

JOB DESCRIPTION

Job title	Communications Office Intern (Summer contract)
Department	Communications Office
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£24,882 per annum, pro rata (hourly rate £13.11)
Hours of work	36.5 per week
Contract type	Fixed-term June 2026 – September 2026
Reporting to	Head of Communications

About the role

We are looking for a Communications Office Intern to help produce a longitudinal report documenting the scope and impact of Oriel College's outreach programme.

Working closely with the Head of Communications and Outreach Manager, you will conduct research and present your findings in an engaging and accessible format, combining data visualisations, images and written copy.

Responsibilities

- Apply qualitative and quantitative research methods to gather and analyse information relating to Oriel College's outreach programme
- Analyse trends and developments in outreach activity over time, as well as assessing impact through case studies
- Present findings in a structured longitudinal report that presents research in an engaging and accessible format
- Work collaboratively with key internal stakeholders such as the Head of Communications, Outreach Manager and Development Director
- Provide recommendations or insights to support future outreach work, drawing on an understanding of the broader social and policy context
- Undertake any other duties that may be reasonable requested by the Head of Communications and Outreach Manager appropriate to the level of the post

Selection criteria

Essential:

- Strong research and analytical skills

- Excellent written communication, with an ability to present complex information clearly
- High level of attention to detail and organisation
- A creative approach to communicating detailed information
- Ability to work independently and manage a defined project
- Strong interpersonal skills, including an ability to communicate effectively with senior colleagues
- Basic proficiency in Microsoft Office applications (Word, Excel, Outlook)

Desirable:

- Familiarity with higher education outreach and access
- Interest in communications and/or outreach work
- Experience of conducting interviews or other qualitative research methods

About Oriel

Oriel College is the 5th oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700th birthday. Described by our students as ‘the perfect size’, with around 600 students we’re slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Nobel Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

Pre-Employment Screening

All appointments are subject to proof of the candidate’s legal right to work in the UK and receipt of satisfactory references.

You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Data Protection

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.