

Outreach & Admissions Officer

Full-time: Grade 5 (£28 759 - £33 966)

Start: August 2024

Three year fixed-term

The Role

New College is looking for an enthusiastic and highly-organised person to fulfil this exciting role. This role will be attractive to a recent graduate who is seeking experience of working within the field of education.

About New College

New College is one of Oxford's oldest and best-known Colleges. Situated in the heart of the city, our main site is one of the most beautiful in Oxford, boasting the earliest planned College quadrangle and spectacular gardens set against the medieval city wall.

While learning and scholarship are our primary focus, the College has an exceptionally rich sporting, cultural and musical life.

Founded by William of Wykeham in 1379 for the education of priests, the College has grown to become one of Oxford's largest; admitting undergraduate and graduate students for nearly all the subjects on offer in the University. We have a record of consistently strong

academic performance, and welcome applications from students of high academic potential, whatever their background. We currently have around 340 graduate students and 420 undergraduate students.

Undergraduate teaching at New College is organised and provided by around 45 Tutorial Fellows (nearly all of whom also hold University posts), assisted by about 16 Stipendiary Lectures (college tutors employed on a fixed-term basis). There are also 15 Professional Fellows and, at any one time, about 10 to 12 Junior Research Fellows. Governing Body, which has overall responsibility for all aspects of the running of the College, comprises the Warden (the Head of the College) together with the Official Fellows.

The College runs a systematic Outreach programme in accordance with its own needs and ambitions, as well as those of the University. New College's Step-Up programme works with 40 state- schools and sixth form colleges across England and Wales. This sustained contact programme has been in operation since 2017 and requires regular visits to each of the 40 schools. The programme also involves multiple visits to Oxford, as well as attendance at an "informal" Open Day which is organised by the JCR. In addition, in 2021, the College formed a consortia with Jesus College and St Catherine's College to enhance the provision of outreach work in Wales. This involves both inbound and outbound school visits.

New College is a popular choice among applicants from the UK, European Union and overseas. In the most recent admissions round there were just under 1000 applicants for around 125 places on undergraduate degree courses. The undergraduate admissions process runs roughly from October to January each year, and includes working closely with subject tutors and the central University of Oxford Admissions team, and liaising effectively with candidates and other stakeholders. New College is a very popular choice amongst graduate applicants. The graduate admissions process runs roughly from January until June each year, and includes working closely with the Tutor for Graduates, administering the allocation of graduate scholarships, and allocating accommodation to successful applicants.

The Academic Office

Under the supervision of the Senior Tutor, Tutor for Undergraduate Admissions, Tutor for Graduates, and Tutor for Welfare, who are all Fellows of the College, the seven existing members of the Academic Offices are responsible for organising academic affairs. This includes outreach work, admissions, University and College examinations, scholarships, bursaries and prizes, academic strategy, appointments of academic staff, academic discipline, welfare, and student support.

The **Academic Registrar** line manages the offices and is responsible for the administration of academic affairs, academic recruitment, examinations and student support and welfare.

The **Head of Outreach and Communications** has responsibility for developing and implementing the College's outreach programmes and communications output.

The **Senior Outreach Officer** is responsible for the College's Step- Up Programme, the College's bespoke inreach support programme, and the annual Open Days.

The **PR & Marketing Coordinator** is responsible for generating content for all of the College's media outputs.

The **Admissions Administrator** takes responsibility for all aspects of the College's undergraduate and graduate admission processes.

The **Student Events and Services Administrator** takes responsibility for the organisation of a number of events, such as degree days and student dinners, as well as taking responsibility for the admission of Visiting Students.

The **Welfare Administrator** takes responsibility for the maintenance of student welfare records and the related processes.

The **Outreach & Admissions Officer** is line managed by the Academic Registrar, as well as the Head of Outreach and Communications.

Summary of responsibilities:

Outreach:

An estimated 60% of this role will be devoted to Outreach

- To deliver and organise inbound and outbound Welsh outreach visits. This includes running prepared workshops, collecting and entering data, and collating questionnaire surveys.
- Assist with the delivery of sessions for New College's Step-Up Programme (tasks as above)
- Collect data and enter information on the HEAT (Higher Education Access Tracker) database.
- Assist the Head of Outreach and Communications and the Senior Outreach Officer with the recruitment of Step-Up Ambassadors.
- Assist with the biennial Step-Up Teachers' Conference.
- Work with the PR and Marketing Coordinator to ensure that the Step-Up and Oxford for Wales sections of the College website are up-to-date.
- Liaise with external organisations, such as Thinking Black, NACE and the Seren Academy.
- Familiarise yourself with the course content and admissions requirements of all Oxford undergraduate degrees.
- Engage with University-wide initiatives, such as UNIQ and Opportunity Oxford.
- Represent the College publicly at outreach events, and the University at national events.
- Assist in the collection of outreach data to inform the College's annual Outreach Report and Strategy.
- Minute the Outreach sub-committee, and attend the Admissions Committee, and Equality, Diversity, and Inclusion Committee.

