

## JOB DESCRIPTION AND SELECTION CRITERIA

### Access Assistant – Sustained Engagement Programmes (Fixed Term)

<b>Department</b>	Academic Office
<b>Salary</b>	£26,341 pa to £31,406 pa (discretionary to £34,304 pa), depending on skills and experience (Grade 5 of the University Salary Scale).
<b>Hours</b>	<p>Full time: 36.5 hours a week, weekdays</p> <p>The postholder is required to be flexible, with some work scheduled outside of core working hours; any additional hours can be taken back as time in lieu. Overtime is not paid.</p> <p>You may be able to agree some remote working with your line manager, particularly out of term-time, subject to operational requirements.</p>
<b>Contract type</b>	Three year fixed-term contract
<b>Reporting to</b>	Access & Outreach Officer (line manager) with liaison with the Senior Tutor, Tutor for Access and Academic Administrator
<b>Contact</b>	Senior Tutor, Tutor for Access, Academic Office staff, Head of Website and Communications, University students and tutors, staff, teachers, school children, external contacts
<b>Additional information</b>	<p>As this post involves working with young people, the offer will be subject to a satisfactory report from the Disclosure and Barring Service (DBS).</p> <p>Annual leave entitlement will be 30 days including the College's closed periods of five days at Christmas, plus bank/public holidays. Due to operational requirements, you may be required to work on any of the bank holidays or weekends, for which time off in lieu will be provided.</p> <p>Parking is not available; however the College provides a bus pass scheme and a designated area for bicycles.</p> <p>Further details on staff benefits can be found on the back page</p>
<b>Start date</b>	August 2022

### Wadham College

Wadham is one of the largest of the colleges of the University of Oxford, with approximately 450 undergraduates, 250 postgraduates, around 70 Fellows and more than 140 support staff. Founded in 1610, Wadham celebrated its 400th anniversary in 2010. It has an annual turnover of some £10M and reserves in excess of £100M. Wadham attracts undergraduate and postgraduate students from a wide range of backgrounds thanks to its informal atmosphere, academic strength, historic environment and the open-minded, progressive and socially aware attitude of its community. Wadham College is proud to be a Living Wage employer since April 2015 and has been awarded Investors in People since 2003.

The College's Governing Body consists of the Warden and Fellows and is chaired by the Warden. The current Warden is Robert Hannigan CMG.

Further information about Wadham College can be found at [www.wadham.ox.ac.uk](http://www.wadham.ox.ac.uk)

The Academic Office is responsible for the administration of academic processes in Wadham, and is overseen by the Academic Administrator and Senior Tutor. It has a happy history of being a close-knit but hardworking team in a busy College.

The office consists of the following members of staff:

- Academic Administrator (managing the office and working closely with the Senior Tutor);
- Admissions Administrator (covering undergraduate admissions, with some involvement in access and widening participation work);
- Academic Records Manager (responsible for managing data on students and academic staff);
- Graduate Administrator (responsible for both graduate admissions and support of on-course graduate students)
- Academic Support Administrator (supporting the Dean and Tutor for Undergraduates);
- Academic Office Administrator (supporting student ceremonies and official documentation requirements);
- Access and Outreach Officer (working with schools and colleges across the country to broaden access to the College and University), who is supported by a number of Access Assistants.

## **General Overview**

The Sustained Programmes Access Officer will work with the Access and Outreach Officer and other members of the College's access team in the delivery of the College's outreach programmes. The post-holder will also need to work closely with a large team of student volunteers, graduate students, and academics, without whom much of our access work would be impossible.

Wadham runs two programmes that work in partnership with the private sector:

- 1) Think Like a Lawyer with Linklaters which seeks to support pupils in Year 12 to make successful applications to study law at university whilst also supporting on-course law undergraduates with securing careers in the legal profession.
- 2) Skills for Banking with Barclays which seeks to support pupils in Year 12 to make successful university applications to Oxford and help on-course undergraduates to secure careers in banking.

The post-holder will be responsible for the delivery and management of these programmes.

For the purposes of access work across the University, each college is responsible for providing support to specific local authority areas. Wadham has ten link regions in total: seven in Northeast London (Barking & Dagenham, Hackney, Havering, Islington, Newham, Redbridge, and Tower Hamlets), along with Bedfordshire,

Cambridgeshire and Luton. Wadham also works as a consortium with two other Oxford colleges, Balliol and Hertford, to serve the larger East of England region.

