



TRINITY COLLEGE
UNIVERSITY of OXFORD

Access Officer – Outbound Outreach (0.6 FTE job-share)

Salary: £30,934

Part-time

Job title	Access Officer – Outbound Outreach (0.6 FTE job-share)
Department	Access and outreach
Location	Trinity College, Oxford, with regular travel across Oxfordshire and Milton Keynes
Hours of work	0.6 FTE (three days per week), as part of a 0.6/0.4 job-share arrangement
Contract	Permanent, part-time (0.6 FTE)
Reporting to	Head of Access

The University

The University of Oxford is a stimulating organisation which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 11,000 staff and has a student population of over 22,000, of whom roughly half are undergraduates.

Trinity College

Trinity College is one of 38 self-governing and independent colleges at Oxford. The Colleges give both academic staff and students the benefits of belonging to a smaller, interdisciplinary community as well as to a large, internationally renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

The College was founded in 1555 and occupies a fine position in the centre of the City. It currently admits approximately 85 undergraduate and 50 graduate students each year, with a balance between arts and science disciplines; there are approximately 400 students in residence at any one time. The College prides itself on combining the highest academic standards with a particularly friendly sense of community.

Further information about the College is available at <http://www.trinity.ox.ac.uk>

Purpose of role

Access and outreach activity is a strategically important area of the College's work. The aim of Trinity's access activity is to ensure that talented students from groups that are currently under-represented within the College and University community can be inspired and supported to make successful applications to study at Oxford, and to ensure that the College offers a welcoming and inclusive experience to students of all backgrounds. The postholder will work with colleagues throughout the College and across the University; with schools and non-governmental organisations in the field of widening access; and with parents, carers, teachers and advisers. Activities include school and college visits, higher education fairs, student conferences, open days, residential visits from prospective applicants and a wide variety of events for teachers.

Overview of the role

Our vision is for Trinity to be recognised as a modern College that welcomes a diverse and widely representative community, in which international, UK state and independent school students all have a place and students of all backgrounds feel equally valued, supported and able to flourish. Attracting more high-achieving applicants from state schools, and in particular from under-represented groups, is a key priority for the College.

The University of Oxford operates a college consortia schools' link system to provide outreach support to schools across the UK. Trinity College is the link college for Oxfordshire and Milton Keynes. It is also a core member of the Oxford for North East Consortium, with specific links to areas of North East England including Durham, Darlington, Hartlepool, Middlesbrough, Redcar and Cleveland, and Stockton-on-Tees.

This post is the 0.6 FTE element of a 0.6/0.4 job-share arrangement within the Access Officer role. The postholder will have primary responsibility for the outbound outreach activity delivered in schools within Trinity's link regions of Oxfordshire and Milton Keynes. The 0.4 FTE job-share partner has primary responsibility for inbound activity delivered at the College.

The two postholders will work closely together to ensure continuity across the role. While each post has a primary area of responsibility, both postholders will be expected to work flexibly and support inbound and outbound activities where required. Certain major activities and programmes are shared responsibilities across the Access team.

Reporting to the Head of Access, the postholder will deliver a range of appropriately targeted outreach activities, both online and in person, for school students, parents and carers. A key responsibility will be the organisation, administration and delivery of outbound outreach activity, including information, advice and guidance talks and other activities in schools. The postholder will also support inbound school visits and other College-based outreach activities as required.

The postholder will also support the Access team in delivering the College's teacher engagement programme and other outreach activities, both online and in person, for this important target group.

During school vacation periods, Trinity College hosts a range of residential visits for school students. These include the University-wide UNIQ residential programmes for Year 12 UK state school students, as well as programmes targeting specific under-represented groups. The Access Officers work together with the wider Access team to support the administration and delivery of residential programmes taking place at the College and the safeguarding of participants during school visits and residential summer schools. This may require the postholder to stay in College for the duration of a residential programme.

During November and December each year, the postholder contributes administrative support to the annual admissions cycle, working alongside and collaborating with colleagues within the Academic Office. The Senior Tutor has overall responsibility for student admissions.

The postholder will contribute to the oversight and administration of the College Ambassador Programme and to the smooth running of the College's annual Offer Holder events and Open Days.

