# Job description and selection criteria

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| Job title | Part-time Networks and Programmes Officer |
| Division | Humanities |
| Department | Divisional Office |
| Location | Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road, Oxford |
| Grade and salary | Grade 5: £25,482 - £30,395 p.a. (pro rata) |
| Hours | Part Time 0.8 FTE (29.2 hours per week) |
| Contract type | Maternity Cover - Fixed term (until March 2020). Internal applicants only. Secondments accepted. |
| Reporting to | TORCH Operations Manager |
| Vacancy reference | 140433 |

**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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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 following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; Theology and Religion; the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,000 undergraduates (more than a third of the total undergraduate population of the University), over 1,000 postgraduate research students and 870 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University’s libraries and museums, including the famous Bodleian Libraries, with their 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. Our 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: <http://www.humanities.ox.ac.uk/>

**TORCH | The Oxford Research Centre in the Humanities**

TORCH is a major new University of Oxford initiative that seeks to stimulate and support research that transcends disciplinary and institutional boundaries. It has a key role in promoting Oxford humanities research internally and externally. It is based in the Radcliffe Humanities building.

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

## Job description

### Overview of the role

### The TORCH Networks and Programmes Officer will play a key role in the administration and organisation of the TORCH activity and allocated projects, with particular focus on the TORCH Networks and Programmes. The post offers an exciting and challenging opportunity to work as part of a busy team supporting the operations of TORCH.

### You will provide administrative support to various projects, including events, conferences, Fellowships, and other TORCH supported activity. You will be responsible for: organising each project; working with the rest of the TORCH team to deliver the full end-to-end activity; ensuring good communication with all stakeholders; liaising with the relevant colleges/Faculties/Departments concerning the organisation of each project and the events associated with them; and keeping oversight of the budget associated with them.

### You will need good people skills at all levels, including working with donors, senior academic leaders and administrative staff, along with the ability to work under pressure, and to juggle competing deadlines. You must have excellent communication and organisational abilities and an interest in extending your range of skills (additional training would be given where appropriate). Accuracy, attention to detail and a readiness to contribute to the overall success of TORCH is essential. Applicants should be able to provide versatile assistance and administrative support as necessary.

### Responsibilities/duties

**Main Duties:**

* To be responsible for the day to day project management of the TORCH Networks and Programmes Officer as allocated to you – including planning, coordination and effective delivery of each end-to-end project.
* To be responsible for the logistical management of projects and related events, which will involve working with internal and external clients, stakeholders and service providers and to steward/act as front of house at major events (this may involve some evening and weekend working).
* To be responsible for the operations, technical management and production of 3-D and 2-D materials for each event, including audio-visual, electronic, web and printed formats and to oversee the creation of material for the TORCH website.
* To be responsible for the online registration system used to manage bookings for events and to use this data to report on attendance and send out evaluation afterwards.
* To develop close working relationships with colleagues across the collegiate University and with the external organisations, where relevant.
* To develop and oversee the budgets for TORCH Networks and Programmes and be responsible for ensuring each event is delivered to budget.
* To issue purchase orders and reconcile invoices and other payments in conjunction with the Divisional Finance Team and keep accurate financial records adhering to University finance regulations.
* To work with the TORCH team in providing administrative support for multiple projects and act as first point of call for enquiries relating to them**.**
* To liaise with external speakers, academics and the host college regarding itineraries, travel plans and hospitality for each project.

## Selection criteria

### Essential

* A good general level of education to ‘A’ level standard or equivalent.
* Relevant practical experience in events management.
* Proven experience of working independently, with teams and under the direction of senior staff.
* Ability to communicate well with good writing and proof-reading skills.
* Excellent interpersonal skill with the ability to liaise effectively with a wide range of   
   stakeholders and work co-operatively with people at all levels.
* Excellent organisational skills, with ability to solve problems and deal with crises, working calmly when under pressure to manage competing deadlines.
* Excellent IT skills, including experience of working with spreadsheets and databases.
* Willingness and availability to work flexibly, including outside normal office hours and at weekends on occasions.
* A working knowledge and experience of budgeting and finance procedures.

**Desirable**

* Experience of using Adobe InDesign.
* An understanding of development and fundraising activities in an academic context.
* Experience of web-based content management systems.

## How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you would like to apply, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and 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).

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

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

All applications must be received by **midday** 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 departments.*

*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)*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about\_the\_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). 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 be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

## Important information for candidates

**Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: [www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

**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: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/). The University’s Policy on Data Protection is available at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

**The University’s policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, 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: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

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**

## University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club provides 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 [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

## Information for international staff

The University offers support and advice to international staff, including a visa loan scheme to cover the costs of UK visa applications for staff and their dependents.

See [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

## 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 [www.welcome.ox.ac.uk](http://www.welcome.ox.ac.uk/).

## 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 to settle into Oxford and to provide them with an opportunity to meet people in the area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

## Childcare

The University has excellent childcare services with 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 [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare/).

## Family-friendly benefits

The University subscribes to My Family Care service through which staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' advice service and a wide range of guides and webinars through a website called the Work+Family space.

See: [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

## 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 [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff).

## 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 [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

## Additional benefits

Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums.

## See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)