



CHRIST CHURCH
UNIVERSITY OF OXFORD

FURTHER PARTICULARS

Post	Digital Communications Officer
Location	Christ Church
Salary	University Scale Grade 6 (currently £35,681 to £41,636 with a discretionary range up to £45,212 per annum)
Hours	37.5 hours per week
Contract type	Permanent
Responsible to	Head of Communications
Application deadline	Noon 15 June 2026
Vacancy reference	DCO_26
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the HR Director. This post is subject to a four-month probationary period.

Christ Church

Christ Church is a Royal Foundation dating from 1546. The College, Cathedral, and Cathedral School together make up a complex and unique institution committed to education, learning and religion. The Dean is The Very Revd Professor Sarah Foot. The Visitor is His Majesty the King. Christ Church is one of the 5 largest Oxford Colleges (out of 38) with annual income of c £50m and an endowment of over £800m.

Overall purpose and main duties of post:

We are looking for a digital communicator with a genuinely journalistic instinct: someone who actively seeks out stories, builds relationships across the college, and turns the richness of everyday life at Christ Church into outstanding content. The right candidate will spot a communications opportunity before being asked, pursue it with energy and good judgement, and deliver content that genuinely engages our audiences.

Reporting to the Head of Communications, the post holder will have day-to-day delivery across the full range of digital channels: website, social media, video, internal newsletter and more. They will bring an audience development mindset - a genuine curiosity about who we are trying to reach, what matters to them and how to build lasting engagement and the craft skills to back it up: strong writing and editing, confident graphic design and competent use of our website and digital tools along with a good understanding of effective videography.

This is not an entry-level role. We are looking for someone who has moved past the early stages of their career and can work with confidence and independence - setting their own priorities, managing their own workload and making sound editorial judgements. At the same time, this is a small, close-knit team where everyone pitches in, and the Head of Communications is always available to help prioritise and triage. Training in specific skills



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and tools relevant to the role will be provided and supported. The role is primarily based on site at Christ Church. Informal hybrid working arrangements are possible, agreed with the Head of Communications and responsive to the demands of the role week by week. Occasional evening or weekend work may be required to support coverage of events, by prior agreement.

A background in digital communications, journalism, marketing or a related field is welcome. Our audiences span academic staff and researchers, current students and staff, alumni and donors, and the broader public and media. The right candidate will be at ease across all of these, knowing how to pitch a story, frame a message and adapt their voice accordingly.

Duties and Responsibilities

Story-Finding and News Generation

- Proactively seek out communications opportunities across college, building trusted relationships with academic and non-academic staff, researchers and students to identify stories, news and content, without waiting to be asked.
- Act as the eyes and ears of the communications team: attending events, staying connected with college life, and spotting moments worth capturing and sharing.
- Develop and maintain an editorial pipeline of content across all digital channels, working with the Head of Communications to plan and prioritise.
- Pitch and develop news articles, features and social media content that reflect the breadth of life at Christ Church — academic achievement, student experience, events and heritage.

Writing, Editing and Content Production

- Write, edit and proofread a wide range of communications materials to a consistently high standard, including news articles, social media posts, web copy, handbooks and reports. The post holder should take genuine pride in accuracy, clarity and careful attention to detail.
- Create high-quality graphic content using Canva or equivalent tools, producing visual assets for social media, web and print that are on-brand and audience-appropriate.
- Use AI tools to support and accelerate content production, for example AI-assisted features within design or video editing software, or writing tools for drafting and editing, in line with the University's guidelines on the use of generative AI. Human creativity, curiosity and judgement remain central: AI tools are used to support our work, not to replace original thinking or authorship.

Photography, Video and Multimedia

- Take excellent photographs of events, people and places at Christ Church for use across social media and the website, with a strong eye for the moment, the composition and the story the image tells.
- Capture informal, short-form video content of daily college life — events, moments, people - using a phone or camera, editing and publishing quickly for social media.
- Support the college's external videographer on larger productions: helping with briefing, logistics ahead of and on the day and coordinating post-production.



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- Manage the college's media library, maintaining a GDPR-compliant record system and training other users in best practice.

Internal Newsletter

- Plan, write, edit and distribute the college-wide internal newsletter each week during term time using Mailchimp, gathering contributions from across the college and ensuring the newsletter is engaging, accurate and on time.
- Develop and maintain an effective process for collecting news, updates and announcements from colleagues across college.
- Use Mailchimp analytics to monitor readership and engagement, iterating on format and content to improve performance over time.

Audience Development and Social Media

- Approach all digital communications with an audience development mindset: understanding who we are trying to reach, what they care about, and how to build and sustain their engagement over time.
- Manage and grow the college's social media accounts, implementing and iterating on the college's social media strategy across platforms.
- Stay current with evolving platforms, formats and audience behaviour - including short-form and vertical video — proactively recommending new approaches where relevant.
- Monitor social media channels and respond appropriately to comments, queries and community engagement.
- Support the training of colleagues across college in social media best practice.

Data, Analytics and Evaluation

- Use analytics tools to track the performance of content across all channels - website, social media, email - identifying what is and isn't working and using insights to inform decisions.
- Produce regular reports on digital performance for the Head of Communications and the Communications Committee.
- Evaluate campaigns and communications activities, making evidence-based recommendations for improvement.

