Access Officer

Further Particulars

**Job Title:** Access Officer

**Salary:** University’s clerical grade 4 (currently £22,017 - £25,482) depending on experience

**Contract Type:** Fixed term (12 months) from July 2019

**Hours:** Full-time (36.5 hour week including unpaid lunch break). Working hours are typically 9.00 am to 5.00 pm but flexibility is required in busy periods and for school visits for which time in lieu is given.

**Benefits:** Membership of the Oxford Staff Pension Scheme. Free meals on duty and holidays of 38 working days, including public holidays and College closure at Christmas. Holidays other than during closure are arranged in liaison with the Academic & Admissions Manager.

**Liaison with:** College Officers, Fellows, Lecturers, Students, Bursar, Accountant, Lodge Staff, Accommodation Manager, IT Staff, University Offices, and other college Access and Admissions Officers.

**Responsible to:** Academic & Admissions Manager

**Additional:** Participation in access events may require travel from Oxford and/or working on specific evenings and possibly weekends. In such cases, either overtime will be paid, or time off given in lieu.

**Mansfield College**

Mansfield College has a well-deserved reputation as a friendly, close-knit college in which tutors and students work together to achieve academic excellence. The College was founded in 1838 as Spring Hill College, and moved to its present site in Oxford under the name of its founders, George and Elisabeth Mansfield. Throughout its history, Mansfield has worked hard to make an Oxford education available to previously excluded groups, and is the Oxford College with the highest proportion of state sector students. Mansfield is a small College with approximately 60 academic staff, 240 undergraduates and 190 graduates. The current Principal is Helen Mountfield QC.

More information about the College is available on our website: [www.mansfield.ox.ac.uk](http://www.mansfield.ox.ac.uk).
College Office

The College Office handles all student-related academic administration, including admissions and outreach activity. The office is led by the Senior Tutor, who has general oversight of all of the College’s academic activities, and is also the Tutor for Admissions. The Academic & Admissions Manager manages on-course student administration and admissions, and has strategic oversight of the College’s outreach programme. The Academic & Admissions Manager is also line manager to the Academic Administrator, who conducts on-course student administration including disability and welfare support.

Role of the Access Officer

This post is designed to support the work of the Senior Tutor and Academic & Admissions Manager in implementing the College’s outreach strategy. The Access Officer will help coordinate incoming and outbound school and college visits, including planning and delivering event content, and will also provide administrative support to other members of the College Office. This post is intended to offer an opportunity for the holder to gain experience of outreach activity and student administration.

Duties of the job

A. Access and Outreach
1. To help maintain links with schools and colleges in the College’s link areas of Doncaster, East Riding, Hull, York, Bexley, Bromley, Croydon and Greenwich, and with other schools, colleges and external organisations with which Mansfield works.
2. To plan, organise and deliver incoming and outbound school/college visits in liaison with the Academic & Admissions Manager.
3. To assist with the College’s Open Days.
4. To support other outreach initiatives across the University by collaborating with Access Officers from other colleges, departments and the central University, and with programmes such as the Oxford Pathways and the UNIQ summer schools.
5. To assist with updating the outreach and admissions sections of the College website, and with promoting the College’s access work via social media where appropriate.
6. To assist with the implementation of outreach and recruitment policy.

B. College Office work
1. To support the Academic & Admissions Manager during the undergraduate admissions process, and with graduate and Visiting Student admissions, as required.
2. To assist with the induction of new students in September/October.
3. To assist with prospective and current student enquiries, as well as alumni enquiries, as required.
4. To support the Academic Administrator with administration for collections (College examination), University examinations and Degree Days as required.
5. To assist with any other College Office business required by the Academic & Admissions Manager or the Academic Administrator.
Person specification

Essential

- Education to degree level or equivalent
- Good oral and written communication
- Inter-personal skills, including the capacity to deal confidently with a wide range of people, and to behave with diplomacy and discretion
- Ability to work independently and flexibly as part of a small team, and to cover for colleagues as required.
- Organisational skills: including efficient and accurate office procedures and record-keeping, time-management skills, ability to prioritise and work under pressure
- Administrative and IT skills, including use of Windows-based systems including Word, Excel and the ability to learn new applications when required
- Sympathy with the aims, objectives and academic values of an Oxford College.
- Project management skills
- Evidence of problem-solving skills and the ability to exercise judgement and take initiative.
- Understanding of confidentiality requirements
- Confidence in public speaking and communicating with large audiences of students, parents and teachers

Desirable

- Knowledge of student recruitment in higher education, either from the perspective of secondary or higher education
- Knowledge of the Oxford college system and of its admissions procedures

It will be necessary for the successful applicant to be DBS checked. The successful candidate should be prepared to undertake training as necessary.

Disability: Applicants should state if they have any particular disabilities for which the College would seek to make reasonable adjustments.

Probation: One month with one week’s notice on either side.

Notice: Subject to a satisfactory probationary period, one month’s notice of termination to be given by either side.

Application details

Candidates should send an application form, full curriculum vitae, a letter stating how their skills, experiences and interests equip them to take this role, and the names and contact details of two referees, electronically to the Academic & Admissions Manager (admissions.officer@mansfield.ox.ac.uk) by noon on the closing date of Tuesday 23 April 2019.
Short-listed applicants will be notified by e-mail of interview dates and times. Interviews are expected to take place at the start of the week beginning 29 April.

The start-date for the post will be in July 2019.

Mansfield College is an equal opportunities employer.

*Applicants are also asked to complete the Equal Opportunities Monitoring form and return it by post to Lynne Quiggin, Mansfield College, OX1 3TF.*

Any enquiries related to these Further Particulars should be directed in the first instance to the Academic & Admissions Manager (admissions.officer@mansfield.ox.ac.uk, 01865 282920).