



## **COMMUNICATIONS OFFICER**

### **FURTHER PARTICULARS OF THE JOB**

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#### **JOB DESCRIPTION**

**Job Title:** Communications Officer

**Main Purpose of Job:** To take overall responsibility for College communications, including setting communications strategy and policy in consultation with the President, Development Director, and Senior Tutor. To review and develop the College's communications both internally and externally using a variety of media and helping to broadcast Wolfson College's reputation as a vibrant academic community to current, future, and past members and other external groups.

#### **Relationships:**

1. Responsible to: Development Director, reporting annually to the Communications Sub-Committee
2. Responsible for: Communications Assistant
3. Liaison with: other College departments, fellows, students, University Public Affairs Directorate, and the wider Oxford community.

#### **Main Tasks of Job:**

##### Media relations

- Advise President and senior College Officers on media strategy and press enquiries, particularly in response to unexpected or adverse publicity;
- Liaise with the University's Public Affairs Directorate and prepare press releases to cover and promote College news, research and events;
- Liaise with fellows, staff and members across the College to research and identify newsworthy materials and stories;
- Liaise with news outlets and national media to publicise and promote the college and its aims.

##### Publications

- Manage the design and production of the College's two annual printed publications, *Wolfson: Plans & Prospects* and the *College Record*;
- Advise and assist the Alumni & Development Office in the production of specific fundraising/alumni relations literature;
- Responsibility for other printed materials e.g. maps, leaflets as required.

##### Digital communications

- Oversee Communications Assistant's production of weekly newsheet of College events;
- Responsibility for the College's social media strategy and oversight of the Communications Assistant's content output across social media channels.

##### Website

- Oversee content on the College website, ensuring that it is up-to-date and visually exciting, including upcoming events, news pages, and general College information, in consultation with colleagues;
- Liaise with research clusters to ensure cluster webpages are current;
- Work with third parties as necessary to ensure functionality of the website, including updates and redesigns;
- Monitor traffic, usage, and trends in use of website and social media, for periodic reporting.

### Branding/design

- Be responsible for ensuring consistency of College branding and design in communication by fellows, staff and students to project a consistent 'look' for Wolfson;

### Other

- Act as line manager to the Communications Assistant;
- Act as Secretary to the Communications Sub-Committee, which meets annually;
- Ensure that all relevant documentation is maintained, safeguarded and updated in line with data protection regulations, including records of processing activity, and to ensure the confidentiality of such information. Take all necessary measures against unauthorised or unlawful processing of confidential data and against accidental loss or destruction of, or damage to, confidential data.
- Other duties as required.

## PERSON SPECIFICATION

	<b>Essential</b>
<b>Qualifications</b>	Educated to degree level or equivalent training and/or experience.
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Expertise in website management, including in using a CMS, specifically Wordpress;</li><li>• Proficiency in HTML and CSS;</li><li>• The principles of web copywriting;</li><li>• Conversant with GDPR requirements and data protection regulations.</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent standard of written English and English grammar, including the ability to adopt different tones for different media;</li><li>• Excellent IT skills, including Microsoft Office and Adobe Creative Suite, and confidence in learning new technologies;</li><li>• Photography and videography including shooting and editing skills;</li><li>• Ability to line manage a member of staff, setting objectives and tasks, monitoring performance, providing feedback, and following the normal line management processes agreed by the College.</li></ul>
<b>Work Experience</b>	<ul style="list-style-type: none"><li>• Experience of managing press/media relations and enquiries within an organization;</li><li>• Experience in designing and delivering printed and electronic publications and communications;</li><li>• Experience of implementing brand/design strategy for an organization;</li><li>• Experience of running social media accounts for an organization;</li><li>• Experience in communications planning.</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal skills and confidence in communicating with a wide number of internal and external College contacts.</li><li>• Strong organisational skills and the ability to work under pressure whilst maintaining attention to detail and remaining calm and courteous;</li><li>• Ability to work confidently without close supervision;</li><li>• Ability to think creatively and strategically to propose and plan communications projects.</li></ul>

## TERMS AND CONDITIONS:

<b>Appointment:</b>	The post is available immediately. It is part-time and permanent with three months' probation.
<b>Hours:</b>	Working hours are 22.5 hours per week, worked on a flexible basis, normally during office hours over four or five days per week. There is an unpaid 30 minutes' lunch break. There may be some work out of office hours for which time in lieu may be given as agreed with your manager.
<b>Annual Leave Entitlement:</b>	39 days <i>pa</i> including Bank Holidays for full time positions, pro-rata for part time employment. The holiday year runs from 1 October to 30 September.
<b>Grade:</b>	Wolfson operates its own pay structure, which comprises 6 grades, 8 increments in each grade. This position is Wolfson College Grade 5, the salary range is currently £38,316 to £44,621 per annum for full time hours. Wolfson Grade 5 is comparable to the University of Oxford Grade 7. New joiners are normally paid at the first increment of the grade.
<b>Salary and Benefits:</b>	The salary for the 22.5 hours' week will be £23,620 per annum. Benefits include pension scheme, free lunch within allowance when on duty, free parking.
<b>Notice period:</b>	1 week during probation, 3 months thereafter.
<b>Other conditions</b>	The post is subject to obtaining satisfactory references, a satisfactory completion of the health questionnaire, satisfactory completion of the right to work check, and signing a contract of employment.

### Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection regulations currently in place and the College Data Protection Policy (available on the website at <https://www.wolfson.ox.ac.uk/policies/data-protection-policy>)

### APPLICATION:

Applications should be emailed to [recruitment@wolfson.ox.ac.uk](mailto:recruitment@wolfson.ox.ac.uk) and must include:

- An application form completed in full;
- A covering letter explaining why you are interested in this position, why you are a suitable candidate for this post, and why you are leaving your current employment.

If you are thinking about applying to the role and have further questions, please contact Huw David, Development Director and Governing Body Fellow at [huw.david@wolfson.ox.ac.uk](mailto:huw.david@wolfson.ox.ac.uk).

**Closing date for applications is midday on Friday 17 May 2024. Interviews will take place on the afternoon of Monday, 10 June 2024.**