

Access and Outreach Administrator (Communications)

Job Description

Pembroke College

Founded in 1624, Pembroke College is one of the constituent colleges of University of Oxford. With a tight-knit community of undergraduates, postgraduates, academics and support staff, the College's core purpose is to serve the common good through the provision of education and the promotion of scholarship and research. Pembroke's commitment to academic excellence, its warm community and traditions combine to make it a stimulating, and welcoming community.

About Access and Outreach

Founded in 2008 by Oxford's first appointed Access Fellow, Dr Peter Claus, OxNet is Pembroke College's ground-breaking educational *Access* initiative (targeted at Year 12 pupils) which is attainment driven, community oriented, regionally focused and unapologetically academic. OxNet is led by Pembroke College, but it is collaboratively delivered between participating colleges at the University of Oxford, other Higher Education institutions, and several Hub & Link secondary schools and colleges across the North West and North East of England. Working with approximately x100 Year 12 pupils per year, OxNet boasts seven academic programmes (running from January-August), and activities include: Parent/Carer Evening, Study Skills Day, Seminar Series, Easter Essay Assignment, Twilight Talks Series and Access Week residential. For more details, please visit: www.oxnet.org

Launched in 2024, Pembroke Scholars was Pembroke's *Access and Outreach* programme which works in collaboration with the Centre for Education in Oxford (*CredOx*) to identify pupils in our target regions who do not require the same level of academic intervention as OxNet, however would nonetheless benefit from a bespoke academic programme. Pembroke Scholars works with approximately x300 Year 12 pupils per year. From 2026, we intend to launch OxNet+ for this cohort that will develop the Pembroke Scholars initiative.

The successful candidate may be particularly engaged with the Rochdale-based Atom Valley Education Challenge Consortium (AVECC), which is a university initiative being delivered in collaboration between Pembroke College, Oxford, the University of Cambridge, St John's College, Cambridge, Robinson College, Cambridge, Rochdale Sixth Form College, The Altus Education Partnership, Rochdale Council and Rochdale Development Agency. This younger years' programme works with pupils in Years 5, 8, 9 and 11.

The Role

The Access and Outreach Administrator (Communications) will play a pivotal role in coordinating and delivering the College's Access and Outreach online activities, as well as supporting the day-to-day administration of the programmes. The post-holder will ensure the smooth execution of key events, maintain effective communications across multiple channels, and contribute to the strategic vision of the Access and Outreach team.

Key Responsibilities

Communications:

- Assist the Access and Outreach team to achieve the 10-year College Strategic Plan.
- Work with the Access and Outreach Manager to implement a social media strategy, producing and executing a work-plan to a high standard.
- Maintain content and pupil participation on the envisaged Learning Management System (LMS), and the organisation and delivery of online and hybrid or face-to-face Access and Outreach events as required.
- Draft, edit, and publish new content for College social media channels, newsletters and websites on a regular basis.
- Manage photography, filming, editing and creating content for dedicated platforms.
- Maintain records of engagement on different platforms for the purposes of analysing the effectiveness of different approaches and platforms.
- Create promotional resources such as posters and guides.
- Monitor social media channels, engage with other accounts where appropriate, respond in a timely fashion to comments; assist external stakeholders by answering enquiries or directing them to sources of information.
- Deliver or assist with presentations to pupils, parents/carers, and teachers.
- Support the Access Fellow in the digital aspects of the Target One CPD initiative, and CredOx.
- Engage with Access and Outreach Officers, Communications Officers and equivalent at other colleges with a view to potential collaboration and mutual learning.
- Assist with the preparation of printed communication materials and merchandise as appropriate/required.
- Work with the Head of Communications, the Academic Office and the Development Office where appropriate to ensure alignment and interaction with other aspects of the College's strategy.

Administration:

- Provide administrative support, including scheduling meetings, record keeping, taking minutes, booking rooms, organising refreshments.
- Provide logistical support including timetables, bookings, travel, accommodation, and processing expenses.
- Support day-to-day administration of OxNet and OxNet+.
- Attend all in-person and online events.
- Monitor pupil attendance and academic progress.
- Liaise with academics and postgraduate tutors about subject resources.
- Act as a primary contact for all enquiries, ensuring timely responses.
- Support the AVECC initiative as required.

General responsibilities:

- To undertake training as required, including (although not limited to) First Aid, Safeguarding, and Youth Mental Health First Aid.
- To fully comply with all the College's policies, including equality of opportunity and data protection.
- To undertake occasional travel and overnight visits as required.
- The above is not an exhaustive list of duties. The post-holder may be asked to take on additional tasks as required, and all employees are expected to work collaboratively to support the College's overall work.

Person Specification

Essential

- A good undergraduate degree or equivalent.
- Exceptional written and verbal communication skills, with strong attention to detail.
- Excellent organisational and time-management skills, capable of handling multiple tasks simultaneously.
- Creative skills for producing promotional materials and engaging resources for a variety of audience.
- Ability to handle pressure and work to tight deadlines.
- Proficiency in Microsoft Office Suite and online platforms such as Zoom and Teams.
- A conscientious and proactive approach to problem-solving.
- Commitment to maintaining confidentiality and handling large volumes of sensitive data.
- Experience creating content for social media channels (including Instagram), and websites.
- Photography/videography skills.
- Self-motivated and independent.
- Friendly and comfortable engaging with a wide range of audiences and stakeholders.

Desirable

- Experience working with LMS platforms, particularly Canvas.
- Experience of working on digital campaigns from conception to execution.
- Ability and willingness to learn new software systems.
- Ability to analyse common social media metrics to assess the relative reach of, and engagement with, a social media campaign.
- Confidence regarding public speaking and presenting.
- Experience in event management and administrative roles.
- Experience within a higher education or school environment.
- Understanding of the Oxbridge educational model, or a willingness to learn.
- Familiarity with Access and Outreach initiatives, particularly those at the Universities of Oxford and Cambridge.

Safeguarding

Pembroke College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks, and will be required to undertake Safeguarding and First Aid training following their appointment.