

# Job Description



## Summary

<b>Job title</b>	Head of Development – Medical Sciences
<b>Division</b>	University Administration and Services
<b>Department</b>	Development Office
<b>Location</b>	Medical Sciences Divisional Office, The JR Hospital, Headington and the University Offices, Wellington Square but you may be able to agree a pattern of regular remote working with your line manager.
<b>Grade and salary</b>	Grade 10: £61,198 - £70,918 per annum with possible extension to £77,476
<b>Hours</b>	Full time (37.5 hours)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Executive Director of Development
<b>Vacancy reference</b>	169359
<b>Additional information</b>	Applications are welcome and encouraged from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply. The Development Office is committed to equality and values diversity. <i>Subject to HMRC guidelines and the availability of funding, a relocation allowance may be offered</i>

## Development Office

The role of the University's Development Office is to help secure philanthropic support for the University. The Development Office works in partnership with academic and development colleagues throughout the collegiate University to build enduring relationships with external constituencies – including alumni, non-alumni, corporate and foundation donors – and to increase financial support for agreed academic priorities.

The Development Office is led by Liesl Elder, Chief Development Officer, who reports to the Pro-Vice-Chancellor for Development and External Affairs. The Development Office is part of the central administrative departments of the University, collectively known as University Administration and Services (UAS) and works closely with the offices responsible for Alumni Relations, International Strategy, Public Affairs and Finance.

In 2019, the University and the colleges completed the *Oxford Thinking Campaign*, which raised £3.34bn, and is the most successful fundraising campaign in higher education in Europe. The University is currently planning its next major campaign, and as a member of the Development Office, the post holder will have a key role to play in helping realise its successful delivery.

In addition to fundraising staff, the Development Office has a number of teams that cover particular support functions. These include the Donor Relations team (which ensures that donors are thanked and the University's relationships with them appropriately stewarded); the Events team (which arranges high-level and bespoke



Athena  
Swan  
Silver Award



events for donors and potential donors); the Research Team (which gathers information on potential and existing donors); the Development and Alumni Relations System (DARS) Support Centre (which supports the Development and Alumni Relations database); and the Communications team (which ensures that major and principal donors are made aware of the University's strategic fundraising priorities through tailored communications, including bespoke proposals and project information). It also works closely with the Gift Registry, part of the Finance Division, which records and processes donations received by the University and on behalf of colleges. There are also three overseas offices covering North America and Asia whose remit includes development; these offices are located in New York, Hong Kong and Tokyo.

For further information please visit: [www.development.ox.ac.uk](http://www.development.ox.ac.uk)

The Development Office is committed to equality and values diversity. The Division holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## Medical Sciences at Oxford

Oxford is one of the world's leading biomedical universities recognised for its outstanding quality and depth across the medical research spectrum - from genes to molecules, to big data and populations. With the honour of 12 Nobel Laureates over its long and distinguished history, the Division is consistently at the forefront of innovative and lifesaving science.

Our researchers work across the full range of biomedical and clinical sciences, from the molecule to large population studies. The excellence of our research is recognised by our top placing in international league tables.

The extraordinary depth and breadth of medical skills at Oxford is devoted to identifying the causes of disease, improving diagnosis and developing effective treatment and prevention. The Division is particularly interested in the "big" diseases where millions of lives can be saved – cancer, and infectious diseases such as malaria and pandemic preparedness. It also has world-leading research programmes in cardiovascular diseases, musculoskeletal disorders such as arthritis and osteoporosis and neurological disorders such as Alzheimer's and Parkinson's.

Medical education and training run hand in hand with research – not only training students who will go on to be clinicians but, equally importantly, teachers and academics. The Medical School, with its strong emphasis on the sciences that underpin medicine, trains students of the highest academic merit. For the twelfth year running, Oxford's Medical School has ranked number 1 in the world (Times Higher Education).

The Division comprises 16 departments, and their constituent units, institutes and centres, spread across 73 buildings in multiple sites in Oxford and includes numerous clinical research units in 40 different countries.

