

Job title	Access Officer
Department	Academic Office
Location	Mansfield College, Mansfield Road, Oxford, OX1 3TF
Grade and salary	Grade 5.1 (£31,459)
Hours	Full-time, 36.5 hours a week, Monday to Friday
Contract type	Fixed term for 2 years
Reporting to	Senior Access Officer
Liaison with	Senior Access Officer, Registrar & Director of Admissions, Senior Tutor, Academic Officers, Fellows and Lecturers, and relevant staff in other Departments

The role

The Access Officer will support the McBain Senior Access Officer in implementing Mansfield College's outreach programme. They will have responsibility for coordinating incoming and outbound school and college visits and will support the Senior Access Officer in delivering large-scale events, including residentials, and sustained contact programmes.

The post-holder will be responsible for ensuring that the outreach sections of the College website are kept up-to-date, and for working with the JCR Access and Social Media Officer to develop content for prospective students.

The role is full-time at 36.5 hours per week although the ability and willingness to adopt a reasonably flexible approach to working hours and duties is expected. Access events may require evening and weekend working.

About Mansfield College

Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has around 55 academic staff, 255 undergraduates, 220 graduates and 40 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.

Throughout its history, Mansfield has worked hard to make an Oxford education available to previously excluded groups, most recently in its successful access initiatives, promoting application from students from the state sector, and from backgrounds of educational and financial disadvantage. It's currently the Oxford College with the most diverse undergraduate body and has the highest proportion of state sector students. The current Principal is Helen Mountfield KC.

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.

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.

Detailed information about Mansfield College may be found at www.mansfield.ox.ac.uk

The Academic Office

The Academic Office handles all student-related academic administration, including admissions and outreach. The office is led by the Senior Tutor, who has oversight of all the College's academic activities, and managed by the Registrar & Director of Admissions. While each member of staff has particular responsibilities, the Academic Office works as a team, with members assisting one another as the need arises and particularly at highly pressured points in the academic calendar, e.g. during the exam period.

MAIN DUTIES & RESPONSIBILITIES

Access and Outreach

- To support the Senior Access Officer and Registrar & Director of Admissions in implementing the College's Access and Outreach Strategy.
- To organise and deliver the College's programme of regular school and college visits, including liaising with schools, planning content, and recruiting student ambassadors.
- To manage the relationship between the College and its twinned primary school, St John Fisher, including organising a team of students for the tutoring scheme and planning visits to the College for KS1-2, in liaison with the Oxford Hub and with the Headteacher and other staff members at the school.
- 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 UNIQ summer school.
- To support the Senior Access Officer in planning, organising and delivering residential trips, large-scale outreach events and sustained contact programmes, in collaboration with University departments, other colleges, charities, as appropriate.
- To support Senior Access Officer in organising and delivering College's Open Days.
- To sustain and develop partnerships with schools and colleges in the College's link areas of Doncaster, East Riding, Hull, North Lincolnshire, North East Lincolnshire, York, Bexley, Bromley, Croydon and Greenwich, and with other schools, colleges and external organisations with which Mansfield works.

- To lead on the recruitment and training of the College's Student Ambassadors, ensuring they are compliant with the College's legal and regulatory requirements.
- To liaise with the JCR Access and Social Media Officer about student-led outreach initiatives, including developing online content for prospective students.
- To maintain an accurate record of the College's outreach activities, including uploading details of events and participants to the HEAT database, ensuring that all data is collected and stored in line with the College's GDPR processes.
- To collect and process evaluation data for each of the College's outreach programmes and prepare it for analysis.
- To ensure that all outreach activities are carried out in accordance with the College's Safeguarding Policy.
- To keep up to date on best practice in widening participation and widening access across the collegiate University and in the wider sector.
- To keep up to date on research and policy developments in relation to widening access and participation.
- To support Senior Access Officer in providing content for reports for the College Magazine, the College Record, Development Office, and college committees as required.
- To assist with the innovation, development and implementation of outreach and recruitment policy.
- To support the annual undergraduate admissions exercise by providing input and expertise about developments in the secondary sector.
- To assist with prospective and current student enquiries, as well as alumni enquiries, as required.
- To liaise with the College's Development Team over alumni and development matters relating to access and outreach.