A sample of our work from the last few years, gives an indication of the ongoing work required:

- School visits (inbound, with students coming to Wadham; and outbound, with a member of the access team visiting a school): A staple of the post-holder's work, Year 9/10 Aspiration Days and Year 12 Taster Days run throughout the Oxford academic year, with around 300 students from 20 different schools visiting Wadham each term. For outbound events, Year 13 information, advice, and guidance (IAG) talks take place in each of Wadham's key access local authority areas in autumn/winter term to support with UCAS applications, Year 12 IAG talks take place in spring term, and other more ad hoc individual visits continue in the summer.
- Hosting and supporting events held in collaboration with third-party organizations such as: The Brilliant Club, IntoUniversity, Cambridge University, and UCAS University Fairs.
- Sustained contact schemes: We currently run a sustained scheme with Year 10 and 11 students in Bedford, Bedfordshire and Luton alongside pilot schemes with Year 12 students in Newham (East London). These schemes aim to introduce students to competitive, academic universities and the range of courses on offer at such institutions, and to provide them with the tools to make competitive applications to such universities in the future.
- Summer schools: Wadham runs three in-house Summer Schools: Classics, Biology and Human Sciences, and Modern Languages each August for Year 12 students from under-represented groups interested in studying at Oxford..

In addition to this, Wadham intends to embark on several new access initiatives, based on best practice and research. The College is, for example, considering:

- Exploring opportunities to use an online platform to develop and promote our access work
- Replicating sustained projects in our other access regions and focussing on other academic subjects.
- Expanding work targeted at engaging with, and supporting, teachers.

## **Responsibilities and duties**

The post-holder will be required to support the Access and Outreach Officer and the wider access team in these endeavours, particularly by ensuring the delivery of the 'Think Like a Lawyer' and 'Skills for Banking' sustained contact programmes. By the nature of the post, specific duties will evolve and the breadth of the job description must be understood in this light.

1. To support the Access and Outreach Officer in the development of Wadham's access projects, including but not limited to:
  - a. Organising and delivering parts of the sustained contact programmes, with support from the Access and Outreach Officer, including recruitment and graduation events as part of the programmes.
  - b. Supporting the Access and Outreach Officer with timetabling of the Year 12 activities as part of the sustained contact programmes.

- c. Being the primary point of contact between programme participants and the Access Team
  - d. Being involved in co-ordinating student involvement in the on-course activity, including working closely with current students, relevant tutors and Linklaters and Barclays
  - e. Providing administrative and evaluation support to the Access and Outreach Officer for the sustained contact programmes (e.g. evaluation data input)
  - f. Providing updates on the progress of the sustained contact programmes and maintaining strong relationships with relevant stakeholders (e.g. Linklaters, Barclays, evaluators)
  - g. Maintaining database information, to ensure the College effectively logs, analyses and quantifies the impact of its outreach work and complies with GDPR requirements
  - h. In liaison with the Head of Website and Communications, communicating the College's access work effectively through a range of media e.g. updating the College website, managing social media and sending a regular teacher newsletter
2. Providing support, where required, for other aspects of the College's access and admissions work; this might potentially include supporting the College's access summer schools or assisting the Admissions Administrator during the annual undergraduate admissions exercise (November-December).
  3. To maintain strict confidentiality at all times.
  4. To undertake any job-related training requested by the College.
  5. To work as part of a busy team.
  6. To be flexible and willing to help colleagues when required.
  7. To undertake any other tasks appropriate for the role.

## **SELECTION CRITERIA**

### **Essential**

1. Educated to degree level or equivalent.
2. Experience of working with UK students of secondary school age, possibly through voluntary work.
3. Awareness of safeguarding issues and obligations (detailed guidance regarding the specific safeguarding requirements of the College will be provided to the post-holder).
4. Organizational skills, including the ability to balance demands from different areas, to prioritise work and manage time, whilst displaying attention to detail and accuracy.
5. Good interpersonal skills, including the ability to deal confidently with a wide variety of people, including school teachers, College tutors, other College staff, children, young people and University students, with an awareness of the sensitivities of dealing with a variety of different constituencies within a University context.

6. Excellent communication skills and command of the English language (oral and written).
7. Good presentational skills, with the ability to present to a range of audiences.
8. A demonstrable passion for access work and a sympathy with the aims, objectives, and values of a Higher Education institution and an Oxford college.
9. IT skills appropriate to a Windows-based office, including Excel, and willingness to learn new applications as required.
10. Problem-solving skills, with the ability to exercise judgement, work unsupervised and take initiative.
11. Sound judgement and diplomacy, with an ability to deal tactfully and sympathetically with any welfare issues.
12. Ability to work calmly under pressure, negotiating multiple tasks, and to meet deadlines.
13. A flexible approach and willingness to work flexible hours, including time away from Oxford and occasionally including evening and weekend work.
14. Ability to work independently and as part of a team, where necessary.
15. Discretion and an understanding of the demands of confidentiality.
16. An understanding of the importance of data protection and GDPR and ability to follow policies and procedures in relation to this.
17. To maintain development by undertaking training suitable to the post.
18. To be friendly, honest and reliable.
19. To be presentable and maintain dress and department standards.

### **Desirable**

20. Previous experience of an administrative environment or working in a similar role.
21. Relevant knowledge of Oxford's environment and the University's access aspirations and their context.
22. Experience of access work in the Higher Education sector.