Over 5800 academics, researchers and administrative staff, 2300 graduate and 1800 undergraduate students together contribute to the Division's extensive and exemplary research, teaching and clinical portfolios. For further information please go to: [www.medsci.ox.ac.uk](http://www.medsci.ox.ac.uk)

The Medical Science Development Team's priorities are regularly reviewed to ensure that it is focused on supporting the Division's strategic objectives. Development activities include increasing the Division's endowment for new and existing Professorial Chairs so that Oxford can continue to recruit and retain the world's very best academics. In addition, significant funding is needed for graduate scholarships and other academic posts. The thematic priority areas for fundraising include Global Health, Brain Health, Heart Health and Cancer.

## The role

The University of Oxford is founded on the quality of its teaching, scholarship and service to society. It is working harder and faster than ever to create new knowledge and find answers to global problems, helping to make a more equitable society and educate the next generation of leaders.

Philanthropy plays a critical role in enabling Oxford to maintain and build on its status as a world-class centre of learning. Major and principal gifts have played a significant part in our success with the *Oxford Thinking* Campaign and these gifts have made a number of important projects possible. Recent major and principal gift donations have brought the following projects to fruition:

### Principal gifts

- *The Stephen A. Schwarzman Centre for the Humanities* will be the new home for humanities at Oxford, providing state-of-the-art facilities for seven faculties, the Institute for Ethics in AI, and the Oxford Internet Institute. It will house a new humanities library, as well as public-facing exhibition and performance spaces
- *The Ineos Oxford Institute for AMR Research* is a new cutting-edge institute to combat the growing global threat of antimicrobial resistance (AMR) in both humans and animals
- *Reuben College* is Oxford's newest college, bringing graduate students and academics from traditionally different disciplines together to work on global challenges including artificial intelligence and machine learning; environmental change; ethics and values; and cellular life

### Major gifts

- *The Poonawalla Vaccines Research Building* will house over 300 research scientists providing the focus and scale for the University's major vaccine development programmes, allowing a rapid expansion of this fast-growing, translational area
- *The Moh Family Foundation* is supporting the work of Oxford University's Pandemic Sciences Institute, greatly strengthening its ability to identify and counter future pandemic threats and ensure equitable access to treatments and vaccines around the world
- *The Bennett Institute for Applied Data Science* has been established to pioneer the better use of data, evidence, and digital tools in healthcare and policy, optimising the impact of interventions to achieve improved outcomes
- *The Dieter Schwarz Foundation* is supporting an ambitious programme of research dedicated to investigating the impact of AI and other game-changing technologies. They have also provided a major boost to the study and teaching of German at Oxford, principally through the endowment of the Schwarz-Taylor Chair in the German Language and Literature

The University of Oxford has been successful in raising donations from a broad, international range of donors, including alumni, non-alumni, foundations and trusts, and corporations.

Key relationships: Internal: The Executive Director of Development, the Chief Development Officer, Members of the Development, Alumni Relations and Public Affairs teams; Regius Professor of Medicine; Head and Associate Heads of the Medical Sciences Division and senior divisional administrative staff; Heads of the departments within the Medical Sciences Division as appropriate; the Chancellor, the Vice-Chancellor, and the Pro-Vice-

Chancellors; and senior members of the colleges, University Administration and Services.

External: Alumni. UK and overseas donors and prospects (individuals, trusts and foundations, companies, charities and other institutions). Volunteers. Oxford University Hospitals NHS Trust, including the ORH Charitable Funds.

Direct reports: Senior Development Executives – Deputy Head of Development (Grade 9); Senior Development Executives (3 x Grade 8); Development Executive (Grade 7); Projects Officer (Grade 6); Development Coordinator (Grade 5).

Purpose: An experienced fundraising professional, with tenacity, drive and imagination is required to manage and lead fundraising initiatives to secure private gift support for the Medical Sciences Division (MSD) and to develop, implement and lead campaigns related to agreed priorities within the Medical Sciences Division. The post holder will be responsible for managing a team of staff to secure private gift support for agreed priorities across the Division and to contribute to the University's broader development strategy.

The post holder will be expected to work closely with a range of departments and disciplines in order to help them to develop fundraising strategies for the divisional priorities and for specific prospects, and to support the Division by undertaking the fundraising in order to reach their goals, in addition to implementing the effective stewarding of existing donors. The post holder will also be expected to contribute to the development of an identity and strategy for the Division's philanthropic aspirations.

