Keble College is seeking to recruit an Outreach and Access Officer. The successful candidate will be responsible for the college's schools liaison activities, including school visits and the organization of Open Days. They will also assist with undergraduate admissions. The Officer will be expected to advance the College's aims of attracting applicants from backgrounds which have been under-represented at Oxford University. The post-holder will work alongside the Outreach Fellow and will be an integral part of the College Office team.

This is a full-time position, but the College may consider a part-time appointment of 0.8 FTE. The salary will be on the College scale Grade 3 between the range £29,288 to £33,734 (pro rata for part-time), the precise figures to be negotiated according to qualifications and experience. The post is available from 1st July 2021 onwards and, where possible, the appointee should start no later than September 2021.

Keble College
Keble College is one of the largest of the constituent colleges of the University of Oxford with around 410 undergraduate and 420 graduate students. These students take degrees in natural sciences, humanities, social sciences and medical sciences. The number admitted each year is around 130, and the College enjoys relatively high numbers of applications. There are around 50 Fellows who are members of its Governing Body, and they cover a huge variety of disciplines from Aegean Archaeology to Internet Governance. It was the wish of the founders in 1870 to extend access to the University more widely. The College has a continuing commitment to inclusiveness and has set itself ambitious targets with the aim of making significant improvements in this direction. The College prides itself on the academic achievements of its students, and aims to offer a supportive environment in which learning can flourish. Keble is located on a large single site north of Oxford’s city centre and close to Oxford University’s Science Area and the University Parks. Further information can be obtained from the College website: www.keble.ox.ac.uk.

Their role in the College
The Outreach and Access Officer will be the key point of contact for secondary schools and tertiary colleges wishing to obtain information regarding college and University admissions processes. The Officer will work closely with the Outreach Fellow to promote applications to the College through presentations to school groups within College, at school sites, and online. Under the University’s regionalization programme for access work Keble is linked with the following local authorities: Birmingham; Sandwell; Solihull; Coventry; Warwickshire. The appointee will be required to organise and undertake occasional visits to this region. Communication through social media and the College website to increase visibility, advertise events, and expand the widening participation agenda is particularly important. The Officer will have a key role in the efficient organization of the College's three annual Open Days and in the maintenance of appropriate databases and general administration regarding outreach and school visits. The appointee will also co-operate with the University Admissions Office and with the access and outreach officers of other Oxford and Cambridge colleges where appropriate.
The Collegiate University is committed to achieving ambitious targets for making offers to students from backgrounds, areas and schools that historically have had limited progression to Oxford University. The Officer will be expected to be familiar with the College and University’s access agenda and to be informed about changing conditions in secondary schools.

Under the supervision of the full-time Senior Tutor, who is a Fellow of the College, the four individuals in the College Office are responsible for organising academic affairs. In addition to undergraduate and graduate admissions, these include outreach and access work, University and College examinations, scholarships, bursaries and prizes, academic strategy and progress, appointments of College teaching staff, academic discipline, welfare and student support. The Student Administration Manager line manages the three other members of the College Office in liaison with the Senior Tutor and is responsible for the administration of academic affairs. The Admissions Officer is responsible for both the College undergraduate and graduate admissions processes. In addition to their core duties, the Outreach and Access Officer will be expected to assist with day-to-day office administration as part of the College Office team, including undergraduate admissions. The Outreach Fellow is responsible for establishing partnerships and working closely with schools in the college’s target region for access work, Birmingham and other parts of the West Midlands. The Access and Outreach Officer will work alongside the Fellow to coordinate the range of the College’s outreach and access activities.

Duties

The appointee will:

- Be responsible for administering and undertaking school tours of College and similar activities, including delivering promotional and information presentations to schools and visiting groups, both in person and online;
- Organise the college Open Days in liaison with the Admissions Officer and, if appropriate, Teachers days;
- Travel to the college’s link areas to visit schools and undertake outreach events;
- Maintain and enhance publicity material and interactive digital platforms related to access and outreach (e.g. The Ambassador Platform) on the College website and in social media, sometimes in liaison with the Communications Manager;
- Collaborate closely with other Oxford colleges sharing the same areas (through the West Midlands consortium), as well as Cambridge colleges linked to the same regions;
- Provide information and training for students and support for tutors on how best to generally promote the College and University to potential applicants and their teachers and parents;
- Liaise with undergraduate academic affairs and access representatives over the ‘Keble at Large’ undergraduate ambassadors programme;
- Co-ordinate liaison and outreach activities for the College with the central University admissions office, including attendance at relevant inter-collegiate and University committee meetings;
- Assist with all aspects of the College undergraduate admissions process, particularly in Michaelmas Term under the supervision of the Student Administration Manager;
- Assist with day-to-day College Office administration under the supervision of the Student Administration Manager.
Person specification

