



CORPUS CHRISTI COLLEGE JOB DESCRIPTION

Job Title: Assistant Outreach Officer

Purpose:	To work as part of a small team to ensure the effective running of established outreach activities, and to explore and implement new outreach activities alongside the Senior Outreach and Admissions Officer.	Terms /Hrs /week	36.5 hours per week. Flexibility during the admissions process will be required.
Supervised by:	Senior Outreach & Admissions Officer	Contact Details:	emma.gregory@ccc.ox.ac.uk
Managed by:	Academic Registrar	Contact Details:	rachel.clifford@ccc.ox.ac.uk
Role Description:	See Below		
Pay:	Grade 5 £28,131 - £33,348 depending on skills and experience.	Holiday Entitlement:	24 days +5 at Christmas + 8 Bank Holidays
Post Holder:		Appointed:	

The Assistant Outreach Officer will work with the Senior Outreach and Admissions Officer to deliver the College's outreach activities and will work to support the Tutor for Admissions and Access in their specific duties relating to outreach and in particular assist in the development and implementation of the College's outreach policies and initiatives. The main areas of responsibility will be the organisation of and participation in College and University outreach/access events (involving direct contact with students, parents and teachers). Participation in outbound outreach events **will** require travel from Oxford (including overnight stays) usually to our link area of Greater Manchester and working some evenings; in such cases, either overtime will be paid or time off given in lieu. They will also work with the Senior Outreach and Admissions Officer during the annual admissions round. The post-holder will be part of a team of four consisting of the Academic Registrar, the Assistant Academic Registrar and the Senior Outreach and Admissions Officer; they will be expected to be flexible within this team and to engage in a variety of areas of the College Office's work as required.

This role will be an excellent opportunity to develop administration and presentation skills as well as providing an opportunity to gain a significant amount of knowledge regarding access to higher education.

Responsible to: The Senior Outreach and Admissions Officer is the line manager; the Academic Registrar & Tutor for Admissions and Access are the Senior Supervisors.

Responsible for: N/A

Salary: Grade 5 £28,131 - £33,348

Hours of work: 36.5 hours per week.

Benefits: 24 days leave entitlement plus 8 bank holidays, 5 days at Christmas, meals on duty, pension scheme, travel loans scheme.

Start date: Immediate

Probation period: The post is subject to a 6-month probationary period.

- Notice period:** Either side may terminate this appointment by giving one month's written notice during the first year and three months' written notice after the completion of the first year.
- Contract type:** Two year fixed-term contract, with possibility to extend.
- Main responsibilities:** To fulfil the aims and objectives of the College's outreach initiatives and policies.

Outreach

- Assist the Senior Outreach and Admissions Officer in arranging the College outreach activity: widening participation, widening access and student recruitment events
- Organise and participate in outreach events in College, in the University and away from Oxford (which may include overnight stays), primarily in the College's regional area (Greater Manchester), currently including:
 - visits to schools and colleges
 - outreach events in Oxford
 - interview workshops in collaboration with Cambridge colleagues
- Organise and participate in the College's existing outreach initiatives and those coordinated by the University's Undergraduate Admissions Office and other collaborative schemes (such as departmental events and open days).
- Alongside the Senior Outreach and Admissions Officer be an active member of the consortia of colleges working within the North West.
- Attend UCAS/HE fairs and other national events.
- Organise, both reactively and proactively, visits from schools and individuals and promote events.
- Organise the College's three Open Days. Two are held at the end of June/beginning of July and one is held in mid-September.
- In collaboration with the project's Academic Lead, organise the Northwest Science Network including an annual one-week summer school.
- Develop and organise subject-specific events with College tutors.
- Organise the annual recruitment and selection of Student Subject Ambassadors; oversee the Ambassador team.
- Engage with social media and the College website to provide information on the College, outreach initiatives and admissions.
- Attend inter-collegiate and university meetings on Outreach development to represent College interests and report to senior officers in College if the Senior Outreach and Admissions Officer is unable to attend.

The Assistant will be expected to provide support to the Senior Outreach and Admissions Officer during the annual admissions round (October – December).

The above is not an exhaustive list of duties. Any other duties as may be required from time to time by the College.

The successful candidate will be required to undertake a DBS check prior to ratification of appointment.

Essential criteria:

- Ability to work independently, remotely from college and without supervision
- Educated to degree level or equivalent professional experience
- Knowledge of, or interest in, the higher education sector
- Enthusiasm for, and commitment to outreach
- Excellent IT skills; to be fully competent in the use of all aspects of the Microsoft Office Suite; ability and willingness to learn new applications when required
- Ability to exercise judgement and initiative
- Ability to work calmly under pressure and to prioritise and meet deadlines
- Excellent interpersonal skills; capacity to deal confidently with a wide-ranging mix of people both within and outside of the university- presentation skills
- Awareness of Safeguarding
- Excellent communication skills.

Desirable criteria:

- Knowledge of Oxford University and its colleges
- Previous involvement in outreach
- Event organisation and logistical abilities

Further Information:

Corpus Christi was founded in 1517 and is one of the smallest colleges in Oxford; it is a friendly and attractive College in the centre of Oxford. Its ancient buildings are some of the most beautiful in Oxford, and it enjoys an unrivalled position, overlooking gardens and meadows yet within five minutes' walk of the city centre.

The student body is made up of 280 undergraduates and 110 graduates studying a wide variety of subjects. The staff includes 40 academic Fellows, all of them distinguished teachers and researchers in their fields. Further information on the College can be found at www.ccc.ox.ac.uk.

Application details:

How to Apply

Prospective candidates should send their completed application form along with a letter of application and a recruitment monitoring form either by post or electronically, to Corpus Christi College, Merton Street, Oxford, OX1 4JF or email: recruitment@ccc.ox.ac.uk, to arrive no later than midday on 9 August 2023. A curriculum vitae will not be required.

The application form can be downloaded from the College website.

Referees

You are requested to provide details of two referees; one of whom should be your current or most recent employer. Referees will not be approached unless you are being called for interview or if you have been offered the post.

Closing date

The closing date for applications is midday on 9 August 2023.

Interview date

It is anticipated that interviews for this position will be held during the week of 21 August.

The assessment for shortlisted candidates will consist of a 10-minute presentation on one of three topics (of your choice) provided in advance, followed by a 20-minute interview.