The post holder will be based in the Medical Sciences Divisional Office at the JR Hospital in Headington and working from the Development Office one day a week where there will be support services provided (accounting, database, research, proposal writing and stewardship). The post holder will be expected to spend a substantial amount of time in the relevant departments of the Division in order to develop close working relationships with key academics. The post holder will be expected to manage a small team to support fundraising initiatives in the Division.

The post holder will be expected to spend the greater part of their time developing fundraising strategy; identifying, involving, engaging, stewarding and recognising donors; and managing the development activities of the Division to support the agreed-upon strategy. In particular the post holder will support Head of the Medical Sciences Division and other academics in all aspects of development of the Division's major donors and fundraising prospects. The work of the post holder includes ensuring that communications with donors and prospective donors are effective and meet the highest standards; and that the resources of the Development Office and the Division are coordinated to achieve maximum impact and efficiency. As a core element of their activity, the post holder will be expected to work closely with other development professionals of the collegiate University to identify prospective donors and funding opportunities to the common benefit of these and other areas of the collegiate University as appropriate.

The post holder will manage a portfolio of around 80 major gifts prospects. The post holder will be responsible for the identification, cultivation, solicitation and stewardship of potential donors, typically upwards of £250,000-£2,500,000, delivering £3m per year. The Chief Development Officer, working with the leadership of the Division and the Senior Leadership Team, is responsible for oversight of the solicitation planning of principal and major gifts to the Division.

In fundraising for projects the post holder will understand the major sources of philanthropic funding (individual, trust and corporate) and be aware of the key sources of non-philanthropic funding for the University sector. The work will include the identification of major prospects and the pursuance of these, in consultation with Development colleagues, with a view to raising financial support. Co-operation with the University's Research

Services Office, the Divisional Business Development team and Oxford University Innovation will also be particularly important as the Medical Sciences Division generates a great deal of research income for the University.

Key requirements for this post include an ability to plan strategically as the post holder will play a key role in the strategic development of the Division's philanthropic ambitions, to identify and work with professional and academic colleagues in the cultivation of prospects and in the solicitation of major gifts, and a talent for maintaining donor interest in the collegiate University and Medical Sciences in particular.

The line manager will regularly review progress. There may be opportunities for career development within the University Development structure. The office seeks to support and encourage staff to help them reach their potential, providing access to appropriate courses and training whenever possible, as well as a comprehensive induction process

The work of the Development Office covers a wide range of activities and priorities which will inevitably change from day to day. All staff operate as a team, and, while each has their own responsibilities, they are expected to assist each other in peak periods. The post holder will need to become conversant with the University as a whole and especially with the numerous academic staff and volunteers.

#### **Development Office values**

The following points lay down the foundations of the working ethos, culture and values of the Development Office. Aspirational and celebratory in turn, they provide a central framework for individual members of staff and teams, encouraging personal and professional growth.

- We value each other – We respect the professional expertise of our colleagues. An approachable, friendly and kind office, we work in an environment where transparency of action and clarity of intent create openness and trust.
- We work collaboratively – Whether within our own teams, across UODO, the collegiate University, or beyond, working collaboratively is second nature to us, and enables us to navigate complicated landscapes successfully.
- We go beyond – We prize working with a high degree of autonomy and trust, and deliver a wide range of projects to the very highest standards. We are committed to personal, professional development.
- We are part of something bigger – Our work supports the strategic priorities of the University of Oxford. We take pride in the contribution we – individually and collectively – make to the University.

#### **Key criteria for success**

After 12 months in post, the successful candidate will have:

- Managed and driven the team to exceed targets and as part of this developed a robust team prospect pool, of over 80 qualified potential donors/funders
- Established very strong relationships with key academics/senior officers across the University, key colleagues in the Central Development Office and with external funders
- Be on target to personally lead on closing over £3m in gifts within the first 12-18 months.

- Clearly articulated the strategy for the team to deliver fundraising success over the next 3-5 years.

## Responsibilities

The duties of the post are set out as they are envisaged at present, but it will be important for the person appointed to be versatile and adaptable, and able to contribute to the development of the fundraising function of the collegiate University.

