# Job description and selection criteria

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| Job title | TORCH Events, Administrative and Bookings Assistant |
| Division | Humanities Division |
| Department  | Humanities Division |
| Location | Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road, Oxford |
| Grade and salary | Grade 4  |
| Hours | Part time (0.6FTE) |
| Contract type | Fixed term (31 July 2018) |
| Reporting to | TORCH Business Manager |
| Vacancy reference | 134130 |
| Additional information | This vacancy is for internal applicants only |

## The University

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

### Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Drawing and Fine Art. The division has responsibility for over 500 members of academic staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1600 postgraduate students.

The Division offers world-class teaching and research, backed by the superb resources of the University’s libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

The Humanities Division has one of the largest concentrations of humanities academics in the world, enabling Oxford to undertake research and teaching in Arts and Humanities unparalleled in its range, from music and fine art to ancient and modern languages. In the 2014 Research Excellence Framework, no other institution in the UK submitted a larger number of 4\* researchers, and it is consistently ranked in the top three in international rankings of universities worldwide.

For more information please visit: <http://www.humanities.ox.ac.uk/>

**TORCH | The Oxford Research Centre in the Humanities**

TORCH is a major new University of Oxford initiative that seeks to stimulate and support research that transcends disciplinary and institutional boundaries. It has a key role in promoting Oxford humanities research internally and externally. It is based in the Radcliffe Humanities building.

You will be responsible for supporting the organisation and delivery of TORCH events and activities, and will provide administrative support for the Centre.

For more information about the Oxford Research Centre in the Humanities, please visit <http://www.torch.ox.ac.uk/>

## Job description

### Overview of the role

The role is an exciting opportunity to join a small and busy team supporting the activities of the Oxford Research Centre in the Humanities (TORCH). You will assist in all aspects of its event organisation, provide administrative support for TORCH’s team, and liaise with other parts of the Humanities Division administration. You will need good people skills as you may be supporting work with donors, senior academic leaders and professional staff, the ability to work under pressure in a small team, and to juggle competing deadlines. Excellent communication and organisational abilities are essential, but you will also need to be able to complete tasks accurately, to pay attention to detail and to demonstrate at interview a willingness to contribute to the overall success of TORCH.

### Responsibilities/duties

**Main Duties:**

* To be responsible for the day-to-day organisation of TORCH events, including planning, co-ordination and effective delivery to the highest professional standard;
* To assist in planning the logistics of the TORCH events and to steward/act as front of house at major events (this may involve some evening and weekend working);
* To ensure the provision and delivery of appropriate events hospitality, working with internal and external service providers; to liaise with the facilities team in the Radcliffe Humanities building to ensure events run smoothly.
* To be responsible for the online registration system used to manage bookings for TORCH events and keep accurate records of bookings; to be responsible for room bookings in the Radcliffe Humanities building for TORCH activities.
* To assist in arranging publicity and provide information on forthcoming events associated with TORCH to the University, in a range of formats – including printed and online as appropriate;
* To issue purchase orders and reconcile invoices and other payments in conjunction with the Finance Team and keep accurate financial records and assist the TORCH administrator in ensuring that events are delivered to budget;
* To provide general administrative support to the rest of the TORCH Team

## Selection criteria

### Essential

* A good general level of education to ‘A’ level standard or equivalent
* Relevant practical experience in events organisation/administration
* Proven experience of working independently, with teams and under the direction of senior staff
* Ability to communicate well with good writing and proof-reading skills
* Excellent interpersonal skill with the ability to liaise effectively with a wide range of
 stakeholders and work co-operatively with people at all levels
* Excellent organisational skills, with the ability to organise own workload and manage
 competing deadlines, working calmly and efficiently under pressure
* Excellent IT skills, including experience of working with spreadsheets and databases,
* Willingness and availability to work flexibly, including outside normal office hours and at weekends on occasions.

### Desirable

* Previous experience of University systems including planon booking system, FM online etc
* Experience of using Adobe InDesign
* Experience of web-based content management systems (Drupal CMS etc)

## Working at the University of Oxford

For further information about working at Oxford, please see:

<http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/>

## How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you would like to apply, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** on the closing date stated in the online advertisement.

**Information for priority candidates**

*A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.*

*If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)*

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from [www.ox.ac.uk/about\_the\_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk/).

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

## Important information for candidates

**Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at:

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

**The University’s policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8%2B/).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8%2B/).

Form 1 October 2017, there is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

**Equality of Opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

**Benefits of working at the University**

## University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool.

See: [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

## Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor.

See: [www.internationalstaffwelcome.admin.ox.ac.uk/](http://www.internationalstaffwelcome.admin.ox.ac.uk/)

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/)

## Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries.

For full details including how to apply and the costs, see [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare/).

## Family-friendly benefits

The University subscribes to My Family Care ([www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/)) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

## Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

## Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/)

## Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University’s colleges and the Botanic Gardens as well as a range of discounts.

See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)