



Educational Content Support Officer (part-time)

St John's College Access and Outreach team is looking for a driven team player to contribute to the digital output across all of its programmes for targeted non-selective state schools.

The College

Founded in 1555, St John's College is among the oldest of the colleges of the University of Oxford. The College is an independent, self-governing body which functions both as an academic institution and as a social and residential centre for its members. Almost all of the subjects offered by the University can be studied at the College. The College has approximately 400 undergraduate and 200 postgraduate students. The Fellowship includes approximately 100 academics, of which 60 are members of the College's Governing Body which has overall responsibility for all aspects of the running of the College. There are approximately 200 non-academic staff.

Working at St John's

The College offers a number of benefits to its employees, including generous Annual Leave, free meals during working hours, free onsite gyms and sports facilities, and personalised training & development opportunities. Typical days do not require work outside of a 35-hour working week (pro rata); where such work is required, time off in lieu will be given.

For further information about the College, please visit our website at: www.sjc.ox.ac.uk

Access and Outreach at St John's

St John's has a proud history of access and outreach. We seek to admit able students who are passionate about their subject, regardless of their background, and we continue to support them to succeed here. We welcome and promote diversity in our student body and are proud that our students do indeed come from a richly diverse mix of backgrounds. The scope and ambition of our access, outreach and widening participation work, however, is beyond the College and works to engage, inform and raise attainment amongst many different groups – even if they are not considering Oxford directly.

As part of the University of Oxford's ongoing commitment to engage with all schools in the UK, each Oxford college is linked to a number of regions to ensure that all schools have a point of contact within the University. As part of this programme, St John's is linked with the London Boroughs of Harrow and Ealing, and with Brighton and Hove, East Sussex, West Sussex and Southampton, as part of the South East Consortium. The College's outreach work is broad and includes visits to schools, visit days to the College and contributions to University-level outreach schemes.

Within this portfolio of activity, the College's innovative Inspire programme is a sustained contact access and outreach programme, designed for high-achieving pupils from state schools. The whole programme supports ~3000 pupils from Years 9-13. We additionally provide outreach programmes and support for all levels of ability.

The Access Office currently has the following members: Fellow for Access and outreach, Access Officer, Inspire Year 9, 10 and 11 Programme Lead, Inspire 12 and 13 Programme Lead, Humanities Associate, Project Support Officer, Digital Manager and a Digital Engagement Officer. We additionally provide up to 20 short-term internships within the office throughout the year out of term time.



Candidates are encouraged to discover more about the College access and outreach work from its website: <https://www.sjc.ox.ac.uk/access-and-outreach/>

The Role

Working under the supervision of the Fellow for Access and Outreach or their delegate, the post-holder's main duties will involve designing and producing academic content for the St John's Access Office and delivering in-person sessions to a variety of audiences. The post-holder will work within the Access and Outreach Office at St John's, liaising with members of the office team and with other senior members of the College. The role may suit a graduate student or those interested in part-time work.

Specific Duties Include to:

1. Collaborate with the Access and Outreach team to create and expand the content offered by our Access and Inspire Programmes. The applicant must be comfortable producing both written and video-recorded content.
2. Reviewing existing academic resources to ensure their quality and consistency.
3. Commission and edit content from educators within the college and the central university.
4. Video editing, subtitling, and copy editing of material produced for the programmes.
5. Deliver live academic sessions for the Access and Outreach Office for a variety of events, including, but not limited to, school visits, summer schools, and online webinars.
6. Contribute to the production of social media content for use within the Access and Outreach Office.
7. Provide general support for the delivery of the Access and Inspire Programmes throughout the year especially for the College summer schools, offer holder days, and open days.
8. Contribute to general college initiatives to raise the college profile within the local community.
9. Any other duties as required by the Fellow for Access and Outreach or their delegate, cognate with the areas listed above.

