

## Summary

<b>Job title</b>	Global Challenges Programme Co-ordinator
<b>Division</b>	UAS
<b>Society</b>	Reuben College
<b>Location</b>	Reuben College, Parks Road, Oxford
<b>Grade and salary</b>	Grade 6: £34,982 to £40,855 per annum pro-rata
<b>Hours</b>	Part-time 0.6 (22.5 per week, with flexibility. Pattern of working to be agreed)
<b>Contract type</b>	Fixed-term (12 months in the first instance)
<b>Reporting to</b>	College Bursar
<b>Vacancy reference</b>	176503

## Background

[Reuben College](#) is a new graduate Society at the University of Oxford. Founded in 2019, and admitting its first students in October 2021, the University's newest college draws together researchers from different disciplines. It is home to a vibrant research community that actively promotes interdisciplinary exchanges and encourages innovation and entrepreneurship.

**The Global Challenges Programme (GCP)**, hosted by Reuben College in partnership with University Departments at Oxford, brings the highest level of intellectual rigour together with an impact-first approach to addressing the most pressing global challenges of our day. As such it is a nexus of activity that integrates departments and disciplines from across the University, and beyond.

The Programme is currently in its pilot phase and is focused on the delivery of its first theme: *Advanced Artificial Intelligence (AI) Systems and their Impact on Human Development* (also referred to as the 'Generation AI' initiative). To date, the Programme has established an interdisciplinary working group of subject experts, hosted a major launch event, and identified a series of challenges (and proposed solutions) related to AI and its impact on young people. Details of this current Generation AI initiative can be found on our website [here](#). Subject to funding secured within this pilot phase, the programme will continue beyond the end of the pilot phase (October 2025).

In the remainder of its pilot phase, the Programme will continue to advance a series of specific proposals with funding bodies in order to deliver outputs such as research agendas, policy white papers, and an ethical design masterclass. The intention is to lead scholarly and public debate on key issues to produce practical action and solutions to problems.



## The Role

We are seeking a highly-skilled and highly-organised Programme Coordinator to work with the Programme Director in developing the Global Challenges Programme. As Programme Coordinator, you will be an essential part of a widely dispersed and interdisciplinary team of experts; bringing people together through impactful programming, communications, and events. You will have excellent interpersonal skills and show an interest in emerging technologies and/or in translating research into practical action. A high degree of flexibility, initiative, and willingness to investigate and implement new systems, programmes, policies, and technologies is required for this role. As Programme Coordinator you will have the opportunity to directly shape the success of the Global Challenges Programme and to deliver projects with real-world impact.

This is a fixed-term position and is offered for 12 months in the first instance, with the post renewal subject to funding being secured to run the programme beyond 2025. This pilot phase is funded by independent grant funding from Templeton World Charity Foundation.

## Responsibilities

As the Programme is in its pilot phase, this post will evolve over time as the team expands. There major areas of responsibility are: Project Management (including Budget Management) and Communications & Outreach.

### **Project Management**

- Communicate effectively (orally and in writing) with stakeholders across the Global Challenges Programme, including the advisory group and senior leaders from both corporate and academic sectors;
  - Act as the first point of contact for stakeholders in the Global Challenges project. Dealing effectively with all correspondence, diverting such correspondence to other stake holders where appropriate;
  - Cultivate and develop successful working relationships with all stakeholders, externally, across the University and the Templeton Foundation;
  - Manage the diary of the Global Challenges Programme Director, using initiative to make considered judgements when juggling the demands placed on the schedule and other stakeholder's calendars;
  - Develop project management guidance for the Global Challenges Programme, creating & building on existing documentation. Sourcing information and best practice from other University departments by creating a network of contacts within the University;
  - Organise efficiently the arrangements for Global Challenges Programme events (e.g. annual symposiums), including arranging appropriate catering, facilities and IT support for meetings held in the college and other venues as appropriate, preparing and circulating promotional materials, managing guestlists etc.;
  - Researching, preparing information and drafting reports on behalf of the Global Challenges Programme Director;
  - Schedule meetings, prepare and circulate papers, agendas minutes and draft briefing notes as appropriate to members of the Advisory Board in an efficient & timely manner;
  - Make arrangements for visas where necessary;
  - Create, maintain, and improve as appropriate, database and record-keeping for the Global Challenges Project;
  - Manage expenses for the Global Challenges Programme Director
- Working closely with the with Reuben College finance and administration team to ensure that the relevant College and University processes are properly complied with.

