Job title | Communications and Events Coordinator (VALIDATE)
---|---
Division | Medical Sciences
Department | Nuffield Department of Medicine, Jenner Institute
Location | Old Road Campus Research Building, Headington, Oxford, OX3 7DQ
Grade and salary | Grade 6: £29,176 – £34,804 per annum
Hours | Full time
Contract type | Fixed-Term until 31 May 2021
Reporting to | VALIDATE Network Manager
Vacancy reference | 144765
Additional information | Position Funded by MRC VALIDATE

The role
This is an exciting new role, leading on communications and events for the international VALIDATE Network, helping accelerate vaccine development for neglected diseases linked to poverty.

VALIDATE ("VAccine deveLopment for complex Intracellular neglecteD pATHogEns") is an international network based at, and led by, University of Oxford that aims to bring together researchers, industry partners, and governmental and non-governmental agencies in the UK and Low and Middle Income Countries (LMICs) to accelerate vaccine development for neglected diseases linked to poverty.

VALIDATE’s initial focus is on four pathogens: *Mycobacterium tuberculosis*, which causes tuberculosis (TB), *Leishmania* species, causing leishmaniasis, *Burkholderia pseudomallei*, causing melioidosis, and *Mycobacterium leprae*, which causes leprosy. These diseases have enormous impact on LMICs.

Development of efficacious vaccines is the most cost-effective way to control these diseases. The VALIDATE Network aims to make significant progress towards vaccine development for these neglected diseases through maximising the sharing and dissemination of research knowledge and data; encouraging increased collaboration across institutes, disciplines and pathogens; capacity building; and by disseminating pump-priming and other funding. VALIDATE also aims to encourage career progression and Continuing Professional Development amongst its members via a central hub website that highlights opportunities in the field, and by providing workshops, seminars, a mentoring scheme, and training grants.
To date the Network has 355 members at 171 institutes across 47 countries, and this continues to increase. The VALIDATE Communications and Events Coordinator is a new role that is crucial to the outputs of the Network. They will work closely with Professor Helen McShane, the Network Director (University of Oxford), Prof Helen Fletcher, the Network Co-Director (LSHTM), and Samantha Vermaak, the VALIDATE Network Manager (University of Oxford), to maximise the Network’s reach and its activities.

Currently, VALIDATE’s Medical Research Council grant ends on 31 May 2021, and your communications activities will be instrumental in showcasing VALIDATE to help the Network obtain follow-on funding to continue our important work.

The post is based at the Centre for Clinical Vaccinology and Tropical Medicine, Churchill Hospital, Oxford (www.ccvtm.ox.ac.uk).

Responsibilities

- Working closely with the VALIDATE Network Manager, you will lead on communications and events coordination for the Network, aiming to raise VALIDATE’s profile and ‘sell’ the Network to encourage further funding
- Lead on VALIDATE’s external communications, including keeping the website (www.validate-network.org) and social media (currently Twitter and LinkedIn) up-to-date, interesting and relevant, and identifying publicity opportunities for the Network and our researchers
- Lead on VALIDATE’s internal communications, keeping members up-to-date and engaged, and increasing scientific collaborations between our members
- Lead on VALIDATE’s events, including an Annual Meeting, workshops and live-streamed scientific seminars
- Lead on outreach projects to capacity build in our member LMICs
- Assist the Network Manager with industry engagement
- Relevant financial administration for events (e.g. raising requisitions, purchasing goods for events), liaising closely with the Network Manager and department finance team
- Working on occasional evenings (for our Annual Meeting)
- Any other duties consistent with the grade

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

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/.

Selection criteria

Essential selection criteria

- Degree, preferably in communications or similar
- Demonstrable experience in communications (internal and external)
- A professional understanding of social media
Knowledge of website design/optimisation
Demonstrable experience in event planning and management
Evidence of creativity in communication and event ideas and content
Excellent communication and interpersonal skills, with the ability to communicate effectively with people at all levels both verbally and in writing
Excellent organisation skills and ability to manage own time and prioritise own workload to successfully meet goals
Ability to write clear, concise copy and articles, with excellent attention to detail
A proven ability to work to high standards consistently
Able to work independently, but also a strong team player
Proactive
Autonomous - takes responsibility for own workload, actions, development and mistakes
Quick learner, who enjoys taking on new challenges
Professional approach to work
A professional understanding of GDPR and how to work to it

Desirable selection criteria

- Ability to edit websites using Mosaic
- Experience of working on scientific research projects
- Experience of outreach projects
- Previous experience working with low- and middle-income countries
- Experience with monitoring and evaluation

About the University of Oxford

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 2016/17 exceeded £564m and we rank first in the UK for university spinouts, 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.

Medical Sciences

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford
World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

**Nuffield Department of Clinical Medicine (NDM)…fostering your career in science**

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms. For more information please visit: http://www.ndm.ox.ac.uk/home

The Nuffield Department of Clinical Medicine has been presented with a Departmental Athena SWAN Silver award in recognition of the commitment made to promote gender equality through our organisational and cultural practices and our efforts to improve the working environment for both men and women. For more information please see our Departmental Athena SWAN pages: www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/.

**The Jenner Institute**

The Jenner Institute was founded in November 2005 to develop innovative vaccines against major global diseases. Uniquely it focuses both on diseases of humans and livestock and tests new vaccine approaches in parallel in different species. A major theme is translational research involving the rapid early-stage development and assessment of new vaccines in clinical trials.

For more information please visit: department website http://www.jenner.ac.uk/

**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 http://www.ox.ac.uk/about_the_university/jobs/research/
http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/
http://www.ox.ac.uk/about_the_university/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 CV and a supporting statement. You will also be asked to upload a CV and 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 department(s).

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/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

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.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University’s policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. 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+/. 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+/. 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

Employee benefits
University employees enjoy 38 days’ paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities
Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. 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 and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for staff new to Oxford
If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University’s Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits
With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare
The University has excellent childcare services, including 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/.

Disabled staff
We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University’s Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

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/.

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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.