Selection Criteria / Person Specification

Requirements Essential (E) and desirable criteria (D)

Education / Qualifications

1. Educated to degree level or similar (E)

Experience and Attitudes

1. Strong administrative experience and organisational skills (E)
2. A flexible attitude towards duties, including a willingness to work both independently and as part of a team (E)
3. Flexible in their approach to their work - the role requires the post-holder to engage with undergraduate students, school pupils, teachers, alumni, members of College (academic and non-academic) (E)
4. An interest in access and outreach work (E)

Skills, Knowledge and Abilities

1. Demonstrative written and spoken communication skills (E)
2. Excellent IT skills including experience of and confidence with Microsoft Office packages (E)



3. Knowledge of video editing programmes (such as Premier Pro). Training will be provided for any unfamiliar programmes as required (D)
4. The ability to work to multiple deadlines and to prioritise workloads (E)
5. An ability to work calmly under pressure (E)
6. The successful candidate will be required to undergo a DBS Check (E)

Terms and conditions

Salary: Appointment will be a 0.4 FTE of Grade 5 of the University's pay scale for support staff, currently £28,759 -£33,966 per annum, depending on qualifications and experience.

This post will receive a pensionable £1,500 per annum Oxford University Weighting payment which will be paid in equal monthly instalments and pro-rated for part time appointments.

Hours of work: Normal working hours for a 2 day per week post are 14 hours per week (with a 1-hour unpaid lunch break). Distribution of those hours is to be agreed with the Fellow for Access and Outreach, although a typical day would be 9am - 5pm, on 2 specified days unless specific events are planned either in Oxford or at our link schools which may necessitate some out of hours working for which time will be given off in lieu. The College has an off-site working policy where 1 day per week (pro-rata) may be worked from home during term-time and 2 days per week (pro-rata) out of term-time, although this would not be possible during busy periods, for example, summer schools or other events. The post-holder would be responsible for the supply of the necessary IT equipment for remote working.

Holidays: Annual leave entitlement for a full time post is 30 working days, of which 5 are to be taken during the College's fixed closure period over Christmas and 5 days at Easter, plus 8 statutory bank holidays, pro-rata for this role would equate to 15 days a year including Bank Holidays. Bank holidays that fall within University term time may need to be worked. If this is the case, a day of paid holiday in lieu of each such day worked will be given. The holiday year begins on 1 January and ends on 31 December. It will not be possible to use annual leave during the period of the summer schools in late July/early August. All leave must be approved in advance by the Fellow for Access and Outreach or their delegate.

Pension: As an employee of St John's College you will automatically be enrolled into the St John's College Staff Pension Fund with effect from the first day of your employment, subject to the trust deed and rules governing the scheme from time to time. Contributions will be payable in equal monthly instalments in arrears. Your contributions shall be made by way of deduction from your salary.

Meals and other benefits: The post-holder is entitled to free meals in Hall on days they are working at the College site (except on days when the kitchens are closed). Other benefits include the use of the College's gym and sports facilities, and access to training courses as deemed necessary.

Probationary Period and notice: The appointment is subject to satisfactory completion of a six-month probationary period, during which the notice period will be one week on either side. Once complete, the notice period will be three months on either side.

Start date: Whilst the post is available immediately, we are also able to accommodate longer notice periods as required.



Right to work: The appointment is subject to the provision of an original document verifying the applicant's right to work in the UK and to a satisfactory report from the Disclosure and Barring Service as the post will involve coming into contact with young people.

The application process

There is no application form. Candidates should email a covering letter and a curriculum vitae with details of qualifications and experience to vacancies@sjc.ox.ac.uk. Applications should be in the form of a single PDF file. Candidates must also provide the names and contact details of two referees. References will not be taken up before the interview stage.

Please ensure that all information relevant to your application is included in your attached document as the selection committee will not be provided with any information provided in your email.

Your application should be emailed to the College by no later than noon on 11th October 2024. Late applications will not be accepted.

Interviews will be held on the 16th October 2024.

For informal enquires about the role contact Dr Sandra Campbell sandra.campbell@sjc.ox.ac.uk

Recruitment monitoring

Candidates are encouraged to include a completed equal opportunities monitoring form with their application. Your information will not form part of the selection process and will not be disclosed to the selection panel. Please send this electronically as a separate PDF document to the email address above.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018, General Data Protection Legislation, the College's Data Protection Policy and recruitment monitoring purposes.

Equality of Opportunity

St John's College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College requires 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, 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 their sex, marital status, sexual orientation, racial group, age or disability.