

---

## Summary

<b>Job title</b>	Communications and Events Officer
<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
<b>Hours</b>	Full time (37.5 hours per week)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Communications and Events Manager
<b>Vacancy reference</b>	<b>176581</b>

## The role

Reuben College was established as a graduate society of Oxford University in 2019 and is named in recognition of a generous gift from the Reuben Foundation. It is located at the heart of Oxford, next to the Museum of Natural History, in an extensively refurbished historical building.

The Communications and Events Officer is a recently established role to support the Communications and Events Manager and provide resilience for the whole team. It is expected that the postholder will spend the majority of their time on communications activities, predominately focussing on growing the College's reputation and establishing relationships in and around Oxford. The postholder will also be required, in the absence of the Communications and Events Manager, to provide guidance to the team on the running of events, and supporting the running of these (sometimes out of hours). This is a great role for a proactive person, with a flexible attitude to work, who has experience and skills in both communications and events.

The role of Communications and Events Officer is likely to develop and change in its duties, as the requirements of the team at the College grows.

## Responsibilities

### Communications

- Contribute to the planning and execution of the College's communications strategy, including preparing and scheduling content distribution;
- Manage and maintain the day-to-day delivery of the website and web content. Oversee the website's Content Management System and ensure the site is compliant with accessibility standards and meets brand guidelines. Provide support to users of the website;

- Commission, create, and maintain core content and assets (print and digital – such as photography and video content) – for use across marketing and communications channels. Ensure correct captioning and credits, and make sure imagery meets privacy standards. Maintain mailing lists and/or contact databases;
- Write, edit and proofread a range of internal and external communications material including web/digital, news, newsletters, blog and social media posts, briefings and reports for internal and external audiences, College publications and Termcard;
- Maintain a consistent look and brand for the College in all communications and ensure compliance with the University's style and branding guidelines;
- Support evaluation of, and provide reports on, communications activities;
- Plan marketing, advertising, and promotional communication for College activities, such as news and events;
- Build and maintain effective working relationships with colleagues in College, in the wider University and with key suppliers and clients;
- Ensure GDPR processes are implemented in all relevant areas;
- Provide alumni relations support (in particular activities with a communications element), and, for the time-being, be the main DARS user for the College;
- Support donor communications, including Annual Reports to partners.

## Events

- In any absence of the Communications and Events Manager, have oversight of events running in College, and provide advice to team;
- Support in the management of high level internal and external events, which have strategic significance for the College;
- Regularly support the running of events at College, which will include evenings and occasional weekends.

## General

- Deputise for the Comms & Events Manager in their absence – attending meetings, managing other team members and their workload, undertaking responsibilities as necessary;
- Undertake required training and continuing professional development in order to stay up-to-date professionally (including annual Information Governance training) and participate in an annual review of professional development and performance;
- Be familiar with and comply with all relevant College policies.

## Selection criteria

### Essential selection criteria

- Educated to A-level or equivalent professional experience;
- Extensive communications and marketing experience including print, and digital (e-communications, social media and web content);
- Experience of content production, developing creative narratives and messaging for different platforms, audiences, channels, and content type;
- Proficiency working with the Microsoft suite of applications and website content management systems;
- Experience in organising and coordinating events, and/or conferences;
- Excellent written and interpersonal skills, with an ability to communicate clearly with stakeholders;
- Excellent attention to detail, with a proven ability to communicate complex concepts to a non-specialist audience;
- Organisation and administrative skills;
- The ability to work independently, proactively and under pressure;
- Able to work flexibly as part of a team and able to prioritise conflicting demands.

## Desirable selection criteria

- Experience working in a large organisation and/or in higher education;
- Experience in donor and/or alumni relations activities;
- Experience using AV equipment and website content management systems;
- Experience in managing or supervising staff and their workload.

## 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>

## College

Reuben College was established in 2019 with a generous founding gift from the Reuben Foundation. As one of 39 self-governing colleges at the University of Oxford, Reuben provides an interdisciplinary research environment for leading academics and postgraduate students.

As a new institution, Reuben College is committed to building an inclusive community that recognizes the importance of diversity in its intellectual pursuits. The College provides an environment that stimulates interdisciplinary research, leadership development, and engagement with the public.

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

## 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](https://www.ox.ac.uk/about/organisation).

## 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.

---

## 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 at [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. 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/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

### 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>