Academic Support

- To assist with the induction of new students in September/October, including playing an active role during the academic induction.
- To support other members of the Academic Office with administration for collections (College examinations), University examinations and Degree Days as required.
- To assist with any other Academic Office business required by the Senior Tutor, Registrar & Director of Admissions or Academic Officers.

SELECTION CRITERIA

Essential criteria

- Educated to degree level or equivalent, and/or relevant professional experience.
- Excellent written and verbal communication skills, and a good standard of numeracy.
- Confidence in public speaking and communicating with large audiences of students, parents and teachers.
- Excellent organisational skills and the ability to prioritise work effectively and manage competing demands.
- Ability to work analytically and methodically, and with a high level of accuracy and attention to detail.
- Excellent interpersonal skills, including a high level of personal discretion and judgement especially when dealing with sensitive and confidential information, and the capacity to deal confidently with a wide range of people.
- Proven ability to exercise judgement and to take initiative to solve problems.
- Proven ability to work energetically, independently and flexibly as part of a small team, and to be a co-operative and effective team member.
- Experience in using standard IT packages (Microsoft Office), email and the internet, and a willingness to learn new systems and software packages.
- An appreciation of the academic aims, objectives, and values of a small, collegiate institution, and sensitivity to the needs of students from a diverse range of backgrounds.

Desirable criteria

- An understanding of the challenges faced by students in higher education.
- Knowledge of the Oxford college system and of its admissions procedures.
- Experience of events organisation
- Knowledge of relevant legislation, including Safeguarding and Data Protection

TERMS & CONDITIONS SUMMARY

Appointment: This is a full-time, fixed-term position working five days per week, and the appointment will be conditional on receipt of evidence of right to work in the UK, an enhanced DBS check and satisfactory references.

Probationary Period: There will be a probationary period of 3 months. Only after successfully completing this probationary period will the appointment be confirmed.

Notice Periods: During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month.

Salary: The salary reflects the University Scale at Grade 5. Appointments are normally made to the bottom of the grade; however, the starting point will depend on qualifications and experience. Automatic progression takes place on 1 August for support staff provided they have been in post for at least 3 months prior to the incremental date until the maximum point is achieved.

Annual Leave: 25 days of annual leave, plus 8 bank holidays and 5 Christmas Closure days. Where public holidays fall in term time, the post holder may be required to work those days.

Hours of Work: Normal hours of work will be 36.5 hours per week with a 30-minute lunch break each day, which is paid. The ability and willingness to adopt a flexible approach to working hours and duties will be required as some evening and weekend working will be necessary.

Meals: Lunch is provided free of charge in the Hall whilst on duty and when the College kitchen is open.

BENEFITS

- Generous Paid maternity/paternity/adoption/parental leave
- Employee assistance programme (EAP) with Health Assured
- 1 annual subscription fee for membership to a professional body
- Subsidised bus pass loan, season ticket rail loan
- Eye Care subsidy for DSE users – free eye test and a contribution towards lenses.
- A childcare salary sacrifice scheme
- Free Gym, Swim & Track access for college staff at Iffley Road, discounts for spouses & partners cohabiting
- Pension: The post-holder will be automatically enrolled in the University of Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.

Further terms and conditions are contained in the Employee Handbook, a copy of which will be supplied on appointment and forms part of the post holder's contract of employment.

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.

The post will also be subject to enhanced Disclosure and Barring Service check due to regulated activity involving 'at risk' adults.

How to apply

If you would like to apply, please upload your CV and a covering letter or supporting statement as PDF files via our website: [Work for Us – Mansfield College](#). 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.

All applications must be received by **12 midday UK time** on the closing date stated in the online advertisement.

If you need help

For general support enquiries on how to apply, 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 their 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](#)