

**JOB DESCRIPTION**

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| **Job title:** | Outreach Officer  |
| **Department:** | Academic Office |
| **Location:** | Oriel College, Oriel Square, Oxford OX1 4EW |
| **Salary:** | £30,000 - £34,000pa depending on experience (Oriel College Band 5) |
| **Hours of work:** | 36.5 |
| **Contract type:** | Permanent |
| **Reporting to:** | Academic Registrar  |
| **Working closely with:** | Admissions Officer  |
| **Ultimately responsible to:** | The Tutor for Admissions and Outreach  |

**Overview of the role**

The Outreach Officer coordinates and organises the schools liaison and outreach activities of Oriel College, encouraging undergraduate applications to Oriel and to Oxford from academically outstanding candidates from all backgrounds. The work includes visits to and from the schools of prospective applicants, communicating with schools and sixth form colleges, producing publicity materials as required, and liaising with the wider University. The Outreach Officer will represent the College and University at events, and be instrumental in implementing Oriel’s access and widening participation strategies. The Outreach Officer will be expected to work independently and to take full responsibility for the relevant administrative processes.

**Responsibilities**

* Arranging and conducting visits to and from schools/sixth form colleges and encouraging other College members to engage in such visits.
* Organising and co-ordinating Oriel’s annual Easter Residential Programmes
* Work to develop and maintain school contacts in the West Midlands outreach consortium area.
* Management of the Student Ambassador Scheme, including: recruitment, payments, training and supervision.
* Responsibility for producing and disseminating publicity material and updating the relevant sections on the website.
* Dealing with enquiries from prospective applicants/teachers/parents.
* Work with the Admissions Officer to run the Undergraduate Open Days: recruit and train student helpers; organise the events and bookings; coordinate the smooth running of the day.
* Work with Oriel’s outreach partners, e.g. Generating Genius; UNIQ.
* Regular contact with the Tutor for Admissions and Outreach, enabling collaborative development of Outreach Policy
* Producing and evaluating outreach statistics and monitoring data.
* Management of the information in Oriel’s outreach databases.
* Liaison with Oriel’s Development Office: production of the annual Outreach Report and contact with Donors for Outreach
* Working with the Academic Registrar to monitor the outreach budget.
* Attending College and University Committees concerning Outreach and Access work.
* Collaborating with Outreach Officers from other colleges as required.
* Any other tasks in consultation with the Tutor for Admissions and Outreach.

These responsibilities may be varied from time to time without changing the essential character of the post. The role may evolve to include more collaboration with other colleges within its existing scope.

**Selection criteria**

**Experience**

* Experience of Higher Education (essential)
* Knowledge of Oxford University and/or its colleges (desirable)
* Experience of access or schools liaison work (desirable)
* Experience of event management (desirable)

**Skills**

* Confident and inspiring presentation skills.
* Excellent oral and written communication skills.
* Strong analytical skills and ability to understand which activities make most impact.
* Good IT skills, including competence with MS Outlook, MS Powerpoint and databases. Experience updating websites would be desirable.
* The ability to work under pressure, to prioritise effectively, and to meet deadlines.
* The ability to work well in a small team – excellent inter-personal skills.
* Good networking and promotional skills.
* The ability to work independently.

**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 Noble 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.*

**Employee Benefits\***

* 38 days holiday (including bank holidays)
* Pension scheme
* Employee Assistance Programme
* Free lunch on each day worked (when the kitchen is open)
* Travel loan scheme (bus and bike)
* Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
* Flu jab (reimbursement)
* Annual pension review meeting
* Staff social events
* Free entrance to The University of Oxford Botanic Gardens
* Free entrance to Harcourt Arboretum
* Free membership (via application) to Wytham Woods
* Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
* Free membership of the University Club (social, sporting and hospitality club)
* Free entrance to University museums

**Retail**

* 10% discount at Ashmolean Museum Café and shop
* 10% discount at Bodleian Library shop
* 10% discount at OUP bookshop
* 15% off at Blackwell’s bookshop in Oxford
* Discounts online and in local shops via following the link<https://hr.admin.ox.ac.uk/discount-codes>
* Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
* Discount on retail, food and fitness via applying for a UNiDAYS account
* Discount on retail, food and fitness via applying for a Student Beans account
* Discount at Howdens Oxford quoting Oxford University

**Fitness**

* Discounted membership to University sports facilities, Iffley Road
* Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
* Up to 30% discount at various gyms via student membership app UNiDAYS

**Healthcare**

Discounted private healthcare via Eduhealth<https://www.eduhealth.co.uk/oxford-university>

**IT Software**

* Free Office 365 software download on up to 5 devices
* Free antivirus software

**Training and Development**

* Free access to hundreds of online training courses
* Free training via LinkedIn Learning

\*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.