The main duties of this post will be as follows:

### *Strategy and Leadership Responsibilities*

- To lead and manage the Division's development function in the Development Office in Oxford on a day-to-day basis and ensure co-ordination with the Development Office support teams and liaison and co-operation with international offices
- To observe and deliver Oxford University's corporate vision and plan, specifically in terms of securing funding for key strategic development priorities for the Medical Sciences Division
- To understand and assess fundraising potential for key strategic priorities in the Medical Sciences Division and advise the Head of Division and other senior Divisional staff, the Executive Director of Development, the Chief Development Officer, Pro-Vice-Chancellor for Development and External Affairs and other Senior Officers on deliverable levels of philanthropic support for these priorities
- To work with Heads of Department and senior academics to scope and promote divisional priorities for fundraising
- To effectively line-manage and motivate the other members of the Medical Sciences Development Team to achieve agreed goals and priorities
- To develop and implement an effective fundraising strategy for the Division based on Divisional campaign priorities and aspirations
- To be a member of the Development Office Team Leaders group, providing input to strategic planning and team leadership for the wider office
- To ensure a good working relationship with College fundraisers and promote the sharing of information.
- To have a University-wide interest to develop philanthropic relations for the University as a whole
- To undertake an ambassadorial role for the University to promote the interests of the University both within the UK and overseas

### *Fundraising Responsibilities*

- To work closely with Divisional senior leadership in the planning and delivery of major donations
- To play a crucial role in ensuring that philanthropic income to the University of Oxford rises in a steady and sustainable manner year on year through the successful acquisition of new gifts
- In liaison with the research team, to identify prospects with whom the University will aim to develop significant philanthropic relationships. These will be drawn from several groups: high net-worth individuals (both alumni and non-alumni), the corporate sector, trusts and foundations and other bodies from whom funding may be obtained

- To manage a broad portfolio of prospects on behalf of the Medical Sciences Division
- To understand donors' aspirations and to identify the most appropriate linkages to the Division's philanthropic ambitions and priorities with the goal of securing significant support
- To develop individual solicitation strategies for major prospects to secure private gift support and where appropriate, to ask prospects for gifts, often at the multi-million pound level, and to support academic champions and volunteers in this process
- To work with the Chancellor, Vice-Chancellor, Pro-Vice-Chancellor for Development and External Affairs, the Chief Development Officer, and the Executive Director of Development in securing leadership level gifts for the Division
- To play, as appropriate, a full role in the commissioning, drafting and review of bespoke funding proposals for major gift solicitations
- The post holder is expected to work closely with the overseas Development Offices and from time to time may need to travel overseas to cultivate and solicit prospects based outside of the UK.
- To identify, recruit and work with high-level volunteers who can assist with prospect identification and solicitation
- To develop effective mechanisms for reporting on progress to the Division and to ensure reporting is conducted regularly
- To develop work plans which set out goals and targets and to strive to meet those targets
- To optimise philanthropic support for the collegiate University and to adhere to best practice in prospect cultivation, solicitation and stewardship.
- To be responsible for the Division's collaboration with College-based and other development staff in line with agreed principles and protocols, to work closely and openly with fundraising colleagues across the collegiate University to the benefit of the wider Campaign and to have a University-wide responsibility to develop fundraising relations for the University as a whole
- To ensure that a current and accurate record of all development strategy and activity which the post holder is responsible be maintained on the Development Office's database, DARS
- To ensure all gifts comply with the University's standards on ethics and scrutiny
- To manage highly confidential and sensitive information
- To liaise closely with Research Services on areas of overlap, particularly in relation to corporate donations to research activity
- To work with the Oxford Medical Sciences Alumni Manager to assist with the engagement and active participation of members and to further the Division's development priorities.

#### *Communication and External Responsibilities*

- To be able to understand academically complex projects and explain and promote them to potential, non-specialist donors. This will involve working out how to articulate and publicise priority projects, as agreed by the University and the Division, by both documentary and verbal means. It also requires the ability to spot potentially fruitful links between specific projects within the Division and the broader University and the interests of specific donors. This will be undertaken in close collaboration with the Head of the Division

and other senior University officials and academics, and with senior fundraising personnel in the collegiate University both in Oxford and overseas

- To work collaboratively with the Oxford University Hospitals NHS Trust to determine and implement complementary and/or joint fundraising initiatives as deemed appropriate. This is undertaken in partnership with the Head of the Medical Sciences Division and the CEO and Development Director of the Trust.

