# Job description and selection criteria

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| Job title | Part-time Support Officer - National Trust Partnership |
| Division | Humanities Division |
| Location | Radcliffe Humanities, Woodstock Road, Oxford & Remote |
| Grade and salary | Grade 5: £26,341 - £31,406 p.a. (pro rata) |
| Contract type | Fixed-term until 31st July 2022 |
| Hours | Part Time (0.3 FTE) |
| Reporting to | National Trust Partnership Lead |
| Vacancy reference | 155205 |

## Job description

## Introduction

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

### Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Drawing and Fine Art. The Division has responsibility for over 500 members of academic staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1700 postgraduate students.

The Division offers world-class teaching and research, backed by the superb resources of the University’s libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

The Division’s faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages. For more information please visit:<https://www.humanities.ox.ac.uk/>

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the

[Stephen A. Schwarzman Centre for the Humanities](http://www.schwarzmancentre.ox.ac.uk/).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The building will include performing arts and exhibition venues designed to engage the Oxford community and the public at large and attract new audiences. Modern amenities and digital capabilities will finally allow for the full breadth of Oxford’s unparalleled collections and research in the Humanities to be shared externally.

For more information please visit: [www.humanities.ox.ac.uk](http://www.humanities.ox.ac.uk)

### National Trust Partnership

The National Trust Partnership is an award-winning collaboration between Oxford University and the National Trust which creates new opportunities for interdisciplinary research, knowledge exchange, public engagement with research and training at both institutions and beyond. Working with specialists across a wide range of subject areas and locations, the partnership facilitates cutting-edge research into the National Trust’s inspiring places and collections which is then embedded into interpretation and public programming initiatives. Activities take place through a range of workstreams at both organisations, including academic placements and consultancy, conferences, workshops, public lectures and events, and student opportunities.

The National Trust Partnership grew out of the [Trusted Source Knowledge Transfer Partnership](https://www.torch.ox.ac.uk/trusted-source), which ran from 2016-18 and was funded by the National Trust, the Arts and Humanities Research Council, and InnovateUK. Trusted Source provided a means to bring academic research into the National Trust’s interpretation by connecting heritage professionals and university academics, and resulted in the creation of new interpretive resources including the [Trusted Source](https://www.nationaltrust.org.uk/features/trusted-source) website (see [www.nationaltrust.org.uk/ktp](http://www.nationaltrust.org.uk/ktp)).

Running since 2018, The National Trust Partnership is based in the Humanities Division but is interdisciplinary, drawing on and building connections across the University’s academic Divisions. The Partnership has a new work programme and will be focussing for the next two years on developing research activity, including external funding bids, around 11 core themes which align with the National Trust’s new Research Strategy.

See <https://www.torch.ox.ac.uk/national-trust-partnership>

The National Trust is Europe’s largest conservation charity, looking after historic properties, landscapes, coastlines and collections across England, Wales and Northern Ireland for ever, for everyone. The National Trust’s portfolio includes:

* 775 miles of coastline
* Over 248,000 hectares of land
* Over 500 historic houses, castles, ancient monuments gardens and parks and nature reserves.
* Close to one million objects and works of art

See [www.nationaltrust.org.uk](http://www.nationaltrust.org.uk/)

### Overview of the role

The Humanities Division seeks to recruit a Support Officer to provide administrative support to the National Trust Partnership, contributing to its active programme of work across a range of Humanities research areas and Public Engagement with Research activities.

You will be responsible for supporting a programme of activities including academic workshops, student internship projects, funding bids, communications both within the University and to external stakeholders, project evaluation, administrative support for key meetings including the Partnership Board, and answering enquiries, in addition to undertaking a range of administrative tasks as required to support the varied work programme.

You will be fully trained on the relevant University systems and must be able to apply these skills and the additional knowledge you acquire as a member of the team to support our work. There will be opportunities for training and professional development as part of your duties; training to undertake the role as outlined below will also be given during the induction process. The Support Officer will play a full part in supporting the Partnership team’s activities at a dynamic and exciting moment.

This role offers an excellent opportunity to develop your professional profile and build a large network of contacts across and beyond Oxford.

#### Team organisational structure and reporting

You will report to the National Trust Partnership (NTP) Lead. The NTP team includes the Partnership Lead and the Humanities Division’s Heritage Engagement Fellow. The NTP is part of the Heritage Partnerships Team, which is led by the Heritage Engagement Fellow. The Partnership Board is made up of senior National Trust and University staff. A Partnership Working Group reports to the Board and is involved in the day-to-day oversight of the NTP. The NTP works closely alongside TORCH | The Oxford Centre for Research in the Humanities. You will work with all team members, and as appropriate, and with TORCH staff e.g. for the delivery of events. Events may fall out of core office hours at times, therefore flexibility will be required and agreed with the National Trust Partnership Lead.