## APPLICATION PROCESS

Applicants are asked to provide a CV and covering letter, as well as supplying the contact details of two individuals willing to act as referees:

1. The first referee should be the applicant's current or most recent a former line manager, Head of Department or someone with supervisory responsibilities
2. The second referee should ideally be a former line manager, Head of Department or someone with supervisory responsibilities from a different establishment than the first referee.

Applicants should ensure that they outline the reasons for their interest in their covering letter and the qualities they feel would make them particularly suitable for this position. Applicants will be judged on their completed application and how they meet the selection criteria outlined above.

Please can you complete an equal opportunities survey form which can be found online at: <https://oxford.onlinesurveys.ac.uk/eosurvey19-20>. If you would prefer a printed copy then please contact the HR Department at [vacancies@wadham.ox.ac.uk](mailto:vacancies@wadham.ox.ac.uk) or on 01865 277900.

The deadline for receipt of applications is **12 noon on Wednesday 22<sup>nd</sup> June 2022**. Shortlisted applicants will be notified thereafter for interview and all applicants will receive a response as soon as possible (usually within three weeks). Applications should be sent to: [vacancies@wadham.ox.ac.uk](mailto:vacancies@wadham.ox.ac.uk) or alternatively the HR Department at Wadham College, Parks Road, Oxford, OX1 3PN.

### Special Arrangements

The College welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they have any special requirements to make the interview more convenient and effective for them.

### Data Protection

Information regarding the way we process your personal data, as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found at on our website at: <http://www.wadham.ox.ac.uk/governance/wadham-college-gdpr-framework>. This includes a copy of the Privacy Notice for Job Applicants.

### Wadham College Equality Statement

Subject to statutory provisions, the aim of our policy is to ensure that no applicant, student, or member of staff will be discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parenthood, race, religion or belief, sex, or sexual orientation, or be disadvantaged by conditions or requirements which cannot be shown to be permitted by law.

### Wadham College Values

Wadham has a proud tradition of being at the forefront of advancing equality of opportunity, and celebrates vigorous debate, independent thought, and academic excellence. We seek to create a welcoming, accessible, and secure environment in which to work, study, live, and visit. Our community embraces people of all ages, backgrounds, races/ethnicities, nationalities, beliefs (including religious beliefs),

genders, sexualities, dis/abilities, and appearances. This diversity, underpinned by mutual respect and consideration, enriches us all.

## BENEFITS OF WORKING AT WADHAM COLLEGE

Training and Development Opportunities	Further details can be found at: <a href="https://pod.admin.ox.ac.uk/learning-and-development-opportunities-professional-services-staff-0">https://pod.admin.ox.ac.uk/learning-and-development-opportunities-professional-services-staff-0</a>
Free Staff Meals	Staff are normally entitled to take a free lunch when on duty, the kitchen is open and they have worked longer than a 6-hour shift.
Corporate Discounts (through the University of Oxford)	Below is an example of the discounts available (this list is not exhaustive) <ul style="list-style-type: none"> <li>• 10% discount in some University shops</li> <li>• Free entry to Oxford colleges and libraries which charge for admission</li> <li>• Discounted computer software from the University Computing Service</li> <li>• Free access to the University Botanical Gardens</li> <li>• Discounted membership of the Iffley Road gym and swimming pool</li> </ul>
Access to Wadham Gardens and Leisure Facilities	Staff may use the gardens at Wadham, sports ground pitches and tennis courts (located on Marston Ferry Road, Oxford). Wadham College hires a punt annually from the Cherwell Boat House which staff are permitted to hire for a small fee and a squash court is also available within the College. The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym.
Staff Entertainment	The College arranges social events including charity raffles, coffee mornings, cake sales, quiz nights, staff Christmas party and children's Christmas party.
Pension	The University offers generous occupational pension schemes for eligible staff members.  Opportunity to join the Oxford Staff Pension Scheme (OSPS). Details are available online at: <a href="https://finance.admin.ox.ac.uk/osps">https://finance.admin.ox.ac.uk/osps</a>  General information about university pensions can be found at: <a href="https://finance.admin.ox.ac.uk/pensions">https://finance.admin.ox.ac.uk/pensions</a>
Travel	The College offers travel schemes and public transport travel discounts to staff. Full details are available from the College.
Nurseries and childcare	The University offers quality childcare provision services at affordable prices to College staff. For full details about the services offered, please visit <a href="http://www.admin.ox.ac.uk/childcare">www.admin.ox.ac.uk/childcare</a> Due to the high demand for nursery places there is a long waiting list, although Wadham offers a limited number of places on a sponsored priority scheme to help reduce the waiting time.
Private Medical Insurance	The Oxford Colleges' Healthcare Scheme is available to eligible staff and further details are available from the College. Members of staff are expected to contribute to the scheme.
Discounted Guest Rooms	Staff may on occasion book a room at Wadham College, subject to availability. Staff are entitled to receive a discount on accommodation during our College vacation periods, subject to terms and conditions.