Website and Digital Infrastructure

- Take a genuine interest in the college's website and intranet as a communications tool: maintaining and updating content using the CMS (content management system) and contributing to the ongoing development and improvement of the site.
- Work closely with the Website Manager to ensure information is presented on the website in creative and visually appealing ways.
- Bring creative ideas for how the website can better tell the story of Christ Church: suggesting new approaches to content presentation, page structure and visual design in collaboration with the Website Manager.
- Contribute to content refreshes, redesign phases and accessibility improvements, and develop the skills to cover for the Website Manager during absences.



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Stakeholder Engagement and Collaboration

- Build trusted working relationships with colleagues across Academic, Admissions and Development teams, contributing to joint campaigns and communications activities.
- Engage as a genuine team player in a small, collaborative team - reliable, positive and willing to pitch in wherever needed.
- Engage with the college communications network and the University's communications community to share knowledge, stay connected to the sector and contribute to best practice across Oxford.
- Service the Communications Committee, including taking minutes and preparing papers and reports.

General

- Keep up to date with developments in digital communications, AI tools and higher education communications practice.
- Carry out other duties as determined by the Head of Communications.

Person Specification (selection criteria)

Essential

- A genuine journalistic instinct: the drive to seek out stories proactively, pursue them through relationships and conversations, and turn them into content that engages real audiences.
- An undergraduate degree or equivalent level of education.
- Significant experience in digital communications, content creation, journalism, marketing or a closely related field, demonstrating confident, independent working beyond the early stages of a career.
- Demonstrable audience development mindset: a real curiosity about who you are communicating with, what they care about and how to build engagement over time.
- Excellent writing, editing and proofreading skills, with rigorous attention to accuracy, clarity and detail.
- Experience creating graphic and visual content using Canva or equivalent tools, producing on-brand assets for digital and print.
- An experienced photographer: confident and capable of taking high-quality, engaging photographs of events, people and places for social media and the website.
- Proven experience of capturing and editing short, informal video content for social media and able to support a professional videographer on more substantial productions.
- Experience producing regular editorial output such as newsletters or staff communications, including use of an email marketing platform such as Mailchimp.
- Proven experience managing social media accounts, including content planning, community engagement and performance analysis.
- Competent, confident use of a content management system (CMS).
- A genuine interest in website management as a communications discipline.
- Willingness and ability to use AI assistance tools where they add genuine value in line with the University's guidelines on the use of generative AI. The post holder will



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prioritise human creativity, curiosity and judgement, and will not use AI image or video generation as a substitute for original creative work.

- Experience with working with digital analytics: interpreting data, identifying trends and using insights to make better decisions.
- Self-starting and solutions-oriented: someone who identifies opportunities and acts on them, brings ideas to the team and follows through.
- An excellent team player in a small team: collaborative, flexible and happy to pitch in wherever needed.
- Strong interpersonal skills, including the ability to build trusted relationships with a diverse range of colleagues — from students to senior academics.
- Ability to manage competing priorities and meet deadlines, and to work with the Head of Communications to triage effectively when demands stack up.
- Ability to handle information with discretion and sensitivity.
- Demonstrable commitment to equality and diversity, including producing accessible and inclusive content.

Desirable

- Experience in a university, cultural, heritage or membership organisation.
- Familiarity with web accessibility standards (e.g. WCAG) and best practice around captions, alt text and plain language.
- Understanding of GDPR and its application to digital communications and media management.
- Experience supporting or covering website management or CMS administration.

The above list is not exhaustive, and the post-holder will be expected to carry out such other duties as the College may from time-to-time request, commensurate with the grade and responsibilities of the post. The list of duties may be varied according to Christ Church's evolving needs without changing the essential character of the post.

How to Apply

Please apply using the online application form available at:

https://fas.chch.ox.ac.uk/fas_live/chchdco/

no later than the deadline of **Noon 15 June 2026**. Applications received after this time will not be considered.

Applications should include:

- A letter of application addressed to the Head of Communications stating your interest in the role, and explaining how you meet the criteria in the Person Specification, set out above, using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will be taken up only for the successful candidate

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



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Interviews

Interviews for the position are expected to take place during the week commencing 22 June 2026.

Terms and Conditions

Hours - This position is offered on a full-time basis. The standard working week is 37.5 hours. Normal working hours will be 9.00am – 5.00pm on Monday to Friday. The post-holder may be required to work some reasonable additional hours from time to time in order to fulfil the requirements of your role and the needs of the College.

Salary - The salary range for the post is University Grade 6 (currently £35,681 to £41,636 with a discretionary range up to £45,212 per annum). Salaries for new employees will usually start at the bottom of the range.

Pension – The successful applicant is eligible to join the USS pension scheme and will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.

Annual leave – 25 days annual leave plus statutory Bank Holidays, rising to 30 days after two years' service. The holiday year runs from 1 January to 31 December.

Meals - Employees are entitled to take lunch free of charge in College, when the kitchen is open.

Employee Assistance Programme – free confidential telephone support service is available to all staff.

Sports Facilities – Access to the University Sports club. University Card - for discounts in shops, cafes and restaurants and University leisure facilities.

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; 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.

If you need help

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 you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.



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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.

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 an interview, we will ask whether you require any arrangements for the interview.