



St John's College
Oxford

Access and Outreach Team Manager (Fixed Term Contract) Maternity Cover

About St John's College

St John's College is one of the larger colleges within the University of Oxford. Founded in 1555 by Sir Thomas White, the College is a long-established member of the thirty-eight colleges of Oxford University. Like all colleges, it is an independent, self-governing establishment, which functions both, as an academic institution and as a social and residential centre for its members. The College has around 650 students and 100 Fellows. For further information about the College, please visit our website at www.sjc.ox.ac.uk

The Inspire programme

A summary of our outreach activities and Inspire programmes can be found on the links below:

<https://www.sjc.ox.ac.uk/access-and-outreach/impact-report/access--outreach/>

<https://www.sjc.ox.ac.uk/access-and-outreach/inspire-programme/>

Key Responsibilities:

Team leadership and management

- Provide overall leadership and management of the College's Access and Outreach team
- Line-manage a talented team of six permanent staff with diverse roles [Inspire Programme Lead, Academic Lead (0.4 FTE), Access Lead, Digital and Marketing Lead, Digital and Operations Manager, Access Assistant (0.4 FTE)]
- Foster a positive, inclusive and performance-focused team culture
- Oversee the recruitment, training, and support for student ambassadors
- Represent the Access and Outreach Team at the termly Academic Services Committee



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Programme oversight

- Support the team to ensure the high-quality, consistent delivery across the Inspire Programme and other outreach activities
- Play an active role in the delivery of programmes, visits and events
- Oversee the delivery of all Year 12 and Year 13 Inspire Programme activities to a high standard
- Support the Inspire programme review, including data collection and liaising with partner schools alongside the Inspire Programme Lead and produce report detailing the findings of the evaluation

Administration and compliance

- Ensure compliance with safeguarding, GDPR, and health and safety regulations across the team including for all outreach activities. The post holder will be required to be trained to hold the role of Designated Safeguard lead for Access and Outreach events.
- Be the key point of contact for the Fellow for Access for reporting and support with producing content for, for example, internal briefings and external reports to donors
- Support the Fellow for Access to coordinate the College's contributions to the university-wide Access and Participation Plans (APPs)
- Ensure that evaluation and monitoring processes are followed to allow assessment of the impact and effectiveness of programmes
- Have responsibility within the team for budget management and oversee expenditure in line with office and College procedures
- Follow processes for the management of restricted funds in collaboration with the Finance Teams
- Contribute to donor engagement and reporting when required

Other duties

- Any other duties as required by the Senior Academic Registrar or Fellow for Access and Outreach in relation to the running and functioning of access and outreach for the college

Essential

- Demonstrable experience of motivating staff and managing small teams
- Proven track record of fostering a positive team culture



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- A willingness to rapidly learn about issues, trends and norms relevant to the access and outreach sector
- Strong administrative and organisational skills
- A confident communicator with excellent written and spoken communication skills and excellent interpersonal skills
- Excellent IT skills, including experience and confidence with Microsoft Office packages and databases (E)
- The ability to work to multiple deadlines and to prioritise diverse workloads (E)
- An ability to work calmly and competently under pressure (E)
- A passion for social justice, educational equity, and making a tangible difference in people's lives (D)
- An innovative and creative approach to problem-solving
- The ability and willingness to travel to our link regions (Ealing, Harrow, East and West Sussex, Brighton and Southampton)

Desirable

- Experience/interest in access and outreach or elsewhere in the education sector
- Experience/interest in delivering educational programmes to young people
- Appreciation and understanding of both a university academic environment and a secondary school environment
- Budgetary management experience
- Experience with safeguarding and GDPR compliance (training can be provided)

Reporting structure

The Access and Outreach Manager will report to the Academic Registrar and will be supported by the Fellow for Access and Outreach where required.

Personal documentation

The successful candidate will be required to undergo a right-to-work in the UK check and Enhanced DBS check.

Terms and conditions
Date of contract: This fixed term contract is to cover a period of maternity leave from Monday 2nd November 2026 – Friday 5th November 2027 (there may be some flexibility for the right candidate). This is a temporary, fixed-term position and will therefore not be extended or renewed.



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Salary: Grade 7 £37,694-£46,049 per annum of the University salary scale. Plus an Oxford weighting allowance of £1730 per annum.

Hours of work: Normal office hours are 35 hours per week. Normal hours of work are to be agreed but are expected to fall within the period 9:00am – 5.00pm, with an hour for lunch. Some flexibility will be required according to particular responsibilities; some evening and weekend work may be required, for which time off in lieu will be given.

Holidays: Annual Leave entitlement is 38 days (Pro-rata per annum) which includes 8 public holiday and 5 fixed closure days to be taken at Christmas when the college is closed. The post-holder will be expected to be present in College during the 3 weeks which span the summer schools in July and August.

Meals: The post-holder is entitled to free lunches in Hall on days they are working at the College site. The College also provides free tea, coffee and water during the working day.

Pension: The post holder will be automatically enrolled into USS staff pension fund from the commencement date of the appointment.

Probationary and Notice Periods: The appointment is subject to satisfactory completion of a six-month probationary period, during which time the notice period will be one week on either side. Once the appointment has been confirmed, the notice period on either side will be one month.

Application procedure: If you consider that you meet the selection criteria (detailed previously), please send your application consisting of a covering letter explaining your suitability for the post and a full CV with your complete education and employment history preferably as a single PDF document by email, to vacancies@sjc.ox.ac.uk.

Your application should arrive no later **Monday 3rd August 9am**

Please state the names, addresses and telephone numbers of two people who are prepared to give you a reference for this position (preferably your current Line Manager). Please indicate whether we can contact them at this stage.

If your application is successful, your appointment will be subject (i) to the provision of an original document, which indicates your right to work in the UK, and (ii) the completion of an initial probation period.



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Equal Opportunities Statement

St John's College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College require that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases the ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, age or disability.

Data Protection

All data supplied by candidates will be used only for the purpose of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy and recruitment monitoring process.