



CHRIST CHURCH FURTHER PARTICULARS

Job title	Access & School Liaison Officer
Location	Christ Church
Department	Academic Office
Salary	University Scale Grade 5 (currently £31,459 - £36,616, with a discretionary range up to £39,749)
Hours	37.5 hours per week
Contract type	Permanent
Responsible to	Admissions & Access Manager who works closely with the Tutor for Admissions
Application deadline	Noon Monday 21 April 2025
Vacancy reference	HT25_020_Access & School Liaison Officer
Additional information	<p>This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Human Resources Director.</p> <p>This post is subject to a six-month probationary period.</p>

Christ Church

Christ Church, one of the largest colleges of Oxford University, is strongly committed to teaching and research. The College has around 420 undergraduates and 230 graduates, and around 200 senior members. Our academics teach their students in tutorials, a system which enables undergraduates to work with experienced tutors in small groups. The subjects offered at Christ Church cover the whole spectrum, including Arts, Social Sciences, Medical Sciences and Physical Sciences. Christ Church tutors strongly believe in the joint pursuit of teaching and research. For more information please visit: <https://www.chch.ox.ac.uk/>.

Academic Office

The Academic Office is responsible for providing administrative support for all areas of the College's academic functions, under the overall responsibility of the Senior Censor (an academic and College Officer whose role is like that of Senior Tutor in other colleges), and the line management of the Academic Registrar. Whilst each member of staff has particular responsibilities, the Academic Office works as a team, with members assisting one another as the need arises and particularly at highly pressured points in the academic calendar.

Role of the Access & Schools Liaison Officer

Christ Church is looking to appoint an enthusiastic team player with excellent organisation and communication skills to join our Admissions & Access Team. This is an exciting opportunity to have a positive impact on the lives of the young people we aim to support, in particular prospective applicants from disadvantaged backgrounds and groups that are underrepresented at Oxford.

The College has significantly increased its access provision over the past few years. We have developed sustained contact access programmes in both our link regions: *Christ Church Horizons*, in Barnet, and *Aim for Oxford*, in the North East of England (where we work with other Oxford colleges as 'Oxford for North East'). Beyond our link regions we have developed subject-specific initiatives, such as 'Discover Computer Science' (in



collaboration with the Oxford's Computer Science department) and a 'Women in PPE' programme. We also support and collaborate with various charities and organisations.

The post-holder will play an important organisational role in access and outreach activities and will develop and implement programmes that help the College attract the widest possible field of student applications, particularly from under-represented groups. They will continue the current Access work at the College but would also be able to propose the development of new initiatives that aim to contribute to meeting the University's Access & Participation targets.

The Access & Schools Liaison Officer will be coordinating a group of Access Tutors (mostly postgraduates or early career academics who support with the academic content of our outreach activities) and the College's Student Ambassadors. They will be working collaboratively with the Admissions Officer, under the direction of the Admissions & Access Manager, who is the line manager of the team and holds responsibility of outreach and admissions at Christ Church, together with the Tutor for Admissions.

Main Duties and Responsibilities

Under the line management of and working closely with the Admissions & Access Manager, the post-holder will carry out the following duties:

- Develop and maintain links with schools and colleges, with a particular focus on Christ Church's link regions (currently the North East of England and the London borough of Barnet);
- Organise, coordinate, deliver, and evaluate outreach initiatives for schools and prospective applicants, including outbound school visits to the College's link regions, inbound visits to Christ Church including residentials, and take a lead role in the organisation and delivery of outreach initiatives for pupils from the North East of England;
- Develop, maintain links, and work collaboratively with charities and organisations that aim to improve access to higher education and support students from disadvantaged or under-represented backgrounds, including preparing grant proposals through [Christ Church's Access Hub](#);
- Take a lead role in the development, organisation, coordination, and evaluation of the College's subject-specific access initiatives;
- Design and delivery of event content in collaboration with colleagues, as appropriate;
- Provide pupils, parents, carers, and teachers with accurate information in a professional manner and in an appropriate format (which may be in person or online) about higher education, Oxford and its application process, and Christ Church;
- Represent Christ Church with enthusiasm and professionalism at university-organised events (e.g. UCAS fairs and student conferences) and meetings, maintaining good working relationships with the Oxford Access & Outreach community;
- Liaise and collaborate with other College departments on events taking place in Christ Church, as well as with other colleges on joint initiatives, also supporting outreach initiatives led by faculties and departments, and by the University's Outreach team;
- Recruit, train, and coordinate undergraduate student ambassadors, who participate in the delivery of access events, and a group of 'Access Tutors' who deliver subject-specific sessions within the College's outreach activities;

- Contribute to the outreach and admissions sections of the College website, including writing blog posts or news stories relating to Access;
- Contribute to the creation of new or updated materials and publications relating to Access and Admissions;
- Write reports and undertake quantitative and qualitative analysis of relevant data for presentation to relevant committees;
- Keep records of all outreach activity undertaken by Christ Church and contacts with students on the Higher Education Access Tracker (HEAT);
- Manage a shared email account which receives enquiries from schools, colleges, and prospective applicants;
- Assist with the administration of the College's undergraduate admissions exercise;
- Assist with the administration and delivery of the College's Open Days;
- Maintain a good understanding of College and University admissions requirements and of national policy relating to qualifications frameworks and university admissions;
- Maintain positive relationships with colleagues within the Admissions & Access Team, the wider Academic Office, tutors and members of staff across the College;
- Develop a general understanding of work across the Academic Office and provide cover, assistance or support if needed to colleagues in other areas.

