



Further Particulars

Digital Communications Manager

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

This is a stimulating opportunity to implement a strategic approach to digital communications across our diverse audiences – across the College, wider University, students and funders. Managing the Communications Assistant, you will also work alongside the Communications Officer to produce engaging content for, and build relationships with, both internal and external audiences. If you’re looking for a busy role, where each day is varied, this would be a perfect role for you.

Pay and Benefits

This is a permanent full-time position (based on a standard 36.5 hour week). The salary offer is on the University Grade 7 scale, from £38,674 to £46,913 per annum (depending on experience).

This post is offered as full time, with flexible/hybrid working potential. 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:

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

The closing date for applications is **12.00pm on 26th November 2024**. Interviews will be held on **2nd December 2024**.

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