

Job description and selection criteria

Job title	Community Connector MultakaOxford – 2 posts
Division	Gardens, Libraries and Museums (GLAM)
Department	History of Science Museum
Location	History of Science Museum, Broad Street, Oxford, OX1 3AZ
Grade and salary	Grade 5: £31,459 - £36,616 (per annum, pro rata)
Hours	Variable hours
Contract type	Fixed-term (18 months)
Reporting to	Multakaoxford Project Manager
Vacancy reference	176123
Additional information	<p>You are required to submit a CV and a supporting evidence form with your application, outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details).</p> <p>Please contact the recruitment team if you require the job description in an alternative format.</p>
Closing date	12.00 midday GMT 18 November 2024

Job description

Overview of the role

Do you enjoy networking and supporting people to get involved with projects and organisations in Oxfordshire?

Would you like to support local people and communities in Banbury to be involved with a project about inter-cultural dialogue and learning?

Would you like to enable young people (16 – 24yrs) to share their knowledge and perspectives of culture?

Would you like to join an award-winning MultakaOxford project team at Oxford University's History of Science Museum and Pitt Rivers Museum? <https://www.hsm.ox.ac.uk/multaka-oxford>

Multaka, meaning *meeting point* in Arabic, is a multi-award winning programme that uses museums and collections to bring people and communities together, building understanding through the sharing of art, stories, culture and science. MultakaOxford is based at two Oxford University museums: the History of Science Museum and the Pitt Rivers Museum. The project has been running since 2018 and works with partners across the county including Asylum Welcome, Refugee Resource, Connections Support, and Oxford City and Cherwell Council. The project includes volunteering opportunities, events and activities which focus on intercultural learning, collaboration and inclusivity, where everyone shares and learns new skills. The events and activities can take place in the museum, or over Oxfordshire at community venues.

These community connector roles will enable the project to engage and include local people in Banbury and young people to develop activities and events as part of the Multaka programme. As a Community Connector you will help people engage with the project in the following ways: advocating for the project; networking to connect with the relevant partners and organisations, coordinating and supporting people to be involved; planning and deliver the project in Banbury and for young people (16 – 24yrs) in the museums. The roles are variable hours so can fit around other commitments and jobs.

As a Community Connector you will have already networked within Oxford's and Oxfordshire's community networks and have experience in supporting individual people and groups to be involved in community-centred projects.

As a Community Connector, you will be employed on a variable hours' contract for a period of 18 months. When you first start in the role you will be supported through training with the MultakaOxford staff and the staff at the History of Science Museum and Pitt Rivers Museum:

- In your role as Community Connector
- In the background of MultakaOxford
- In safeguarding
- How to support outreach events (with MultakaOxford staff)
- How to work with families
- How to work in partnership with organisations

Responsibilities

- Attending training as a Community Connector

- Working in the History of Science Museum and Pitt Rivers Museum and with the collections to connect members of Oxfordshire's communities with these museums
- Joining in project planning and activities so MultakaOxford connects with local people, groups and organisations
- Working as a team member to suggest, plan and support new approaches and perspectives to improve Multaka's welcome and inclusion of everyone
- Supporting community groups and individual people to participate in workshops, discussion groups and events – this includes the logistical arrangements of visits / workshops
- Taking an active part in reflecting and embedding inclusive practice, which might include supporting training / discussion groups
- Keeping and sharing records of meetings, support report writing and record reflections on the planning, delivery and evaluation.
- Promoting and co-presenting MultakaOxford at conferences and training sessions
- Upholding the University's Equal Opportunities, data protection and Safety Policies (this will include a DBS check)

Other duties

- Participate in a regular Annual Review.
- Undertake any necessary training identified.
- Comply with health and safety regulations.
- Comply with the policies and procedures set out in the Handbook for University Support Staff/Academic Related Staff.
- Any other duties that may be required from time to time commensurate with the grade of the job.

The History of Science Museum reserve the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

Selection criteria

Essential selection criteria

- Proven knowledge and experience of working within Oxfordshire with at least one of the following audiences:
 - **Young people (12+) and young adults.** MultakaOxford aims to include younger people's perspectives and approaches to the programme.
 - **People currently settling in Oxford / Oxfordshire as refugees or asylum seekers.** MultakaOxford appreciates some people feel isolated due to circumstances such as language / confidence as they settle in Oxfordshire.
- Proven experience of coordinating groups or being a community organiser that involves planning, delivering and/or evaluating activities
- Proven experience of supporting people to participate in projects and/or workshops
- Ability to speak other languages than English (for example Arabic, Persian, Ukrainian)
- Ability to work with and communicate effectively with people of all backgrounds
- Strong connections into local networks across Oxford and Oxfordshire
- Ability to work independently and as part of a team
- Ability to communicate clearly and effectively both in writing, at meetings and through delivering presentations

- Ability to empathise with different views and perspectives and problem-solve in finding solutions

Desirable selection criteria

- Knowledge and experience of safeguarding and GDPR
- Experience of working with volunteers

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
- Driving on University business
- Regular manual handling

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory enhanced Disclosure and Barring Service check due to working with children and vulnerable adults.

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

Gardens, Libraries and Museums (GLAM)

The Gardens, Libraries and Museums (GLAM) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are part of its heritage as the country's oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

For more information please visit: <https://www.glam.ox.ac.uk/home>

The History of Science Museum

The History of Science Museum (HSM) is one of the four museums of the University of Oxford, which also include the Ashmolean, The University Museum of Natural History, and the Pitt Rivers Museum. The Museum occupies one of the oldest purpose-built museum buildings in the world, the 'Old Ashmolean Building' of 1683.

With its unique collection of astronomical instruments from the Islamic World and one of the finest collections of European Medieval and Renaissance instruments, HSM ranks amongst the leading museums in its field. It is a national and international centre of excellence for research and teaching in the material culture of science, and the interpretation of its collection is supported by a lively programme of exhibitions, community engagement, and public events for a wide range of audiences.

With 160,000 visitors to the Museum in 2018/19 (the last pre-pandemic year), HSM currently has a team of 25 core staff, and an operating budget of just over £1m that comes mostly from three different sources: University funding, Research England (formerly HEFCE) and Arts Council England. These three funding streams are supported through trust funds as well as commercial income, donations and grants. Led by the Senior Development Manager for the Museum and supported by the central Development Team, HSM has ambitious plans to secure philanthropic funding for the delivery of *Vision 2024* and to build a significant endowment over the coming years.

For more information please visit www.hsm.ox.ac.uk

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>

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

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting evidence form. The supporting evidence form 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).

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

Supporting Evidence

Please note that if you do not upload a completed supporting evidence form and a CV, we will be unable to consider your application for this role.

The inclusion of the supporting evidence form and CV is **a mandatory step** in the online application process.

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

All applications must be received by **12:00 midday (GMT)** on the closing date stated in the online advertisement.

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

References

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; and of any disciplinary processes which are still considered 'live'. We will only take up references at offer stage.

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).

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 on recruitment@glam.ox.ac.uk

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 online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Relocation

At the moment, the History of Science Museum is not offering relocation expenses to this post

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 70th 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.

Photographs: Copyright Bodleian Libraries, University of Oxford

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 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 dependants. 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. 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