



## Further Particulars

### Communications Assistant

#### About the College

University College (known as "Univ" for short) was founded in 1249. It is thought to be the oldest college of the University of Oxford. The College combines an ancient heritage with a forward-thinking and modern approach, blending academic excellence with an atmosphere that is friendly and welcoming.

The College occupies a historic site in central Oxford and is a lively community of around 430 undergraduates and 300 graduates from a wide variety of backgrounds. It offers a rigorous and nuanced education designed to inspire its students to be intellectually bold, to welcome challenge and be open to new ideas and ways of thinking. Alongside the academic underpinning there is a wide range of social and sporting activities on offer, together with strong wellbeing support.

The College is an independent, self-governing institution headed by the Master and led by the Governing Body, which has overall responsibility for all aspects of the running of the College. The Governing body is underpinned by a structure of committees, including the Development Committee concerned with Old Members, Fundraising and events.

The College has a widely supported regular giving programme and its alumni have facilitated transformational change through their support. There is also a collaborative and constructive working relationship between the College and the central University's Development team.

For more information about the College, please click [here](#).

#### The Development, Communications and Alumni Relations Team

Univ established a full-time Development Office in 1997. The College now has one of the longest-established and best-performing Development Offices in Oxford. In September 2023, the Development and Communications departments merged.

The Development, Communications and Alumni Relations team is responsible for an extensive programme of alumni outreach, fundraising events and campaigns designed to foster and maintain relationships between the College and its global alumni body. The Communications team supports the College's overall digital and wider communications strategy through engagement with all stakeholders including staff, students and alumni. They support the College's website development as well as internal and external communication through publications and newsletters.

The Team comprises 13 members of staff: The Director of Development, Communications and Alumni Relations; Deputy Director of Development; Senior Philanthropy Manager and Head of Campaign; Philanthropy Manager; Data and Development Operations Manager; Data Officer; Alumni and Donor Relations Officer; Senior Events Officer; Events Officer,

Digital Communications Manager, Communications Officer and Communications Assistant, Development Administrator/PA to Development Director. It is a friendly “all hands on” office where considerable teamwork is welcomed and expected. Further information can be found at <https://www.univ.ox.ac.uk/alumni/give-back-to-univ/>

## The Role

The Communications Assistant is an essential supporting role within University College Communications team and within the wider Development, Communications and Alumni Relations department. The post-holder will be part of a three-person team, maximizing the use of our communications channels: extend our reach, attract the best students, academics and staff, reflect positively our values and achievements and to build the community of Univ’s alumni and friends. Channels include: (digital) website / intranet, social media, and (non-digital) College magazine(s) and ad-hoc print material.

## Pay and Benefits

This is a permanent part time position (22.5 hours per week 0.6fte). The salary offer is on the University Grade 4 scale, from £27,838 to £31,459 pro rata per annum (depending on experience).

This post is offered as part time. We provide a generous holiday allowance, free lunch, private health insurance, an employee assistance programme, among other benefits. The post carries with it generous benefits, including:

<p><b>Annual Leave</b> 30 days’ annual holiday excluding bank holidays*</p>	<p><b>Free Lunches</b> While on duty and if the kitchens are open</p>	<p><b>Pension</b> Membership of the OSPS Pension Scheme (incl. salary exchange)</p>
<p><b>Employee Assistance Programme</b></p>	<p><b>Occupational Sick Pay</b></p>	<p><b>Bus Pass Purchase Scheme</b></p>
<p><b>Private Health Care Insurance</b> with access to spouse/partner and children</p>	<p><b>Enhanced Maternity Pay</b> (day 1 rights)</p>	<p><b>Bicycle Purchase</b> (salary exchange scheme)</p>

\*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment is conditional on the right to work in the UK and satisfactory references.

## How to apply

Please apply online at [www.univ.ox.ac.uk/jobs-at-univ-2/](https://www.univ.ox.ac.uk/jobs-at-univ-2/)

The closing date for applications is **12.00pm on 26<sup>th</sup> November 2024**. Interviews will be held on **3<sup>rd</sup> December 2024**.

*The College is an equal opportunities employer. Applicants are asked to complete the confidential and anonymous recruitment monitoring form.*