## Communications & Outreach

- Professionally deliver the Global Challenges Project communications strategy;
- Write, edit and proofread a range of communications materials for public & private audiences, including newsletters, social media posts, blog posts, briefings and reports;
- Maintain and develop websites / website pages associated with the Global Challenges Programme
- Create content for stakeholder communications including: donors, potential donors, working group members and others;
- Create a package of content for presentations using videos and infographics;
- Ensure that colleges communication on the project follow the University guidelines on branding, and encourage others to use them.

## Selection criteria

### Essential selection criteria

- An excellent track record of successfully managing complex projects;
- Highly organised, with the ability to manage and prioritise a demanding workload with competing deadlines.;
- Strong interpersonal skills to support good relationships and effective collaboration between diverse, multidisciplinary teams and wide variety of people internationally;
- Critical thinking and good problem-solving skills, an eye for detail and an ability to work to high standards consistently;
- Experience of committee agenda preparation and minute-taking;
- Ability to communicate effectively to a high standard, including relatively complex scientific matters, orally and in writing;
- Flexibility, ability to navigate ambiguity, and a strong degree of initiative to investigate and implement new systems, programmes, policies, and technologies;
- Ability to demonstrate innovative thinking and problem-solving in a work environment;

### Desirable selection criteria

- Understanding of the University research grant management procedures and/or previous relevant experience within the higher education sector;
- Work experience outside the University, for example in a start-up or larger corporation;
- Experience using programmes including (or equivalent to): Sharepoint, Canva, Squarespace, Eventbrite, and Jotform;
- A background or interest in a relevant field (e.g. AI, emerging technologies, human or computer sciences etc.);
- Experience managing and programming events;
- Experience managing budgets.

The post-holder will be expected to be flexible. The job description may be subject to review with the post holder in order to respond appropriately to the College's changing requirements.

## 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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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>

## 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).

## College

Reuben College was established as a graduate society of Oxford University in 2019, and is named in recognition of a generous founding gift from the Reuben Foundation. Admitting its first 130 students in October 2021, the College is dedicated to fostering interdisciplinary exchange within an inclusive and impact-oriented academic community. In its first years, the College's academic interests cluster around four themes, one each from the University's four Divisions: Artificial Intelligence and Machine Learning, Environmental Change, Cellular Life, and Ethics & Values. From the start of the 2023/24 academic year, the College will be based in newly refurbished premises in the former Radcliffe Science Library, adjacent to the Museum of Natural History in Parks Road. The College has a single accommodation block for c. 100 students. Increasing its supply of student accommodation is one of the College's priorities.

Over the next 5 years, the number of students will increase to 650 full and part-time students studying for both Masters and DPhil degrees, and the long-term staffing structure will be established. The College is a Graduate Society of the University and as such is governed by its financial policies and procedures, including its banking and payroll functions. The College's financial transactions are recorded in the University's Oracle Financials System which also drives its financial reporting. The College's annual budget and quarterly forecasts are prepared in the University's Budgeting & Forecasting Tool. In addition, the College operates a number of its own systems which facilitate student payments on tuition fees, rental and other charges.

In the medium term, the College is planning to become an independent entity, established by Royal Charter, akin to the other 38 colleges of Oxford University. Independence will necessitate a major review of the College's financial systems and procedures, and it will no longer be governed by central University regulations and procedures.

For more information please visit: [Welcome to Reuben College | Reuben College \(ox.ac.uk\)](https://www.ox.ac.uk/reuben-college)

## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available 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 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 upload 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.

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.

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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 [human.resources@reuben.ox.ac.uk](mailto:human.resources@reuben.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** of 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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

### Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

### University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

### Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

### Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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).

### Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>