



FURTHER PARTICULARS

Job title	Oxford Edge casual postgraduates (up to three positions available)
Location	Oxford Edge, 37 St Giles, OX1 3LD
Department	Oxford Edge (Christ Church)
Salary	£13.16 per hour
Hours	Variable (up to ten hours per month)
Contract type	Casual
Responsible to	Oxford Edge casuels will work under the overall management of the Director of Oxford Edge
Application deadline	Noon 5 December 2025

Overview

Oxford Edge, the Centre for Entrepreneurship and Innovation at the University of Oxford, aims to educate, inspire, and empower entrepreneurial students. Based at 37 St Giles, it unites academic expertise, industry experience, and alumni support to help students develop ventures and foster innovation across the University.

Christ Church is recruiting postgraduate students for casual roles at Oxford Edge to support front-of-house operations, event logistics, and student engagement. The role offers flexible hours—up to ten per month—suited to academic schedules and Student Visa conditions. Applicants should be reliable, proactive, and have strong communication and interpersonal skills.

Applications, including a cover letter and CV with two referees, must be submitted by **noon Friday, 5 December 2025**, with interviews expected during the week commencing **8 December 2025**. Christ Church welcomes applications from diverse candidates and is committed to equality and inclusion.

Christ Church

Christ Church, one of the largest colleges of Oxford University, is strongly committed to teaching and research. The College has around 450 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/>

Oxford Edge

Oxford Edge, Centre for Entrepreneurship and Innovation, was established last year to educate, inspire, and empower Oxford's entrepreneurial students. Open to students from all Colleges and Departments, the Centre brings together academic knowledge, industry expertise, and alumni support to foster student ventures. It works closely together with EnSpire, the Saïd Business School, the Skoll Centre for Social Entrepreneurship, Oxford University Innovation (OUI), and Oxford Science Enterprises (OSE) to provide curricular and co-curricular entrepreneurship programmes for University students.

See <https://www.chch.ox.ac.uk/oxford-edge>

Main responsibilities:

- Provide a warm and friendly welcome to students and visitors at Oxford Edge
- Managing the door and serving as point of contact for people working or hosting events at Oxford Edge
- Managing opening and closing of the building
- Assisting with logistics and set-up for events (e.g., room arrangement, equipment setup, clearing down after events)
- Understand, follow and enforce Oxford Edge policies and procedures

The above is not an exhaustive list of duties. Oxford Edge casuals may be asked to take on different tasks as required and as reasonably expected.

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

Essential criteria

- You must be a post-graduate student
- Good communication and interpersonal skills
- Able to work flexibly and independently
- The ability to carry out the duties listed under 'Main responsibilities' above
- Willingness to work effectively and constructively independently and as part of a team
- Excellent interpersonal skills, and the ability to establish and develop relationships with a wide range of colleagues
- A flexible approach to work, with a cooperative and collaborative attitude
- Sound judgement and problem-solving skills
- Commitment to promoting awareness and understanding of equality, diversity and inclusion (EDI).

Desirable Criteria

- Experience with event support or similar roles desirable

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.

Terms and Conditions

Hours of work

Hours of work will differ on a weekly basis. Post-holders who require a work visa must ensure that the terms of their visa allow them to undertake the duties of the post. The post should call for no more than eight working hours per term; however, Christ Church is not obliged to offer you work at any time, and you are not entitled to a minimum number of hours of work per day, week or year. Anticipated hours are compatible with a Student Visa. Student Visa holders will need to alert the Director of Oxford Edge if they risk exceeding this limit.

How to Apply

Please apply using the online application form available at https://fas.chch.ox.ac.uk/fas_live/chchoxedge/ no later than the deadline of **noon Friday 5 December 2025**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the Director of Oxford Edge stating your interest in the role 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 (for postgraduate students one referee should be your supervisor). References will be taken up for the successful candidates.

Interviews

Interviews are expected to be held during the week c. 8th December 2025.

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.

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.

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>.

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.