

Job Description

Summary

Job title	Outreach Co-ordinator
Division	Humanities
Department	Faculty of English Language and Literature
Location	Stephen A Schwarzman Centre for the Humanities, Radcliffe Observatory Quarter, Oxford OX2 6GG
Grade and salary	Grade 5: £32,108 - £37,338 per annum (pro rata)
Hours	Part-time (18.25 hours / 50% FTE)
Contract type	Permanent
Reporting to	Communications Officer
Vacancy reference	189571
Additional information	This role is likely to involve occasional evening or weekend working to support outreach events, for which overtime or time in lieu will be available.

The role

The Faculty of English is seeking to appoint a part-time Outreach Co-ordinator. You will be responsible for planning and co-ordinating the Faculty's Open Days for prospective undergraduate students (four per year, including one aimed specifically at state school pupils), the UNIQ summer school and the Faculty's annual teachers' conference. You will also be responsible for planning and co-ordinating other outreach activities and developing relationships with teachers and schools. You will support the Communications Officer with aspects of the Faculty's communications which are aimed at school teachers and pupils, including managing our Outreach channels on X and Bluesky and developing online resources.

You will work closely with the Faculty's Director of Outreach and Widening Participation, the University's Undergraduate Admissions and Outreach team and Outreach Officers across the University. You will need to be able to manage your own time and take initiative in some areas, and will have excellent communication and IT skills.

Responsibilities

1. To plan and co-ordinate the Faculty's Open Days for prospective undergraduate students, the UNIQ summer school and the annual teachers' conference, including devising programmes; booking rooms,

refreshments and AV; liaising with participants and other stakeholders, including Humanities Outreach Officers and the Schwarzman Operations Team, to schedule events; promoting the events; and responding to enquiries from prospective attendees.

2. To recruit and train a network of graduate student ambassadors to carry out face-to-face and virtual outreach and schools liaison work.
3. To respond to requests from schools and make travel and other arrangements for workshops and school visits carried out by graduate ambassadors.
4. To develop and maintain contact with schools and colleges across the UK, arranging events with them both locally and nationally.
5. To recruit and train undergraduate student ambassadors to assist at Open Days and other in-person and online events.
6. To be responsible for the collection, recording and processing of participant data and feedback relating to outreach and schools liaison activities.
7. To support the Communications Officer in maintaining and updating outreach content on the Faculty's website providing information to potential applicants and teachers and creating outreach-related material for the Faculty's social media accounts.
8. To organise/facilitate the production of appropriate digital resources for school pupils and teachers and promote to relevant audiences.
9. To liaise with the University's Undergraduate Admissions and Outreach team and outreach colleagues in other faculties and colleges to ensure that best practice is utilised and shared.
10. To assist with fundraising efforts for schools liaison activities, and communication activities with interested external parties.
11. To facilitate links with relevant subject-bodies and other key national stakeholders.
12. To co-ordinate links with other relevant institutions with relation to schools liaison activities.
13. Any other duties commensurate with the grading of the role, as directed by the Communications Officer or the Head of Administration and Finance.

Selection criteria

Essential selection criteria

- Educated to A-level standard or equivalent with experience in administration, preferably in higher education or a similar field;
- Good IT skills, with experience of working with Microsoft Office, email and social media platforms;
- Strong numerical skills and the ability to understand and interpret straightforward numerical data;
- Excellent communication skills, including an aptitude for clear written communication, confidence in giving presentations and speaking at large events, and experience in dealing with a range of audiences face-to-face, by telephone, via social media and in writing;
- Ability to work accurately, with strong attention to detail;
- Strong organisational, time management and problem-solving skills;
- Previous experience of organising events and/or outreach activities;
- Ability to work independently, often without direct supervision, and to prioritise competing demands efficiently;

- A willingness to work flexibly including evening and occasional weekend work, and to travel to other locations including possible overnight stays;
- A demonstrable interest in English language and literature.

Desirable selection criteria

- Knowledge of and commitment to widening access to higher education;
- Experience of working with young people in an educational setting and an understanding of schools and university context;
- Experience of working with design software to create marketing materials for print and online.;
- Experience of the Oxford undergraduate admissions and outreach environment.

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>

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.

English Faculty

The Faculty of English Language and Literature is the largest English Department in the UK and has a very distinguished research record. We took the top spot in the QS World Rankings for English Language and Literature for 9 consecutive years from 2016 to 2025 and our teaching has been graded 'Excellent' in every Quality Assurance review. The English Faculty's teaching and research covers literature in English from works in Old English of the 7th century to the current period of what has been called global English. The spread of historical expertise places the Faculty in a unique position to speak authoritatively about the long history of the literatures and languages of the British Isles, as well as the diaspora and interchange of literatures and languages that emerged from them. Students have opportunities to trace the development of literature from early manuscripts to current digital and hybrid forms; they benefit from a distinctive experience of close personal supervision with leading academics, in turn developing their own communities and identities as critics and researchers.

The Faculty currently has 80 permanent members of academic staff, including 9 statutory Professors. This is in addition to a further 100 or so members teaching in the colleges and temporary members of staff. A list of Faculty members and their research interests is available on the website. For more information, please visit: www.english.ox.ac.uk. There are currently approximately 900 undergraduate students (with roughly 260 admitted each year to the single honours school and a further 20 to joint honours school programmes). The Oxford English Faculty has the largest graduate school in the country, with approximately 90 Masters students, and a further 150 graduate research students.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Asian and Middle Eastern Studies, Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Philosophy; Theology and Religion; and the Ruskin School of Art. The Division has over 500 members of academic staff, with over 4000 undergraduates (more than a third of the total undergraduate population of the University), 1,100 postgraduate research students, and 880 students on postgraduate taught courses.

Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages. Humanities in Oxford offers world-class teaching and research (second in the most recent QS world rankings), backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study and digital technologies. The Oxford Research Centre in the Humanities (TORCH) is the Division's vehicle for promoting interdisciplinary collaboration, international networks, and public engagement with research, with a highly active programme of events, fellowships, and research networks.

In October 2025, the Humanities Division opened its new dedicated building, the Stephen A Schwarzman Centre for the Humanities. This beautiful state-of-the-art facility co-locates seven of the Humanities faculties for the first time under a single roof, and also houses the Institute for Ethics in AI, the Oxford Internet Institute and the new Bodleian Humanities Library. The Centre provides a unique mix of academic teaching facilities for Oxford students and staff with industry-leading research and public spaces, including the 500-seat Sohen Concert Hall, a 250-seat theatre, a black box immersive performance space, dance studio and cinema, and exhibition space. The performances spaces will host a new public cultural programme, opening in April 2026 and bringing together innovative artists, performers, writers and thinkers from around the world

to co-create with Oxford researchers and our wider community. The Faculty of English Language and Literature is housed in dedicated space in the Schwarzman Centre, with full access to exhibition and performance spaces.

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

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 recruitment@ell.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**, 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.

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 dependents. 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. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

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.