WELCOME

Mansfield College seeks to appoint a Head of Communications, a new and exciting post in the College responsible for leading on strategic, consistent and effective external and internal communications. Your work will help raise Mansfield’s profile outside the academic community, with and beyond its alumni community; and communicate the full range of College life with all members of its community including students, Fellows & staff, in smart, engaging and informative ways.
Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has around 250 undergraduates, 170 graduates and 30 visiting students. This relatively small size engenders friendly and close relationships not only among students and tutors, but across the whole community at the College.

Mansfield is one of Oxford University's most open and forward-thinking Colleges. Proud of its non-conformist history – the College was founded to provide theological training for ‘dissenting’ ministers of the church – today the College is model for access to higher education, and exemplifies how social and intellectual diversity enriches an academic community.

We think that Mansfield is everything an Oxford college should be in the twenty-first century: historic, beautiful, centrally located in the city, and a leading light on widening access to Oxford University. After two decades of pioneering outreach work, the College today has the highest intake of undergraduates from state-funded schools in the UK; from disadvantaged backgrounds; and one of the most diverse communities of all the Oxford colleges in terms of the social, educational and ethnic backgrounds of its students. At the same time as remaining true to its founding principles of freedom of conscience and educational access, the College is rightly proud of its strong academic results (top 5 of all the Oxford colleges in 2018/19).

The College is also home to the Bonavero Institute of Human Rights, within Oxford University's Law Faculty, which was opened by the late Secretary-General of the United Nations, Kofi Annan, in 2018. The Institute is a perfect reflection of the spirit of the College: plural, broad-minded, and respectful of the dignity and worth of all.

Mansfield’s Principal, Helen Mountfield KC, is an internationally renowned human rights law specialist. As one of the UK’s leading equality law specialists, she has argued cases in the Supreme Court and European Court of Human Rights.

In 2021, Mansfield was recognised as a university College of Sanctuary by the UK charity City of Sanctuary, after demonstrating an ongoing commitment to nurturing a culture of inclusivity and awareness on campus for those seeking sanctuary (which includes refugees and asylum seekers), as well as in the wider community.

More about us at www.mansfield.ox.ac.uk
THE ROLE

The Head of Communications offers the opportunity to lead on varied projects to capture and communicate the full experience of College life in multiple ways with all of its stakeholders, and to design and implement a new, ambitious communications strategy to enable the Mansfield College to meet its strategic goals.

This role is supported by a Communications Officer, and these two posts together comprise the College’s new communications team. The team will work closely with the Principal, with day-to-day oversight provided by the Development Director.
Communications Strategy
• Design, and then deliver against, a communications strategy for Mansfield, to cover both internal and external communications, to enable the College to meet its strategic goals.
• Take overall responsibility for delivering the agreed communications strategy through a range of channels, including digital, social media and print.

Priority Comms Projects
• Lead on priority communications projects, to include: a project to redesign and overhaul the College’s website and intranet; and the creation and roll-out of consistent College brand guidelines; selecting and managing external contractors and managing project budgets.

Website
• Have oversight and overall responsibility for Mansfield’s primary communication channels, particularly web and social media, overseeing the publication of timely and accurate content, and managing the back-end systems (in liaison with IT and our digital agency).
• Coordinate staff with responsibility for sections of the College website, creating systems to ensure that content is accurate and kept up to date.

Public Relations
• Initiate and manage public relations for Mansfield College: become a respected and leading voice across College on communications activities; and be proactive in securing positive national and local press coverage, and social media attention, for the College, its activities, and people, working with the central University communications team, maintaining a strong network of media contacts as appropriate.
• Provide the College’s response to outside and internal events. This may involve responding out of hours on occasion, and monitoring social media out of hours as required.

Alumni, development and fundraising
• Support and work closely with the Development Director and team by advising on brand and communications for major fundraising campaigns and key events.

