

UNDERGRADUATE ADMISSIONS AND OUTREACH

Summary

Job title	Head of Outreach
Division	Academic Administration Division
Department	Undergraduate Admissions and Outreach
Location	University Offices, Wellington Square, Oxford, OX1 2JD
Grade and salary	Grade 8: £48,235- 57,255 per annum
Hours	Full-time (37.5 hours per week)
Contract type	Fixed term contract until 31 st January 2029
Reporting to	Director of Undergraduate Admissions and Outreach
Vacancy reference	178562
Additional information	<p>This vacancy requires an enhanced DBS check and some evening and weekend work</p> <p>The department operates a hybrid working pattern, with the expectation that the 2-3 days per week will be in the office.</p>

The role

The Head of Outreach post will join an existing Undergraduate Admissions and Outreach (UAO) outreach community, who design, develop, deliver and review outreach programmes and events to fulfil the University's ambitions to widen access to Oxford. This role will focus primarily on the delivery of outreach events that are tied to the University of Oxford's Access and Participation Plan, including and not limited to Oxplore Home of Big Questions www.oxplore.org, Oxplore Teach www.oxplore.ox.ac.uk, the Oxplore Festivals and Oxplore Communities, and it is essential that the post-holder also leads on and/or supports the department's outreach work, as a whole, therefore the post-holder will be called upon to plan and deliver events for different audiences and themes as required. The role will be part of a wider access and participation team delivering the commitments in the Access and Participation Plan and the University of Oxford's strategy.

This is a highly operational and logistical based role focusing on the delivery of outreach programmes and undergraduate student recruitment strategies. Strong leadership skills will be essential as you will lead and support a team of outreach professionals in the fulfillment of responsibilities assigned to this role. Additionally, collaboration will be key with all services within the UAO department, and relevant colleagues across the collegiate University to ensure programmes are effectively developed, communicated, delivered and evaluated.

The post-holder is expected to use evidence-based knowledge to inform: best practice, examine requirements and interpret specifications to improve programme delivery, which can be either face-to-face or digital or a blended



approach, as well as relevant grant-giving activity. Our emphasis is to target our outreach programmes for students that are from backgrounds under-represented at the University of Oxford (for example from low socio-economic groups, attending schools of low progression to Oxford, living in low-participation to higher education neighborhoods or first generation to consider higher education).

Responsibilities

Finance

1. Line manage members of your Outreach team, and support the team and to include guidance, personal development and feedback for appraisals. The post-holder will encourage collaborative and flexible working across the team to ensure all UAO wide outreach programmes are effectively resourced and supported.
2. Lead on and be responsible for, using an evidence-based approach, the delivery of outreach programmes in your portfolio that meet specified aims, objectives and outcomes, and are delivered within agreed business cases, resources, budgets and timeframes.
3. Responsible for implementing robust programme management processes to deliver and be able to report on each outreach programme in your portfolio, to ensure programmes are delivered safely, according to agreed aims, theory of change, success measures, timeframes and efficiencies as agreed in the business case.
4. Manage and lead on the implementation and delivery of the evaluation framework for your outreach programmes by working effectively and closely with the UAO Analysis and Evaluation team. Lead on making timely changes to your outreach programmes based on the recommendations from the evaluations. Contribute towards the development of the theory of change and evaluation framework for the outreach programmes. The evaluation of every programme ensures that the events delivered meet the aims agreed in the programme's business case.
5. Responsible for the effective management of all issues and risks assessment matters pertaining to all programmes and activities in your portfolio of outreach programmes.
6. Manage and collaborate on outreach planning, delivery and review for both in-person, digital and hybrid outreach programmes, and relevant grant-giving activity with the current UAO Head of Outreach Delivery and the UAO Programme Manager and contribute towards building a community of outreach practitioners across UAO.
7. Manage and lead on providing timely and relevant information, based on evidence, to the UAO Outreach Learning Design team on the effectiveness of the resources and assets used. Contribute to the development and piloting of resources and assets for the outreach programmes by working closely with the UAO Outreach Learning Design team.
8. Lead on working with the UAO Information, Marketing and Communication team on implementing marketing and communication campaigns and especially targeted at groups who are under-represented at the University of Oxford.
9. Collaborate with teams across UAO, in particular the UAO Outreach Learning Design team, the existing UAO Outreach Delivery team and the UAO Programme Manager, to ensure quality and fit for purpose outreach programmes for example by (this list is not exhaustive):
 - a. Implementing the University of Oxford's commitments in its Access and Participation Plan;
 - b. Working with target groups (e.g. teachers, students, families, schools, etc.) and communities in target regions to fully understand their needs and views for effective outreach programme delivery;
 - c. Embedding creative and effective approaches for outreach delivery, including the use of digital learning technologies and in-person engagements;
 - d. Ensuring activities are arranged (logistical and staff resources) according to University procedures in Finance and Personnel Management;

- e. Contributing to the development and implementation of communication, marketing and stakeholder strategies for UAO's outreach aims;
 - f. Contributing to the development of business cases for the outreach programmes;
 - g. Collaborating effectively as a head of team post-holder, within UAO, by contributing to the strategic discussions and decisions affecting the services delivered by UAO, including the commitments in the Access and Participation Plan.
10. Provide timely and accurate reports as requested by the Director and complete other duties commensurate with the role.

