

JOB DESCRIPTION

Job title	Outreach Officer
Department	Academic Office
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£32,000 per annum
Hours of work	Full-time 36.5 per week
Contract type	1 year fixed-term (September 2025 start)
Reporting to	Outreach Manager

Overview of the role

The Outreach Officer is responsible for delivering and administering events as a part of Oriel College's Outreach programme, which aims to inform state school students of the opportunities available through Higher Education, encouraging undergraduate applications to Oriel and to Oxford from academically outstanding candidates from all backgrounds. The primary focus in this role is ensuring the successful organisation and delivery of school visits to Oriel College from the College's seven geographical link regions. The role holder will also be integral for improving outreach evaluation through collecting school and student data from activities and ensuring any records held by are well-maintained.

Responsibilities

- Arranging and conducting inbound visits to Oriel by schools/sixth form colleges; producing visit itineraries and risk assessments, making relevant room/catering bookings; delivering talks.
- Answering email enquiries from prospective applicants/teachers/parents and producing and maintaining a teacher mailing list.
- Collecting visit feedback and other data from students and teachers, and accurately recording and managing the information in Oriel's outreach databases and in HEAT (Higher Education Access Track).
- Delivery of outreach virtual sessions for linked schools and other virtual series as required.
- Working with the Communications Team to produce online content to promote the college's outreach work, e.g. articles on recent programmes, social media content.
- Working with the Undergraduate Officer to provide administrative support during busy periods of the Undergraduate admissions cycle.
- Administration of Oriel College student competitions, namely the Rex Nettleford Essay Prize.

- Supporting the Head of Outreach in the delivery of Easter Study Day Residentials: answering attendee queries; producing information packs; supporting delivery on the day; processing travel reimbursements afterwards.
- Supporting the Head of Outreach and Undergraduate Officer in the delivery of Undergraduate Open Days.
- Collaborating with Outreach Officers from other colleges as required.
- Any other tasks in consultation with the Head of Outreach and Tutor for Admissions and Outreach.

Essential Criteria:

- Proven experience in event organisation and delivery
- Confident and inspiring presentation skills
- Excellent verbal and written communication skills
- Strong administrative and organisational skills
- Good IT skills including competence with MS Outlook, MS Powerpoint and databases
- Ability to work effectively with various teams, both internally and externally
- Ability to work independently
- Experience of working in a customer service environment
- A flexible approach and willingness to undertake any other tasks in consultation with the Outreach Manager and Tutor for Admissions and Outreach

Desirable Criteria:

- Familiarity with the higher education sector
- Experience in outreach or admissions roles
- Knowledge of Oxford University and its colleges
- Skills and experience in producing news articles and social media content

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, train and bike)
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
- Flu jab
- 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

*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.