

JOB DESCRIPTION

Job title	Communications Officer
Department	Communications
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£35,000 - £40,000 per annum (dependent on experience)
Hours of work	Full time 36.5 per week
Contract type	Permanent
Reporting to	Head of Communications
Liaison with	Head of Communications, Development Office, Provost, Academic Office, academics and professional staff, students

About the role

We're looking for a dynamic and results-oriented Communications Officer to join our team as Oriel College celebrates its 700th anniversary in 2026. Working closely with the Head of Communications, you will be responsible for capturing and sharing multi-media stories about Oriel's research, students, alumni, and rich heritage.

The ideal candidate will be a skilled writer capable of making complex information accessible to a wide audience. You'll also be confident managing social media accounts and producing visual and video content that supports engaging storytelling.

The role also involves working on publications, websites and newsletters and sometimes handling media enquiries and sending press releases.

Responsibilities

- Write and edit journalistic news stories with engaging visual assets, bringing the research, student life and activities of the College to a wide audience
- Produce creative digital and social media content, using professional equipment and software to capture stories in both visual and video formats
- Contribute to magazines and other publications, conducting interviews and authoring articles and features about research, College news and alumni
- Ensure the website is accurate and kept up-to-date, including by proactively requesting changes from other teams
- Use data and analytics to evaluate how communications land with audiences

- Use a combination of print and digital means to communicate information to students, professional staff and academics
- Liaise with colleagues, students and academics to find possible news stories and provide communications support
- Assist the Head of Communications with handling media enquiries and sending press releases
- Work closely with members of the Development Office to cover alumni events and produce communications materials for fundraising campaigns
- Undertake any other duties that may be reasonably requested by the Head of Communications appropriate to the level of the post

Selection criteria

Essential:

- Experience working in communications, marketing, PR and/or journalism
- Excellent written and oral communication skills, with an ability to tailor writing for different mediums and audiences
- Experience managing social media accounts and producing engaging visual and video content, using audience insights, analytics and an understanding of best practices to inform approach
- A good news sense across different contexts and an ability to apply this to make sound judgements
- A high level of accuracy and attention to detail, with an organised, systematic and methodical approach to work
- Strong interpersonal skills, including an ability to communicate effectively with senior figures
- A proactive attitude to work and a willingness to help others to achieve shared objectives

Desirable:

- Experience in photography and video editing
- Basic knowledge of Adobe Suite, including InDesign, Illustrator and Photoshop

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, train and bike)
- Car purchase scheme
- 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.