Ongoing communications projects
• Oversee the production of college communications, currently these are: the annual College magazine; regular staff newsletters; Virtual Quad, the College’s internal newsletter produced weekly during term-time; and information on the College’s on-site screens and noticeboards. You will be supported in this by the Communications Officer and student interns.
• Ensure the term-time series of Mansfield Public Talks is promoted effectively on a range of platforms.
• Oversee and the College’s corporate social media channels.

General
• Where requested, advise College teams and the College’s student representatives on the communication aspects of their work
• Represent the College at University-wide Communications meetings.
• Responsible for managing the Communications budget.
PERSON SPECIFICATION

ESSENTIAL
Educated to degree level or with equivalent professional experience.

Proven experience of creating and implementing a successful communications strategy for an organisation.

Outstanding written and oral communication and editing skills, including the ability to create and publish compelling, relevant, and high-quality content for a range of audiences and channels.

Good knowledge of making best use of the full range of communications, media, digital tools and platforms.

Excellent PR and media skills.

Good knowledge of data protection and copyright.

Proven ability to effectively manage people and projects.

Strong analytical skills; able to evaluate impact and recommend adjustments accordingly.

Ability to organise and manage busy workload.

DESIRABLE
Knowledge and understanding of the UK higher education sector.

PRE-EMPLOYMENT SCREENING
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.
TERMS AND CONDITIONS

SALARY
£46,047–£50,300 (dependent on experience)

HOURS OF WORK
This role is advertised as full-time (36.5 hours) however we are open to job-share applications or part-time working (minimum 0.8FTE) for which the salary above will be offered pro-rata.

WAYS OF WORKING
While it is essential for the post-holder to work on site at Mansfield College for some of the week, flexible and remote working is encouraged, in line with the requirements of the role. A laptop computer and remote access to drives and systems will be provided.

CONTRACT
This role is permanent and is subject to the successful completion of a 3 month probation period.

BENEFITS OF WORKING AT MANSFIELD COLLEGE

Annual Leave
College employees enjoy a generous annual leave package of 25 days, pro rata in year of joining and per the hours worked in addition to the College closed period (5 days at Christmas) plus Bank Holidays.

Staff Meals
College employees can benefit from a free meal while on duty during normal operations. Meal times are always a welcoming opportunity to meet fellow staff. Some posts come with specific dining rights which will be outlined in the contract of employment main terms and conditions.

Pension Scheme
We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details will be provided on appointment. This post is pensionable in USS.

Family-friendly benefits
The College follows the University of Oxford’s family leave schemes. 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. https://hr.admin.ox.ac.uk/family-leave/

Full details available on request.

CONTACT
Human Resources team E human.resources@mansfield.ox.ac.uk T +44 (0) 1865 270982
HOW TO APPLY

Please submit a supporting statement, stating why you are interested in, and suitable for this role and a CV to Mansfield HR vacancies@mansfield.ox.ac.uk

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.

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).

We highly recommend uploading all documents as PDF files with your name and the document type in the filename.

ALL APPLICATIONS MUST BE RECEIVED BY 12 MIDDAY UK TIME ON THE CLOSING DATE.

If you need help
For general support enquiries on how to apply for the role, please email vacancies@mansfield.ox.ac.uk

Please note that correspondence on application progress will be via email. Please check your spam/junk mail if you do not receive an email.

IMPORTANT INFORMATION FOR CANDIDATES

Equal Opportunities
Mansfield College and the University of Oxford are equal opportunities employers and welcome applications from all suitably qualified candidates. Mansfield actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working arrangements and/or environment to accommodate applicants with any form of disability.

Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in College posts at Mansfield.

Please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application. If you feel that you have a disability which may affect your application, please let us know. Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.

To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of his or her eligibility for employment before starting work with the College. Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a sponsorship for a visa.

Data Privacy
Please note that any personal data submitted to the College 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: GDPR Framework | Mansfield College, Oxford

GDPR Framework | Mansfield College, Oxford

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