<sup>th</sup> July**.

Interested candidates wishing to discuss the post informally should contact the Dean for Welfare ([eleanor.tingle@spc.ox.ac.uk](mailto:eleanor.tingle@spc.ox.ac.uk)) or the Master ([Judith.buchanan@spc.ox.ac.uk](mailto:Judith.buchanan@spc.ox.ac.uk)).

## **Data Protection and Equal Opportunities**

All data supplied by applicants will be used only to determine 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.