Job description and selection criteria

Job title: Access Officer - Oxfordshire

Salary: £24k - £26k 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 Oxford-based 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, 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 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 consortiums’ link system to provide outreach support to schools across the UK. Trinity College is the link college for Oxfordshire, Milton Keynes 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 Access Officer will work, often alongside the College’s Senior Access Officer (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 administrative organisation and delivery of these activities will be a key responsibility of the Assistant Access Officer.

The 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 College 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 Access Officer will be responsible for all associated administration 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 Assistant 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 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 and the Senior Access Officer (for Northeast) in development, delivery and evaluation of Trinity's strategy and programmes in the field of access and widening participation.

2. 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.

3. To initiate partnerships with link schools and colleges, supporting their engagement with the Trinity College access department programme and all that is on offer across the University.

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

5. To organise and deliver day-long, residential in-bound visits and/or alternative online events for students from the College’s link regions from under-represented groups.

6. To support the delivery of Trinity College teacher engagement programme and all relevant administrative tasks.

7. To manage 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 face to face.

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

9. To plan and coordinate the smooth delivery of the three University Open Days, College Offer Holder visit days and other such events.

10. To maintain records of all targeted engagement and contribute to the department’s ongoing monitoring and evaluation of the outreach programme.

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

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

13. 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.
14. 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 infrequently to the North East of England. The role also involves 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.

Experience of working in, or with, schools and with young people, and with a recent knowledge of Higher Education structures and issues is highly desirable. A first degree is essential

**Essential Skills**

1. A first degree.
2. The ability to interact effectively and flexibly with a wide variety of people, including teachers, pupils, academics, undergraduate students, parents/guardians, administrative staff.
3. Confident presentation, excellent communication skills, in particular, experience in dealing with a range of audiences, such as teachers, parents, students and the academic community through face to face, social media, telephone and writing.
4. Experience of event planning and management.
5. Good IT skills, including competence with Microsoft applications and databases.
6. Able to work under pressure and to deadline with the ability to manage competing priorities and use initiative in setting own objectives.
7. The ability to work independently, with flexible hours, sometimes in the evenings or on weekends. (Time off in lieu will be available for additional hours worked).
8. The ability to work effectively and flexibly in a small team.
9. Driver’s license and access to private vehicle.

**Highly Desirable Skills**

1. Knowledge of and commitment to widening access to higher education.
2. Knowledge of social media, digital education platforms and tools.
3. Experience of working with young people in an educational setting and an understanding of schools and university context.
4. Experience of the Oxford undergraduate admissions and outreach environment.

**Desirable**

Teaching experience or 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, for which time off in lieu will be given.

**Salary:** £24k-£26k depending on experience and qualifications.

**Benefits:** 25 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.

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 Hannah.rolley@trinity.ox.ac.uk by **5pm Thursday 2nd December 2021**.

Interviews will be held at Trinity College in early December 2021. Candidates selected for interview will be asked to prepare a 6-minute presentation on the benefits of going to the University of Oxford. The presentation should be targeted toward a YR12 audience and will be timed. Further information will be provided if selected for interview.

Pre-employment screening

**Standard checks**

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: [https://www.jobs.ox.ac.uk/pre-employment-checks](https://www.jobs.ox.ac.uk/pre-employment-checks)

**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.