Essential
- Degree level qualification or equivalent;
- Knowledge of the UK schools and higher education systems;
- An enthusiasm for encouraging wider access to higher education;
- Excellent interpersonal skills, whether dealing with students, academic staff, external organizations, or other members of the office team;
- Flexibility to travel;
- Ability to work as part of a team but also someone who can work without direction;
- Excellent IT skills, including experience with Microsoft packages – Word, Excel, Powerpoint, and Outlook, as well as databases;
- High standard of written and oral communication with an ability to present with confidence;
- Ability to prioritize workload and manage time effectively;
- Attention to detail;
- The successful candidate must be prepared to undergo a compulsory enhanced DBS check. The candidate should have or be able to develop an awareness of Child Protection issues.

Desirable
- An understanding of widening participation policies and issues;
- Familiarity with university entrance procedures and requirements;
- Experience of working in a UK secondary schools or tertiary college environment.

Terms and conditions

Salary: The post is on Grade 3 of the College's own scale, starting at £29,288 (with discretionary points up to £33,734) pro rata per annum, depending on qualification and experience. Work time travel and other expenses of the Access and Outreach Officer will be met by the College.

Probation: There is a 6-month probationary period for this role.

Hours: 36.25 hours a week (full-time) although part-time hours to a minimum of 24 hours per week will be considered, with the possibility of flexible work arrangements.

Holiday: 38 days per annum (includes bank holidays). The College is closed for Christmas and annual leave must be kept to cover that closure. The appointee will be expected to avoid taking holidays during the undergraduate admissions period in the first half of December.

Pension: This position is eligible for membership of the University of Oxford's Oxford Staff Pensions Scheme (OSPS), which is a contributory pension scheme.

Benefits:
- Free meal in the Dining Hall whilst on duty when the kitchens are open.
- Membership of one College gym (annual subscription).
- Car parking spaces in College are restricted and permission to park is subject to the Vehicle Parking Policy. However, the College is able to offer discounted season tickets for rail and bus travel to work.
- Several College loan schemes operate for Bicycle to Work schemes.
- Childcare – the College is able to access excellent University childcare services, including five nurseries. For full details, including how to apply and the costs, see www.admin.ox.ac.uk/childcare/
How to Apply

Please apply by emailing your CV (maximum 2 pages) and a covering letter (maximum 2 pages) which explains how you meet each of the selection criteria for the post using examples of your skills and experience, to marie.ruffle@keble.ox.ac.uk

You should also include the names and email addresses of two work-related references. However, referees will not be approached before first obtaining the candidate’s permission.

The covering letter may include experience gained in employment, or during career breaks (such as time out to care for dependants). If you are currently employed it should also detail your notice period. Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description duties.

Closing date: 12 noon on 10th June 2021

Applicants should also complete the Equal Opportunities Monitoring Form that can be found on the website and return it to Trish Long, Assistant Equalities Officer at trish.long@keble.ox.ac.uk by the same deadline. These forms are used for monitoring purposes and will not be seen by any members of the selection committee.

For an informal discussion about the role, please contact either the Senior Tutor, Ali Rogers (senior.tutor@keble.ox.ac.uk) or the Student Administration Manager, Penny Bateman (College.Office@keble.ox.ac.uk).

It is expected that interviews will be held at Keble College in the week commencing 21st June 2021.

Right to Work

To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of their eligibility for employment before taking up the post. The appointment will be subject to satisfactory provision of proof of the right to work in the UK. You will be sent a request for the relevant information at the appropriate point in the selection process. Further information is available at: http://www.ukba.homeoffice.gov.uk/workingintheuk/.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College’s Data Protection Policy.

Equal Opportunities

Keble College is an equal opportunities employer. We aim to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We are committed to a programme of action to make this policy fully effective. The College welcomes diversity amongst its fellows, students, staff members and visitors, recognising the particular contributions to the achievement of its educational purposes that can be made by individuals from a wide range of backgrounds and experiences.

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