



Access and Outreach Regional Administrator Job Description

Pembroke College

Founded in 1624, Pembroke College is one of the constituent colleges of Oxford University. 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 compact size and a long tradition of informality combine to make it a stimulating, warm and welcoming community.

The College is known for its pioneering access and outreach work, it fosters equality, diversity, and inclusivity, serving as a welcoming space for students, staff, and academics alike. Our access work, led by the Access Fellow, has a strong focus on West London, the North West, and North East of England.

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 (*such as Durham University & Queen Mary University of London*), and several Hub & Link secondary schools and colleges in West London, the North West and North East of England. OxNet runs seven academic programmes (running from January-August), and activities include: Parent/Carer Evening, Study Skills Day, Seminar Series, Easter Essay Competition, Twilight Talks Series and Access Week residential. For more details, please visit: www.oxnet.org.

Launched in 2024, Pembroke Scholars is Pembroke's *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.

The successful candidate may be particularly engaged with the 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) Rochdale Sixth Form College, The Altus Education Partnership; Rochdale Council and Rochdale Development Agency.

The Role

The Access and Outreach Regional Administrator will play a pivotal role in coordinating and delivering the College's Access and Outreach programmes. The post-holder will ensure the smooth execution of key events, maintain effective communication with stakeholders, and contribute to the strategic vision of the Access and Outreach team. This role combines operational efficiency, strong interpersonal skills, and a commitment to widening access to higher education.

Key Responsibilities

Programme Administration and Event Coordination

- 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.
- Monitor and ensure participant engagement during online and in-person events.

Communication and Stakeholder Engagement

- Act as a primary contact for all enquiries, ensuring timely responses.
- Draft and publish news, updates, and results through relevant websites, social media channels, and newsletters.
- Liaise with the Pembroke College Communications team to promote Access and Outreach activities internally and externally.
- Deliver or assist with presentations to students, parents, and teachers.

Resource Development and Reporting

- Create informational and promotional resources such as posters and guides.
- Contribute to the evaluation of programme effectiveness and support the preparation of internal and external reports.
- Maintain accurate records, including participant data, while adhering to safeguarding and data protection protocols.

Team Collaboration

- Support the Access Fellow and Access and Outreach Manager with ad hoc duties as required.
- Attend regional and national events to represent Pembroke College, including occasional travel to other target regions.
- Participate in safeguarding training and ensure compliance with all relevant policies and procedures.

Person Specification

The post-holder should satisfy the following criteria:

Essential

- A good undergraduate degree.
- Exceptional written and verbal communication skills, with attention to detail.
- Strong organisational and time-management abilities, capable of handling multiple tasks simultaneously.
- Proficiency in Microsoft Office Suite and online platforms such as Zoom and Teams.
- Experience in event management and administrative roles.
- A conscientious and proactive approach to problem-solving.
- Commitment to maintaining confidentiality and handling sensitive data.

Desirable

- 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.
- Creative skills for producing promotional materials and engaging resources.

Working Hours

The role is a full-time role (37.5 hours per week), with typical working hours between 8:30am and 5pm, Monday to Friday. The candidate is to be based in the North West, with the role intended as hybrid, based three days a week in-person at Rochdale Development Agency (RDA) working alongside the AVECC Director. The candidate will be expected to attend meetings and activities in Oxford as required, which may involve overnight stays. Some evening and weekend work may be required during busy periods, with time off in lieu provided. Annual leave may be restricted during key Access and Outreach events, such as the Access Week at Pembroke College, Oxford.

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.