VACANCY:

Digital Communications Officer

KEBLE COLLEGE, UNIVERSITY OF OXFORD

Full-time, permanent | £25,749 – £30,633 | Closes 4 July 2024

We are looking for a Digital Communications Officer to build on our successful digital presence, creating content that is fresh and relevant, and assisting our Communications Manager in constantly improving communications at the College. Keble was one of the first across Oxford and Cambridge to transition all of its major publications online – we are committed to a digital-first approach, and strive to maintain a lively and engaging social media presence. This is a unique opportunity to help shape communications at the College, as well as to develop a wide variety of communications skills.
The College

Keble is a diverse and dynamic academic community with education and the advancement of knowledge at the heart of its mission. It is one of the largest colleges in Oxford, with over 800 students, around 50 Fellows, another 50 lecturers, and over 100 support staff and with an active alumni community of around 9,000 former members. The College aims for an inclusive and welcoming environment in which ideas can be freely debated by individuals of any background with open minds who respect each other's points of view.

The College was founded by public subscription in 1870 in memory of John Keble, an inspirational force in the Oxford Movement of the Church of England. At the time, it was the first college to be founded in Oxford in 150 years, and it was intended to make an Oxford education available to those who could not otherwise afford it. Emphasizing and expanding access remains among the College's principle ambitions, and the College constantly strives to improve on this measure.

The Role

Based within the Alumni and Development Office, the Digital Communications Officer will support activities across the College, reporting to the Communications Manager to help deliver a coherent institutional brand. You'll be part of a small friendly team under the leadership of the Director of Development, including the following members:

- Deputy Development Director
- Alumni Relations Manager
- Alumni Relations and Events Administrator
- Data and Annual Fund Manager
- Executive Assistant to the Development Director
- Development Officer

As Digital Communications Officer, you will have a variety of responsibilities and duties, including the following. You can find the full list in the Job Description.

- Helping to develop the College's communications with its audiences: alumni, prospective and current students, academic and non-academic staff, but also including conference organisers/guests, the media, and the wider public.
- Developing, organising and creating high-quality, original and creative content for digital channels, including video and photography.
- Helping with the upkeep of content on official Keble websites.
- Supporting the preparation of regular internal publications, including the brick, The Record, and Impact Report.
- Updating the College image library (remaining GDPR and copyright compliant).
- Staying abreast of new media developments and suggesting changes and additions to marketing and communications activities, as appropriate.
Person Specification

Essential
1. Proven experience in producing effective digital content.
2. Social media monitoring and management skills.
3. Practical experience of working with a content management system.
4. Excellent interpersonal skills with professionalism and good judgement at all times.
5. A proactive approach to work, self-motivated, ability to prioritise and meet deadlines.
6. Excellent attention to detail and oral and written skills.
7. Creative and keen to seize opportunities.
8. Appropriately sensitive and confidential
9. Working knowledge of relevant legislation (e.g. GDPR, copyright, digital accessibility).
10. Willingness to work outside of normal office hours to capture specific College activities.

Desirable
11. Advanced video production and editing skills.
12. Proven ability to support the delivery of social media strategies.
13. Experience with Adobe Creative Suite or similar.
15. Experience with social media management platforms.

Benefits of working with us
• Salary will be commensurate with skills and experience within the range of £25,749 – £30,633 per annum
• Free meals whilst on duty (staff and students eat in our magnificent Dining Hall)
• 38 days annual leave (including bank holidays)
• Discounted bus tickets to travel to work (c.5% discount)
• Interest-free loan to purchase a bicycle for work
• Contributory University Pension scheme (Oxford Staff Pension Scheme)

A full job description may be viewed on the vacancies section on our website www.keble.ox.ac.uk/vacancies. To be considered for the role, please apply by submitting a covering letter (no longer than one page) together with your CV (no longer than 2 pages) stating how your experience and skills match those stated above to marie.ruffle@keble.ox.ac.uk.

Applicants must be able to provide evidence of right to work and remain in the UK subject to the provision of original documentation.

Closing date noon 4 July.

The College is an equal opportunities employer