- Attend the University's termly Outreach Forum.
- Assist with the delivery of the College's annual Open Days.
- Engage with the PR and Marketing Coordinator to ensure that information on the College's outreach work is provided for social media posts.
- Maintain records of all outreach expenditure.
- Any other duties as required by the HOOC.

Admissions:

An estimated 40 per cent of this role will be devoted to Admissions, with November to mid-January each year devoted entirely to Admissions.

Undergraduate Admissions:

- Liaising with all relevant participants in the undergraduate admissions process: tutors, college staff, student helpers, and candidates.
- Receiving applications online from the central university database and distributing them to the appropriate tutors and their teams.
- Receiving written work from candidates and distributing it to tutors.
- Planning and organising the interview process: liaising with other colleges about possible second interviews; organising Teams / in-person interviews.
- Assisting the Admissions Administrator as otherwise required.
- Organising and helping to deliver freshers week.
- Organising the annual IHRL Summer School.

Graduate Admissions:

- Allocating a limited supply of accommodation to incoming graduate students; prioritising applicants, and liaising with the Home Bursar and Accommodation Manager.
- Entering decisions and application updates into the University and College's online system.
- Assisting the Admissions Administrator as otherwise required.
- Organising graduate freshers week

This job description is not exhaustive and, in accordance with the College's priorities, is subject to regular review as new areas of work emerge. The post-holder will be required to respond flexibly to changing requirements.

Competencies, skills and qualifications required:

Essential	Desirable
<ul style="list-style-type: none"> • Graduate or equivalent • Knowledge of the undergraduate and graduate system at Oxford University • Excellent attention to detail; accurate eye for checking, building up, and maintaining records. • Excellent communication skills, and ability to communicate with a variety of audiences. 	<ul style="list-style-type: none"> • A degree in Music, Modern Language(s), English, or Classics. • Experience of the undergraduate system at Oxford. • A knowledge of the Welsh education system. • An understanding of outreach policies and issues. • Experience of organising events.

<ul style="list-style-type: none"> • Ability to promote and represent the College to school groups, up to headteacher level, and at University meetings. • Ability to show diplomacy and understanding in dealing with parents, teachers, and students. • Ability to stay calm under pressure. • Ability to work as part of a team but also someone who can work independently, without direction. • Good computer skills – MS Office; ability to learn new IT skills as required. • Full driving licence (there will be a lot of independent travelling associated with this role). 	<ul style="list-style-type: none"> • Relevant experience of working with schools and students, preferably in an outreach context. • Ability to interpret and present data in a wide range of formats, including numerical analysis.
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The successful candidate must be prepared to undergo a compulsory DBS check.

BENEFITS

Hours of work:

33.75 per week, plus 1.25 hour unpaid lunchbreak. While the core work period is 9 am to 5.00 pm Monday to Friday, work in the evenings and occasionally at weekends may, on occasion, be required for which time-off in lieu or flexible hours will be granted.

Leave Entitlement:

30 days plus bank holidays. Bank holidays that fall within the full terms of the University of Oxford are normally worked, for which time off in lieu will be given. 5 days of the annual leave entitlement are to be taken during the College's Christmas closed period.

Other benefits:

Pension - there is a salary-based occupational pension scheme applicable to this post; lunch free of charge when served on days on which the post-holder is on duty; bus season ticket loan; access to bike scheme; Employee Assistance Programme

Probation:

The post is subject to a six month probationary period.

Equality and Diversity

New College is committed to increasing diversity across all parts of the institution and to welcoming under-represented groups. It aims to provide an inclusive environment which promotes equality and maintains a working, learning and social context in which the rights and dignity of all its members are respected to assist them in reaching their full potential. The College is an equal opportunities employer and adheres to the University's Equal Opportunities Policy and Code of Practice, a copy of which is available on request.

Application Procedure

Applicants should please:

- complete the online application form within our recruitment portal.
- upload a curriculum vitae

- upload a supporting statement which should explain how you meet the requirements of this role, as listed in this job description (please include this in the upload slot labelled “cover letter”. There is no need to submit an additional cover letter).

The closing date for applications is midday on Wednesday July 3rd 2024. We intend to hold in-person interviews on Thursday July 11th.

Enquiries

All enquiries should be in the first instance addressed to the Head of Outreach & Communications, Mr Daniel Powell, at outreach@new.ox.ac.uk