You will attend the University’s Research Innovation Support Network (RISN) and other meetings and networks as appropriate (e.g. Public Engagement with Research events, Oxford Knowledge Exchange Network) in addition to relevant National Trust meetings.

### Responsibilities/duties

* Effectively manage communications and evaluation for the NTP, in particular:
* Designing, distributing and analysing evaluation surveys to monitor NTP activities and events, including internships.
* Overseeing the NTPs online presence (primarily on the TORCH website), ensuring content is up to date and refreshed to reflect programme activity or events; commissioning new content e.g. blog posts as required.
* Supporting the creation of updates for the NT’s Research Bulletin, in collaboration with the National Trust Partnership Lead.
* Preparing other print and online communications, as and when required e.g. in support of events.
* Support the planning and effective delivery of NTP workshops, conferences, lectures and events, in particular:
  + Creating publicity materials when required e.g. posters and flyers, and circulating via relevant internal and external (e.g. Heritage Alliance, AHRC Heritage Priority Area) mailing lists.
  + Setting up and managing invites, guest lists and attendee lists for events.
  + Booking facilities e.g. rooms, refreshments, IT equipment etc., managing online event platforms (e.g. Zoom) and ensuring payments are made to internal and external suppliers in liaison with the divisional finance team.
  + Supporting the running of events e.g. taking minutes at workshops, helping with hospitality, answering attendee enquiries.
* Provide executive administrative support to the National Trust Partnership Lead for the organisation and running of the NT Partnership Board, including:
* Setting dates and booking rooms for future Board meetings through effective diary management, and ensuring payments are made to internal and external suppliers.
* Preparing and circulating agendas and all relevant papers ahead of Board meetings.
* Drafting minutes; circulating actions with relevant papers after meetings.
* Other administrative duties in support of the Board, as required.
* General tasks, as required, to support the National Trust Partnership Lead and the NTP’s work and activities. In particular:
* Monitoring the NTP’s generic email addresses as first point of contact to answer general enquiries and deciding to escalate queries to the relevant colleague as appropriate.
* Supporting the efficient administration of student internships and research activities including arranging travel and expenses, as required.
* Providing administrative support for the successful delivery of the Trusted Source knowledge bank as required by the National Trust Partnership Lead (see [www.nationaltrust.org.uk/trusted-source](http://www.nationaltrust.org.uk/trusted-source))
* To support the NTP team with other appropriate duties as required from time to time.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven’t done so already) we will contact the referees you have nominated. 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.

Please read the candidate notes on the University’s pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

**Selection criteria**

**Essential**

* Good general education and enthusiasm for humanities research and/or the heritage sector. [Evidence: CV and application letter]
* A keen attention to detail; competence in proofing, formatting and accuracy of information in relation to both documents and office processes. [Evidence: Application letter and CV]
* Experience of event planning and management, and a proven ability to work independently, to take initiative, to anticipate and plan, and to manage and prioritise own workload. [Evidence: Application letter and interview]
* Strong organisational skills to meet multiple work deadlines simultaneously, while working in a busy office environment, for example to deliver event support, and to provide information for the team to meet deadlines. [Evidence: Application letter and interview]
* Proven communication and interpersonal skills that relate to working collaboratively with staff at all levels, and as part of a small team. [Evidence: Application letter and interview].
* Excellent numerical/financial skills and the ability to manipulate and present data using spreadsheets. [Evidence: Application letter and CV]
* Experience of creating online and print media, including posters, flyers event listings and other publicity materials and of creating web content e.g. blogs, articles, social media etc. [Evidence: Application letter and CV]
* A proactive and flexible approach to work, exhibiting a desire to provide a good service and to work towards continuous improvements in systems and procedures. [Application letter and interview]

### Desirable

* Recent experience of servicing boards, committees or groups in higher education.
* Experience of administration and/or service delivery within higher education, another public sector or charitable body, industry, or similar organizations.
* Administrative experience in the heritage sector.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account. The selection committee will also be mindful of the impact that the Covid-19 pandemic may have had on candidates’ careers as a result of additional caring responsibilities or other factors.

## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

## If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk/).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

**Important information for candidates**

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University’s Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University’s policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University 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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

# Benefits of working at the University

## Employee benefits

University employees enjoy 38 days’ paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

## University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

## Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

## Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care> Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

## Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University’s Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

## Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

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