Selection criteria

Essential selection criteria

1. Strong leadership, organisation and line management skills of a team. This includes effective planning, strong decision making and people management skills, plus an ability to manage priorities and workloads.
2. Extensive experience within the field of widening access and recruitment in higher education, especially with groups under-represented at the University of Oxford. Including extensive experience and expertise in outreach programme implementation, delivery and evaluation within the context of access and outreach at a regional and national level in higher education.
3. Experience of setting and managing a budget(s) and reviewing and understanding expenditure reports.
4. Understanding and experience of evaluation of outreach programmes to deliver the theory of change for each outreach programme.
5. Strong skills in conveying information (verbally and in written form) that needs careful explanation or interpretation, including complex ideas that might be technical and or based on data, and also considering what to communicate and how best to convey information to different audiences.
6. Demonstrate a personable and diplomatic approach employing tact and initiative in liaising with members of the collegiate University including academics and administrative staff, particularly with regards to managing expectations, conveying complex ideas and implementing new projects.
7. Understanding of a higher education provider's access and participation plan and the relevance of working in a regulated environment.
8. Ability to manage workloads under pressure and to tight deadlines and with an analytical and methodical approach to investigating problems and resolving issues, including experience of the issues which arise when working in a large and complex organisation
9. Familiar and confident with leading on analysis, being a natural problem solver with the ability to approach issues by considering different points of view in order to reach an optimal conclusion.
10. Willingness to travel for specific projects and on occasion to work unsocial hours, including weekends.

Desirable selection criteria

11. Knowledge of the University of Oxford undergraduate admissions procedures.
12. Experience of running competitions to award small grants to local and regional organisations supporting access to higher education and/or social mobility.
13. Project Management experience focusing on, planning, risk management and benefits realisation.

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>

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 regulated activity involving children

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.

Undergraduate Admissions and Outreach

The Undergraduate Admissions and Outreach department (UAO) provides a stimulating and challenging working environment in one of the most strategically important areas of higher education administration, working with colleagues throughout the University and in other institutions; with potential applicants in the UK and overseas; and with parents and advisers. Our work is varied and can be broadly divided into four areas: the admissions process and policy development, student recruitment, course information and guidance, and access and widening participation.

UAO oversees admissions to the Colleges for undergraduate courses and is the contact between the University of Oxford and UCAS. We provide guidance for Oxford colleges and centrally co-ordinate the admissions process. We also co-ordinate interviews for overseas applicants in a number of international locations. We provide data and management information on admissions and recruitment and support training courses on admissions-related matters.

A key role of UAO is to provide a central schools and colleges liaison service for the University and Colleges in order to ensure a strong recruitment strategy across the UK, Europe and Internationally. Activities include school and college visits, higher education fairs, student conferences, open days, and a wide variety of teacher events. We deal with thousands of young people every year and our teams travel throughout the UK and beyond.

UAO coordinates and delivers Oxford's undergraduate outreach with young people across the UK, contributing to a variety of projects with differing scope and scale. All working towards the University's Access targets (<http://www.admin.ox.ac.uk/edc/otherdocuments/accessagreement/>) and other strategic priorities relating to access and admissions at the University of Oxford and wider Higher Education context.

In addition, UAO services a number of committees, responds to government consultations, and staff attend a number of nationally and regionally based groups. In association with the University's Public Relations Office, we deal with the media and develop policy in areas of access and admissions alongside colleagues in the colleges and the University.

More information about our activities and admissions to Oxford can be found at www.ox.ac.uk/study.

University Administration and Services

The central administrative sections of the University are collectively called University Administration and Services (UAS). UAS comprises structures to:

- Support the University's core academic purposes of teaching, learning and research
- Ensure the University can meet the requirements of government, funding bodies and other external agencies
- Facilitate the attainment of the objectives set out in the [University's Strategic Plan](#).

UAS comprises University-wide functions, encompassing the key areas of academic administration, research services, finance, personnel, estates, IT services and external affairs as well as a number of other functions. Further information about the work of each section, together with contact details and the profiles of the head of each section, can be found on the [UAS sections page](#).

Academic Administration Division

The Academic Administration Division (AAD) is the University's group of services focused on students and learning. We provide support and information that students need to thrive in their academic and personal lives, and encourage the professional and educational development of our staff. We operate in close collaboration with colleagues in central, divisional, departmental, and college administration, as well as with academic staff and students.

The AAD's work supports the student career from pre-admission through to graduation and beyond, and promotes the development of coherent systems and services across Oxford to underpin this. We focus on:

- **Student recruitment:** Attracting the best undergraduate and postgraduate students through outreach and admissions, and advising students through the admissions process.
- **Student services:** Offering high-quality services to students once they arrive at Oxford, including counselling and disability services, sports, language courses, a careers service, and fees and funding.
- **Student administration:** Managing the University's student data, registration, examinations, and degree ceremonies, advising on visas and immigration; and developing our student systems.
- **Educational policy:** Helping to develop and implement educational policies, upholding legislation, and providing quality assurance.

We also **support academic and professional staff** and the wider Oxford community through our language, sport, and professional and educational development services.

The AAD comprises: the Careers Service, Education Policy Support, Graduate Admissions, the Language Centre, the Oxford Learning Institute, Fees and Funding, Student Registry, Student Systems, Student Welfare and Support Services, Undergraduate Admissions and Outreach, and University Sport. They are supported by two professional support functions: AAD Administration and AAD Communications.

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.

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

Elizabeth.conoley@admin.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.

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 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.

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 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.

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>