Further Particulars

About the College

Founded in 1249, University College (Univ) is one of the oldest of the thirty-eight colleges of Oxford University. Similar to other Oxford colleges, Univ is an independent, self-governing establishment run by a Governing Body, which comprises the Master (the Head of the College) and Fellows.

The College functions as an educational institution as well as a social and residential centre for its members and currently has approximately 400 undergraduate and 200 graduate students, studying most of the core subjects on offer at Oxford. The College is located mainly on an attractive historic site in the centre of Oxford.

Communications Team

The Communications Team is responsible for both internal and external communications, working with colleagues across College to maximize the potential of the website, social media and print materials to attract the best students, academics and staff, to reflect positively our values and achievements, and to build the community of Univ’s alumni and friends. The successful candidate will work as part of a team of three alongside the Digital Communications Manager and Communications Officer.

The Role

The post-holder will be part of a team undertaking a broad range of communications tasks. The main objective of this role is to support the Communications Team in promoting the College both internally and externally via its numerous communications channels. Primarily these are: (digital) website / intranet, social media, digital presentation, video, and (non-digital) College magazine(s) and ad-hoc print material.

Pay and Benefits

The post is on the University Grade 4 scale: £21,585 - £24,983 per annum (pro rata). This is a permanent part time post of 18.25 hours per week (0.5 fte).

The Communications Office is open Monday to Friday. The successful candidate will be required to work 2.5 days a week or equivalent hours by negotiation. In line with the responsibilities of the role, some flexibility will be required according to the demands of the workload. The appointment will be subject to a probationary period of six months.
The post carries with it generous benefits, including:

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<tr>
<th>Annual Leave</th>
<th>Free Lunches</th>
<th>Child Care Voucher Scheme</th>
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<td>30 days’ annual holiday excluding bank holidays*</td>
<td>While on duty and if Kitchens are open</td>
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<td><strong>Pension</strong></td>
<td><strong>Health Care Insurance Scheme</strong></td>
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<td>Automatic enrolment to OSPS</td>
<td>with access to spouse/partner and children</td>
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<td><strong>Bicycle Purchase</strong></td>
<td><strong>Salary Sacrifice Scheme</strong></td>
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*Holidays must be taken outside the University’s Full Term, at times arranged in agreement with the Digital Communications Manager, to include certain designated days when the College is shut (e.g. between Christmas and New Year).

**Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening as per University College policy and University of Oxford regulations, if applicable to the post. This will include right-to-work, proof of identity, references and medical screening. Further information is available here: [www.ox.ac.uk/about/jobs/preemploymentscreening](http://www.ox.ac.uk/about/jobs/preemploymentscreening)

**How to apply**

Applicants are asked to submit a completed application form, CV and a cover letter. Late or incomplete applications will not be considered.

Applications should be sent by email to the HR Coordinator at hr.admin@univ.ox.ac.uk or by post to The HR Coordinator, University College, High Street, Oxford, OX1 4BH.

The closing date for applications is 12.00 noon on Sunday **29 July 2018**.

The interviews will be held in the w/c **6 August 2018**.

Candidates will be shortlisted based on their application form solely on the extent to which they show they meet the essential and desirable criteria of the person specification.

*The College is an equal opportunities employer and applicants are asked to complete the confidential and anonymous recruitment monitoring form to support the College in its monitoring duties.*