



FURTHER PARTICULARS

Job title	Tower Poetry Submissions Assistant
Location	Christ Church
Department	Academic Office
Payment rate	£13.16 per hour, approx. 19 hrs per graduate assistant
Contract type	Casual
Responsible to	Academic Registrar
Works closely with	Tower Poetry Assistant
Application deadline	Monday 17th November, 5pm GMT

Christ Church seeks to appoint up to two graduate assistants to support the Tower Poetry competition entry process during Hilary Term 2026.

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 similar to that of a Senior Tutor in other Oxford 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. The Academic Skills Advisors will work closely with the Academic Services team within the Academic Office, which provides support for on-course student.

Tower Poetry

Tower Poetry was established in 1999, following a benefaction to Christ Church by the late Christopher Tower. It is overseen by Dr Anna Nickerson. The aims of Tower Poetry are to stimulate the enjoyment and critical appreciation of poetry, particularly among young people in education, and to encourage young people in the writing of their own poetry. In 2000, Tower Poetry established the Christopher Tower Poetry Prize to seek out and encourage young poets. Each year, U.K. students between the ages of 16 and 18 are asked to submit poems on a set theme. The Prize rapidly established itself as the most prestigious poetry award in the UK for this age group, and attracts in excess of 1500 entries annually, from all over the U.K. The Prize opens for entries each year in October and closes in February.

Main Duties and Responsibilities

- Processing entries to the annual Tower Poetry Competition using Submittable, checking for eligibility and adding appropriate tags.
- Deleting entries to previous Tower Poetry Competitions using Submittable.
- Reporting to the Tower Poetry Administrator any queries or concerns, including questions around eligibility and safeguarding concerns.

Selection Criteria

Applications will be judged only against the criteria which are set out in the job description. Applicants should ensure that their applications show clearly how their skills and experience meet these criteria.

- To be an enrolled graduate student at Christ Church for the 2025/26 academic year in good standing.
- A flexible approach to workload and hours of work, with a co-operative and collaborative attitude.
- Ability to work independently and escalate queries and concerns where necessary.
- Detail oriented approach, with the ability to meticulously follow processes.
- Good IT skills (Microsoft Office, Excel, email etc.) and the capacity to pick up new systems quickly. (Though it is not an essential criterion, previous experience with Submittable would be an advantage).
- Interest and enthusiasm for the aims of Tower Poetry.
- A positive, calm and unflappable approach to a range of situations and challenges.
- Responsible and conscientious attitude, with a good understanding of safeguarding and confidentiality.

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.

Terms and Conditions

Period/hours of work

Applicants should be available for work between 1st December 2025 and 25th February 2026 and must have good availability between 19th - 25th February 2026.

Post-holders who require a work visa must ensure that the terms of their visa allow them to undertake the duties of the post and that they do not exceed work in excess of their permitted number of hours per week. Student Visa holders will need to alert the Academic Registrar if they risk exceeding this limit.

Training and Development

Training on the Submittable system will be provided by the Tower Poetry Administrator.

Pre-employment screening Standard checks

If you are offered the post, the offer will be subject to standard preemployment checks. You will be asked to provide proof of your right to work in the UK; and we will contact the referees you have nominated. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check will also be required.

How to Apply

Please apply using the online application form available at: https://fas.chch.ox.ac.uk/fas_live/chchtowerassist/ no later than the deadline of **5.00pm GMT on Monday 17 November 2025**. Applications received after this time will not be considered.

Application documents should include:

- A CV of no more than 1 page
- A letter of application addressed to Helen Etty, Academic Registrar, stating your interest in, and explaining how you meet the criteria set out above using examples of your skills and experience
- Names and contact details of two referees (to include at least one academic referee)

If you have any questions regarding the application process, please contact academic.recruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Successful applicants will be appointed subject to confirmation from their supervisor that students are in good academic standing and do not have any academic commitments which mean they would not be available to take on the work set out above.

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. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

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/about/privacy-notice>.

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, gender, or sexual orientation.