#### *Managerial Responsibilities*

- To manage and lead a team of six within the Medical Sciences Division including induction, personal development, training, goal-setting, appraisals etc. To ensure that all administrative duties are carried out by the team and that the University and College protocols are adhered to. Knowledge of equal opportunities will be needed.
- To establish an effective business case for appropriate budget allocation as and when required, and to manage the budget for the Medical Sciences development team
- To monitor and analyse performance and determine and implement remedial action where necessary. To report as needed to the MSD Board and PRAC.
- To assess and offer, as appropriate, development training to academics in the Division to help them to participate as fully as possible in a successful development programme

#### *Donor Stewardship Responsibilities*

- To oversee effective and proactive donor stewardship across all Medical Science donors including timely submission of reports to donors.
- To be responsible for formulating and implementing stewardship strategies for all donors for whom the post holder is the primary relationship manager in liaison with the Donor Relations team

To carry out such other functions as from time to time the Executive Director of Development might require, commensurate with the level of this position

## Selection criteria

### Essential selection criteria

#### To be assessed by cv/application

##### *Experience and knowledge*

- Proven major gifts fundraising and/or marketing experience; also a strong natural drive towards getting out into the field

##### *Skills and abilities*

- The capability of representing the Division and the University at the highest levels of society
- An interest in higher education and in particular an understanding of the University of Oxford, its mission and its need for external funding in order to set the work of the Development Office in its proper context
- Excellent social skills and cultural understanding, and a very high level of literary and communication skills, both oral and written



### *Attitudes*

- Evidence of being able to lead, manage and motivate others also involved in fundraising for the project

### To be assessed in interview

#### *Skills and Abilities*

- An ability to “think on your feet” to change planned proposals to meet donors’ needs in situations where it may not be possible to seek guidance.
- The ability to positively manage a team as well as to work as part of a wider professional team and to contribute to the development of fundraising for Oxford as a whole
- The ability to work effectively and collaboratively in a large and complex organisation
- Be highly opportunistic and to take initiatives on their own when the situation demands it
- The ability to think strategically
- The ability to solicit significant gifts for the cause
- A talent for developing and maintaining donor interest in the Division and the University as a whole.
- The ability to understand the viewpoint and work of academics to maximise their contributions to prospect cultivation
- The ability to manage and organise large amounts of information

#### *Attitudes*

- A combination of the personal sensitivity, creativity and tact that is needed when working with senior academics, development colleagues and prospective major donors to the University
- An interest in how scholarship impacts on our understanding of the modern world and its important role in addressing pressing contemporary issues
- Tenacity, drive and imagination
- The candidate must have an adaptable attitude and be prepared to work out of regular hours and to travel
- A desire to be actively engaging with donors and potential donors to the Collegiate University
- A high level of self-motivation.

#### Desirable selection criteria

- Experience of working within the health sector (NHS, health charity) or in Higher Education

## 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; proof of your identity; and (if we haven't done so already) 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 for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

### Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working
- Travel outside of Europe or North America on University Business

## 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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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).

We encourage applicants from all sectors of the community and are keen to encourage candidates from under-represented groups to apply. 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. For more information about equality-related networks for staff and students, please visit <https://edu.admin.ox.ac.uk/networks#/>

## How to apply

To apply for this role and for further details, including a job description and person specification, please email Sonja Dunphy at Richmond Associates at [sdunphy@richmond-associates.com](mailto:sdunphy@richmond-associates.com) or call her on +44 (0) 20 3617 9240.

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

You will 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).

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

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

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## 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).

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## If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly – *please email [recruitment@devoff.ox.ac.uk](mailto:recruitment@devoff.ox.ac.uk)*

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 receive an automated email from our online recruitment portal 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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

## The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades 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 <https://hr.admin.ox.ac.uk/staff-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](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### 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 <https://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 <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### 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 the Work+Family Space, 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 <https://hr.admin.ox.ac.uk/my-family-care>

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 <https://childcare.admin.ox.ac.uk/>

### 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 <https://edu.admin.ox.ac.uk/disability-support>

### 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 <https://edu.admin.ox.ac.uk/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](http://www.newcomers.ox.ac.uk).