Keeping the website updated with details of the College's outreach programme of activities is also a shared responsibility.

Job description

Responsibilities / duties

1. To assist the Head of Access and the Senior Access Officer (for North East) in development, delivery and evaluation of Trinity's strategy and programmes in the field of access and widening participation.
2. To organise and deliver in person outbound outreach admissions talks, enrichment activities and other such appropriate events for school students in their schools, in the College's link regions.
3. To assist the inbound Access Officer in organising and delivering day-long and residential inbound visits and/or alternative online events for students from the College's link regions and/or under-represented groups. This will include planning visit itineraries, completing risk assessments, making relevant room and catering bookings, and delivering information and guidance talks.
4. To deliver online information, advice and guidance talks to schools in our link regions and for our Beyond the Classroom virtual talk series as required.
5. To support the delivery of the Trinity College online teacher CPD programme and regular online parent talks and all relevant administrative tasks.
6. To plan and coordinate the smooth delivery of the three University Open Days, College Offer Holder days and other such events.

7. To collect feedback and other data from participating students and teachers, accurately maintain records of targeted engagement, and contribute to the department's ongoing monitoring and evaluation of the outreach programme. This will include keeping the HEAT (Higher Education Access Track) database updated with outreach activities for evaluation and reporting purposes.
8. To produce and maintain a teacher mailing list for our link regions and to connect those from other regions to the University via their own link colleges.
9. To answer email enquiries from prospective applicants, teachers and their parents and to promote relevant outreach opportunities to these groups as they become available.
10. To support the management of the College Ambassador Programme and work closely with the College's Junior Common Room access representatives on the recruitment, selection and training of Student Ambassadors, and co-ordinate their key role in all our outreach activities both online and in person. This will include working closely with the College Bursary to administer relevant payment processes.
11. To support the academic office staff with undergraduate admissions-related duties, as required during November/December each year.
12. To assist with the production and/or updating of publicity materials (print and website) as required, working with the Communications Manager and other colleagues.
13. To represent Trinity at internal and external meetings as required, in relation to access and admissions activity.
14. To collaborate and foster productive relationships with relevant colleagues across Trinity and the University of Oxford (e.g. with academics, administrative departments, Alumnae and Development department, communications etc.) to ensure effective coordination, integration and communication of Trinity's outreach activity and policy.
15. To undertake additional tasks from time to time, as reasonably requested by the Head of Access or to support the Senior Access Officer.

Please note that the post will require regular travel within Oxfordshire, Milton Keynes and less frequently to the North East of England. The role involves regular evening and weekend work.

Person Specification (selection criteria)

This post would suit someone with a passion for working in the field of widening participation and increasing access of under-represented groups to higher education, particularly the University of Oxford.

Essential Criteria

1. A first degree.
2. Driving licence and access to a private vehicle.
3. The ability to interact effectively and flexibly with a wide variety of people, including teachers, pupils and students of primary and secondary school age, academics, undergraduate students, parents/carers, administrative staff.
4. Confident and engaging presentation skills.
5. Excellent communication skills and the ability to communicate effectively with a range of audiences, including teachers, parents/carers, students and the academic community, in person, online, through social media, by telephone and in writing.
6. The ability to work effectively under pressure and to tight deadlines, manage competing priorities and use initiative in setting those priorities.
7. The ability to plan events and work independently, sometimes in the evenings or on weekends. (Time off in lieu will be available for additional hours worked).
8. Experience of event planning and management.
9. Good IT skills, including competence with Microsoft applications and databases.
10. The ability to work effectively and flexibly in a small team, including working collaboratively within a job-share arrangement and ensuring effective handover and continuity.

Highly Desirable Criteria

1. Knowledge of and commitment to widening access to higher education.
2. Experience of working with young people in an educational setting and an understanding of school and university context.
3. Experience of the Oxford undergraduate admissions and outreach environment.

Desirable

1. Knowledge of social media, digital education platforms and tools.

Additional security pre-employment checks

This job includes duties which will require additional security pre-employment checks:

A satisfactory enhanced Disclosure and Barring Service check due to regulated activity involving children.