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## Job description and selection criteria

**Job title:** Access Officer

**Salary:** £22,214-£24,983 depending on experience and qualifications

**Reporting to:** Head of Access

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### 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 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.

Reporting to the Head of Access, the Access Officer will deliver a range of activities, ensuring that these are appropriately targeted. Oxford University operates a programme of 'link colleges' for schools across the UK. Trinity College is the link college for Oxfordshire and an area of the north east of England that includes Durham, Darlington, Hartlepool, Middlesbrough, Redcar, Cleveland and Stockton on Tees. The role involves travel and delivering activity within these areas.

Trinity hosts a range of residential visits by school students including the University-wide UNIQ Summer School for Year 12 UK state school students as well as programmes that target discrete under-represented groups such as *Into Oxford* and *Target Oxbridge*.

The Access Officer will be responsible for 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.)

## **Job description**

### **Responsibilities / duties**

1. To assist the Head of Access in formulating and evaluating 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 and residential in-bound visits, when 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 organise a series of teacher information events at the College and in our link regions to ensure they are kept up to date with Oxford's admissions policies and practices.
5. To organise and deliver out-bound visits to schools in the College's link regions in the North East and Oxfordshire.
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 running tours and activities in the College and, where relevant, off-site.

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 Officer 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 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**

A teaching 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:** £22,214-£24,983 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 [Jennifer.cable@trinity.ox.ac.uk](mailto:Jennifer.cable@trinity.ox.ac.uk) by 5pm on Friday 14 September 2018.

Interviews will be held at Trinity College on Tuesday 25 September 2018. 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?”*