Job Description

Job Title: Schools Liaison and Access Officer

Accountable to: Undergraduate Admissions and Access Manager

Accountable for: N/A

Liaison with: Students, Staff, Applicants, External Consultants, Members of the Public

Job Purpose

The Schools Liaison and Access Officer is responsible for maintaining and developing schools liaison and initiatives in order to meet the College's aims of widening access to Oxford and increasing the diversity of the student body. The main responsibilities of the role include running a programme of school visits and activity days, organising Open Days, maintaining and developing digital outreach resources, and attending and managing a team of volunteer student ambassadors.

Main duties and Responsibilities

- Along with the Undergraduate Admissions and Access Manager, developing, running and evaluating a programme of schools liaison and access initiatives to meet the college's aims of widening access and increasing the diversity of the student body;

- Administering the College's activities with schools and students (including study days and other recruitment and aspirational activities) remotely and, where possible, in-person in College and at schools and Colleges;

- Working with sixth formers, teachers and other staff involved with advising prospective applicants, particularly in the College's link regions, to make sure that they have the information and reassurance they need in respect of the Oxford admissions process;

- Taking primary responsibility for the organisation of the College's open days and a teachers' conference;

- Maintaining and developing digital outreach resources, including Staircase12 (www.univ.ox.ac.uk/staircase12), the College's online bank of access resources and student book reviews;

- Managing the College's Student Ambassador Scheme, including recruitment and providing training for all new ambassadors;

- Recording details of activity with schools and teachers accurately and registering activity on the university's online outreach database (HEAT);

- Maintaining and making new relationships with schools and colleges, particularly in the College's link regions, including managing an active programme of personal correspondence and contact with key individuals at schools and colleges;
• Assisting as requires with the maintenance and development of admissions literature; taking the lead on the development of the Alternative Prospectus;

• Working collaboratively with other colleges, the Central Admissions and Outreach Office, the academic divisions and external partners and charities, as appropriate;

• Attending and contributing to the Old Members’ Trust Student Support And Access Committee;

• Assisting with the evaluation and monitoring of the College’s schools liaison activity including gathering feedback from schools and students to refine the programmes on offer.

• Abiding by College policies and legal requirements as to the collecting, storing and processing of personal data, and child protection and safeguarding.

• Abiding by the University of Oxford’s policies on admission and widening participation to ensure that the College’s schools liaison activities align with the Common framework on Undergraduate Admissions (2006) and the University’s Access and Participation Plans.

• Supporting the Undergraduate Admissions and Access Manager with the Undergraduate admissions exercise in Michaelmas Term;

• Deputising where necessary for the Undergraduate Admissions and Access Manager or the Senior Tutor at external, University or College meetings;

Any other duties in related areas as the Admissions Manager, Senior Tutor or Schools Liaison Fellow may reasonably expect.
Person Specification

Essential Qualifications, Skills and Experience

- Educated to degree level or equivalent;
- Strong organisational skills and ability to manage a diverse workload;
- A high level of attention to detail and accuracy;
- The capacity to work to deadlines and under time pressure;
- The ability to work without supervision and, where necessary, to being pro-active and taking initiative;
- Excellent interpersonal skills and the ability to communicate confidently, effectively and diplomatically with internal and external contacts;
- A high standard of written and spoken English to enable drafting of correspondence, documentation, briefs and reports;
- Understanding of national and University-wide access initiatives;
- The ability to work independently and flexibly as a member of a small team;
- The ability to use the full range of Microsoft Office applications, in particular Outlook, Word and Excel.

Desirable

- Proven experience in a similar role (especially for an Oxbridge college) highly desirable;
- Experience/knowledge of working in a university and/or college environment, or a comparable organization;
- Experience of events organization;
- Knowledge of relevant legislation, including Safeguarding and Data Protection.