The post-holder will be expected to carry out other duties, commensurate with the grade and responsibilities of the role, in related areas which the Admissions & Access Manager may reasonably expect, and to provide cover for colleagues in the Academic Office in the event of absence.

Person Specification (selection criteria)

The selection criteria are:

Essential

- Possession of a first degree or equivalent experience;
- Commitment to fair access and sympathy with the values, ethos and objectives of a small, collegiate institution;
- Strong time management and organisation skills, with the ability to manage a varied workload and multiple projects at the same time;
- Excellent communication skills (oral, written, formal and informal presentation) including the ability to make effective presentations to live and remote audiences;
- Ability to convey complex information and issues to a wide range of audiences, including academic and administrative staff, students, teachers, parents and carers, in a persuasive, approachable, and professional manner;
- Sensitivity to the needs of students from a diverse range of backgrounds;
- Excellent interpersonal skills, with the ability to engage and inspire students and build relationships with teachers and community groups;
- Ability to work independently, practically and resourcefully as a member of a small team, being willing to take ownership of duties and possessing the judgement to know when to take initiative and when to refer to others;
- Ability to liaise, communicate, and coordinate information flows effectively within the team, as well as other College members and departments (e.g. tutors, conferences, porters, catering, accounting etc.);

- Ability to keep up with new systems (training will be given);
- A high level of discretion and sensitivity to ensure confidentiality;
- Good data analysis skills, applicable to the evaluation of programmes, events, or admissions and access-related data;
- Willingness and ability to represent the College with professionalism and enthusiasm in a variety of situations;
- Experience in using standard IT packages (Microsoft Office), the maintenance and use of databases, email and the internet, and the capacity to pick up other software packages quickly;
- Willingness and ability to be flexible in regard to work and working hours (for instance, when travelling to the link regions, occasionally attending events at weekends or in the evening, or staying in College overnight during residentials);
- A cooperative, collaborative attitude, and appreciation of the fact that roles in a busy office are not always clearly demarcated, and team members will be required to help each other out in order to ensure that the Academic Office maintains excellent standards of service;
- 'Good citizenship' in the workplace, including: respectful and professional communication with colleagues; maintaining a positive and constructive outlook, even in the face of challenging situations; offering support to colleagues and sharing knowledge; actively collaborating with colleagues, supporting team goals, and prioritising the success of the team.

Desirable

- Experience of higher education access and outreach work or volunteering, or experience of working in Higher Education or of teaching in the UK;
- An understanding of safeguarding procedures;
- An understanding of Oxford's distinctive features, its admissions process and requirements;
- Proven administrative or project / event management skills.

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.

The appointment will be conditional on confirmation of an enhanced DBS and safeguarding training will be required.

Terms and conditions

- Salary: will be on the University Scale Grade 5 (£31,459 -£36,616, with a discretionary range up to £39,749)
- Working hours: 37.5 hours per week. The normal working week is Monday to Friday. However, the post-holder will need to have a flexible approach to working hours, as some events will be held outside these times. Travel away from Oxford will be required as part of the programme of outbound visits and there will be particular periods of the year when longer working hours will be necessary. In these cases, when approved in advance, time off in lieu will be granted.
- Start date: 9 June 2025 or as soon as possible thereafter.



- Probation period: there will be an initial probationary period of six months.
- Other benefits: The post-holder will be entitled to lunches without charge in College during periods for which these are available.
- Eligible staff may join or remain a member of the Oxford Staff Pension Scheme (OSPS).

Application process

Applications will be judged only against the criteria which are set out above, and applicants should ensure that their applications show clearly how their skills and experience meet these criteria.

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from Black and minority ethnic candidates, who are under-represented in College staff.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats.

Please apply using the online application form available at https://fas.chch.ox.ac.uk/fas_live/chchaslo/ no later than the deadline of **12:00 noon on 21 April 2025**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to Prof. Alexander Kuo, Tutor for Admissions, stating your interest in, and explaining how you meet the criteria set out above using examples of your skills and experience.
- CV, including the names and contact details of two referees. References will be taken up for shortlisted candidates.

Interviews

We expect to hold interviews week commencing **5 May 2025**.

If you have any questions regarding the application process, please contact academic.recruitment@chch.ox.ac.uk. Candidates are also welcome to contact Dr Ana Hastoy, Admissions & Access Manager (ana.hastoy@chch.ox.ac.uk), for an informal discussion about this post. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Important information for candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.



Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.