

JOB DESCRIPTION

Job title	Head of Communications
Department	Communications & Development
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£48,000 - £53,000 per annum (dependent on experience)
Hours of work	Full-time, 36.5 per week (flexibility to suit the requirements of the post and expectation to work occasionally outside of standard office hours as required).
Contract type	Permanent
Reporting to	Provost
Indirect Report	Director of Development
Direct report	Communications Officer
Key internal stakeholders	Governing Body, Treasurer, Academic Office, Development team, current students, academic and non-academic staff, visitors
External Contacts	Journalists – local, national and international Enquiries from the public when relating to Oriel as an institution of national and international interest College Alumni FOI enquirers Oxford City and County Councils Oxford University administration

Overview of the role

To lead the communications and marketing efforts within the College, providing sound advice and expertise for specialist communication issues

Responsibilities

Communications strategy

- Develop and implement communications strategy across the college in conjunction with the Provost and Governing Body.
- Advise on consistent tone and style across all communications media, digital and traditional
- Proactively create and maintain strategy for managing press and public interest, including formal requests such as FOI
- Work with the Admissions Office and other members of the Academic Office to create an online presence communicating life at Oriel, to attract prospective students

- Responsible for working with the Treasurer and key College offices to respond to relevant FOI queries, and on occasion taking lead for response
- Liaise with legal representatives where appropriate and respond to areas of concern on behalf of the College
- Develop relationships with key communications teams at the University of Oxford and other colleges as appropriate to keep abreast of trends and best practice

Communication and Marketing Operations

- Responsible for creating and internally promoting Oriel branding, style guides, templates, ensuring adherence to consistency across College
- Anticipate and offer solutions to communications issues on difficult and /or sensitive matters
- Be the first port of call for public and press queries into the college escalating upwards only when necessary
- Provide contribution to various committees as appropriate
- Coordinate and draft responses to press enquiries on behalf of College
- Proactive development of new communications initiatives

Website and other digital media

- Initiate new ideas for the College website working as a peer with members of college management and Fellows
- Keep College website updated on a regular basis, including with frequent, timely, news articles to engage our audience
- Maintaining a vibrant presence on popular contemporary social media channels through frequent engaging updates
- Set and track targets for interactions on social media channels
- Provide advice on use of film, podcasting and other media as well as input into publicity planning for each such project

Other tasks

- In charge of producing annual Record, working closely with the Editor
- Oversee the production of *Floreat*, the annual College magazine, as a key deliverable of the Communications office.
- Support colleagues with other print publications as required
- Produce detailed notes and at time write full speeches with the Provost, and advise other College Officers on speeches as required
- Write notices on behalf of the Provost and College, for public as well as internal consumption
- Support Fellows when working with public-facing communications

Line management

- Be responsible for the performance of the Communications team
- Ensure that staff reporting to this post work within the College's personnel policies and procedures
- Develop the skills of the team, identifying training needs as appropriate

Financial responsibility

- Budget management and accountability for all marketing, and communications budget lines
- Manage relationships with external providers of PR and external communications support suppliers
- Work with other budget holders on joint projects, and co-manage joint projects being mindful of budget constraints

Selection criteria

Essential:

- Graduate or comparable industry experience, preferably with appropriate professional qualifications for communications/journalism/media industry.
- Experience and knowledge of corporate communications, liaison with journalists
- Experience in managing websites, and corporate social media accounts
- Knowledge of communications relevant to compliance legislation, regulation and guidance including specifically data privacy regulations
- Calm under pressure
- Tactful, respectful and thoughtful communicator who is resilient when challenged
- Excellent communication and inter-personal skills
- Team player

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.

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)
- Staff social events
- Membership to SCR
- 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

*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.