



## Further Particulars

### Communications Assistant

#### About the College

Founded in 1249, University College (Univ) is one of the oldest of the thirty-nine colleges of Oxford University. The College functions as an independent institution and as a social and residential centre for its members. It has approximately 415 undergraduate and 225 graduate students studying most of the core subjects on offer at Oxford.

It offers a rigorous and nuanced education designed to inspire its students to be intellectually bold, to welcome challenge and be open to new ideas and ways of thinking. Alongside the academic underpinning there is a wide range of social and sporting activities on offer, together with strong wellbeing support.

The College is an independent, self-governing institution headed by the Master and led by the Governing Body, which has overall responsibility for all aspects of the running of the College. The Governing Body is underpinned by a structure of committees, including the Development and Communications Committee concerned with Old Members (alumni), Fundraising and events.

The College has a widely supported regular giving programme and its alumni have facilitated transformational change through their support. There is also a collaborative and constructive working relationship between the College and the central University's Development team.

For more information about the College, please click [here](#).

#### The Development, Communications and Alumni Relations Team

Univ established a full-time Development Office in 1997. The College now has one of the longest-established and best-performing Development Offices in Oxford.

The Development, Communications and Alumni Relations team is responsible for an extensive programme of alumni outreach, fundraising events and campaigns designed to foster and maintain relationships between the College and its global alumni body. The Communications sub-team supports the College's overall digital and wider communications strategy through engagement with all stakeholders including staff, students and alumni. They support the College's website, intranet and social media, as well as internal and external communication through publications and newsletters.

The Team comprises 13 members of staff: The Director of Development, Communications and Alumni Relations; Deputy Director of Development; Senior Philanthropy Manager and Head of Campaign; Development Manager (Regular Giving); Development Data and Operations Manager; Data and Insights Officer; Stewardship and Alumni Relations Coordinator; Senior Events Officer; Events Coordinator; Development Administrator and PA to Director of Development, Communications and Alumni Relations; Digital Communications Manager; Communications Officer and Communications Assistant. It is a

friendly “all hands on” office where considerable teamwork is welcomed and expected. Further information can be found at [About Development - University College Oxford \(Univ\) \(Univ\)](#)

## The Role

The Communications Assistant is an essential supporting role within University College Communications team and within the wider Development, Communications and Alumni Relations department. The post-holder will be part of a three-person communications team, maximizing the use of our communications channels: to extend our reach, attract the best students, academics and staff, reflect positively our values and achievements and to build the community of Univ’s alumni and friends. Channels include: (digital) website / intranet, social media, and (non-digital) College magazine(s) and ad-hoc print material.

## Pay and Benefits

This is a permanent part-time position (22.5 hours per week 0.6fte). The salary offered is on the University Grade 4 scale, from £28,437 to £32,108 pro rata per annum (depending on experience).

This post is offered as part time. We provide a generous holiday allowance, free lunch, private health insurance, an employee assistance programme, among other benefits. The post carries with it generous benefits, including:

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| <b>Annual Leave</b><br>30 days’ annual holiday<br>excluding bank holidays             | <b>Free Lunches</b><br>While on duty and if the kitchens are<br>open | <b>Pension</b><br>Membership of the USS Pension<br>Scheme (incl. salary exchange) |
| <b>Employee Assistance Programme</b>                                                  | <b>Occupational Sick Pay</b>                                         | <b>Bus Pass Purchase Scheme</b>                                                   |
| <b>Private Health Care Insurance</b><br>with access to spouse/partner and<br>children | <b>Enhanced Maternity Pay</b><br>(day 1 rights)                      | <b>Bicycle Purchase</b><br>(salary exchange scheme)                               |
| <b>Training &amp; Development</b>                                                     | <b>Tusker Car Scheme</b>                                             |                                                                                   |

\*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment is conditional on the right to work in the UK and satisfactory references.

## How to apply

Applicants are asked to submit a CV and a cover letter, explaining how their experience, skills and qualifications meet the criteria for the post. CVs and late or incomplete applications will not be considered.

Applications should be sent by email to the HR Team at [hr.admin@univ.ox.ac.uk](mailto:hr.admin@univ.ox.ac.uk).

The closing date for applications is **12.00pm on Tuesday 10 November 2026**

Interviews and tasks will be held on **16 or 17 November 2026**

*The College is an equal opportunities employer; therefore, applicants are asked to complete the confidential and anonymous recruitment monitoring form.*