Job description and selection criteria

Job title: Oxfordshire Schools Access Officer

Salary: £22k - £24k depending on experience and qualifications

Reporting to: Head of Access

Introduction

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 Oxfordshire Schools Access Officer 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 and advisers. Activities include school and college visits, higher education fairs, student conferences, open days, residential visits by prospective applicants and a wide variety of events for teachers.
Overview of the role

Our vision and aspiration 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. Our work in attracting more high-achieving applicants from state schools, and in particular from under-represented groups, is a key priority for the College.

Oxford University 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 is a core member of the Oxford for North East Consortium with specific links to the area of the North East of England that includes Durham, Darlington, Hartlepool, Middlesbrough, Redcar, Cleveland and Stockton on Tees.

Reporting to the Head of Access, the Oxfordshire Schools Access Officer will work along-side the College’s Teacher Engagement and Access Officer for the North East to deliver a range of outreach activities (online and face to face) for school students and their parents, ensuring that these are appropriately targeted.

The Oxfordshire Schools Access Officer will also support the access team to deliver the college’s teacher engagement programme and other outreach activities (online and face to face) for this important target group.

Trinity hosts a range of residential visits for school students including the University-wide UNIQ residential programmes for Year 12 UK state school students as well as programmes that target discrete under-represented groups such as Target Oxbridge. The Oxfordshire schools Access Officer will be responsible for all associated administrative for residential programmes taking place at the College and for the safeguarding participants during school visits and residential summer schools.

During November and December each year, the Access Officer 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 Oxfordshire Schools Access Officer will be responsible for overseeing the activities and associated administration of the vibrant College Ambassador Programme.

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

Job description

Responsibilities / duties

1. To assist the Head of Access in development, delivery and evaluation of Trinity’s strategy and programmes in the field of access and widening participation.

2. To initiate partnerships with schools and colleges to negotiate and develop focussed programmes in the College’s link regions for talented potential applicants.
3. To organise and deliver day-long, residential in-bound visits and/or alternative online events for students in the College’s link regions from under-represented groups can experience college life through a mixture of academic and social activity.

4. To support the delivery of teacher engagement activities at the College and in our link regions and ensuring teachers are kept up to date with Oxford’s admissions policies and practices.

5. To organise and deliver online and face to face admissions talks, enrichment activities and other such appropriate events for school students in the College’s link regions.

6. To 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 face to face.

7. To work with admissions and other academic office staff on all admissions-related duties in the undergraduate admissions period in November/December each year.

8. To assist with the production and/or updating of publicity materials (print and website) as required, working with the Communications Manager and other colleagues.

9. To provide a central contact point for enquiries to the College from schools, partners and colleagues across the University in relation to outreach and access activity.

10. To represent Trinity at internal and external meetings as required, in relation to access and admissions activity.

11. To collaborate and foster productive relationships with relevant colleagues across Trinity (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.

Please note that the post will require reasonably regular travel within Oxfordshire and infrequently to the North East. It will also involve some evening and weekend work.
Person Specification (selection criteria)

This post would suit someone with experience of working in, or with, schools and with young people, and with a recent knowledge of Higher Education structures and issues. A first degree is essential, and a teaching or similar qualification is desirable.

Essential Skills

1. A first degree.
2. The ability to interact effectively and flexibly with a wide variety of people, including teachers, pupils, academics, students, parents/guardians, administrative staff.
3. Confident presentation skills.
4. Excellent oral and written communication skills.
5. Excellent organisational skills and a creative approach to problem-solving.
6. Good IT skills, including competence with Microsoft applications and databases.
7. The ability to work under pressure, to prioritise effectively, and to meet deadlines.
8. The ability to work effectively and flexibly in a small team.
9. The ability to work independently and with flexible hours, sometimes in the evenings or on weekends. (Time off in lieu will be available for additional hours worked).
10. Driver’s license.

Desirable Skills
Teaching experience. Teaching qualification or similar qualification.

Further information

Hours: the normal hours of work are 37.5 per week, Monday to Friday, from 9 a.m. to 5 p.m. with an hour for lunch. This role will require some weekend and evening work from time to time.

Salary: £22k-£24k depending on experience and qualifications

Benefits: 30 days paid leave per annum; 8 days bank holidays or days in lieu if required to work on a bank holiday. We operate a contributory pension scheme into which staff are automatically enrolled. Staff are entitled to a free lunch when on duty and the College kitchen is open.

Appointment to this post will be subject to a successful enhanced Disclosure and Barring Service check.

Application Process: Please send a curriculum vitae and a covering letter that addresses how your skills and experience meet the person specification and will enable you to carry out the key responsibilities of the role. These and a completed recruitment monitoring form should be sent by email to alexandra.evans@trinity.ox.ac.uk by 5pm on Friday 4th December.
Interviews will be held at Trinity College on the 10th December 2020. Candidates selected for interview will be asked to speak for five minutes on the subject: “What are the main challenges of this role and how would you approach them?”