

COMMUNICATIONS ASSISTANT (PART-TIME)

FURTHER PARTICULARS OF THE JOB

JOB DESCRIPTION

Job title: Communications Assistant

Department: Communications Department

Job purpose: To support and work alongside the Communications Manager in all aspects of College communications, to broadcast Wolfson College's reputation as a vibrant academic community for future, current, and past members and other external groups. To be responsible for day-to-day running of certain areas of the College's Communications work.

Relationships

1. The postholder will be responsible to the Communications Manager.
2. The postholder will liaise with all College departments, Fellows, students, and the wider community.

Communications Administration

- Assisting in the distribution of the College's news and press releases;
- Creating written and visual content for print and digital channels such as newsletters, website landing pages, magazines and advertisements, tailored for specific audiences;
- Contributing to content calendar with support from Communications Manager;
- Ensuring brand guidelines are consistently adhered to in both print and online communications;
- Responsible for personal time management and prioritisation of workload.

Website

- Maintaining daily accurate and up-to-date information across all areas of the website such as news and events;
- Writing regular engaging news articles;
- Sourcing and editing images to use across the site;
- Training staff in the use of the College's website, setting up permissions and handling webform submissions.

Social Media

- Managing social media channels, responding to interactions and tracking performance to increase engagement and followers;
- Creating and posting social media content;
- Moderating audience-generated content in accordance with agreed procedures and guidelines;
- Scheduling content and campaigns according to content calendar;
- Supporting and developing campaigns for the College's different departments.

Print

- Sourcing and creating written and visual content for the College Record and Plans & Prospects magazines.

Email

- Compiling weekly newsletters according to termly calendars;
- Being the point of contact for all inbound communications and feedback;
- Managing lists and templates in email service providers (e.g. MailChimp) including database maintenance in compliance with data protection regulations.

Video Production

- Basic video production work – recording, editing, and uploading to social media, and liaising with Fellows, staff and students to appear in videos.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Good general education (A-level or equivalent).	Degree level qualification
Knowledge	• Experience in working with websites, social media, and databases; • Sufficient awareness of best practice and relevant communication regulations (GDPR, PECR and general media legislation); • Working knowledge of MS Office, in particular Word, Excel, and Outlook; • Experience in recording and editing video content.	• Knowledge and skills of Adobe Creative Suite including but not limited to Adobe InDesign; • Knowledge of HTML and website editing; • Understanding of and experience of social media analytics and reporting; • Knowledge of Google Analytics and Hootsuite.
Skills	• Excellent command of the English language and the ability to communicate clearly, coherently and tactfully both verbally and in writing; • Excellent attention to detail and experience of proofreading; • An eye for visual composition; • Proven organisational skills with the ability to prioritise and meet deadlines; • Proven ability to handle confidential and sensitive information; • Good interpersonal skills and the ability to develop and maintain good working relationships.	• Working knowledge of Twitter, LinkedIn, YouTube, Instagram, Facebook and their position in the market.

Work Experience	• Experience in editing and updating a website; • Sufficient experience in delivering responsive internal communications; • Sufficient experience in managing social media accounts; • Sufficient experience in producing engaging content; • Experience in advising staff on best communications processes and practices.	• Experience in photography and video content – editing and taking photos and videos.
Personal Qualities	• A self-starter able to take initiative in their own work and learning, and confident to seek guidance when necessary; • Collaborative approach and flexible attitude towards duties; • Open to constructive feedback and suggestions from colleagues to improve college communications; • Tact and discretion; • Drive to complete tasks in the most efficient manner.	• Ability to work occasional evening and weekend events

TERMS AND CONDITIONS:

Appointment:	The post is available ideally from end of January 2026. It is part-time and permanent with a six months' probation.
Hours:	Working hours are 22.5 hours per week, hours of work to be agreed with the Communications Manager. The role is predominantly office based; however, some remote work will be possible with the approval of the Communications Manager. The post-holder may on occasion be required to work outside office hours in order to attend events. Time off in lieu may normally be taken on these occasions.
Annual Leave Entitlement:	39 days <i>pa</i> including Bank Holidays, pro-rata for part-time work. Employees working irregular or flexible hours have their annual leave allowance calculated in hours. The annual leave allowance for this position 139.5 hours per holiday year. If you join part-way through the year, your holiday allowance will be calculated pro-rata.
Salary	The salary of the Communications Assistant is in the range from £29,842 to £33,370 <i>pa</i> for a full-time post. The salary includes the Oxford Weighting of £1,730 per annum, pro-rata for part-time work. The starting salary for 22.5 hours per week is therefore £18,396 per annum. Normally the first increment is offered to new appointees, however for an exceptional candidate a higher increment may be available, commensurate with skills and experience. The Oxford Weighting element is not subject to any general increases to base salaries implemented on 1 August each year. Instead, the Oxford Weighting is reviewed regularly through an internal process. Following a review, the Oxford Weighting may be increased, reduced, cancelled, or may remain unchanged.
Benefits:	Benefits include an attractive pension scheme, free lunch within allowance, free parking (subject to availability), interest free loans to purchase bicycles and bus tickets, contribution to DSE glasses, access to College's Common Room, subsidized access to College's sports facilities and more.
Notice period:	One week during probation, 3 months thereafter.

Other conditions	The post is subject to submitting satisfactory evidence of your right to work in the UK, obtaining satisfactory references, completion of a health questionnaire 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 Act 2018 and the College Data Protection Policy (available on the website at [Data Protection Policy](#))

APPLICATION:

Applications should be sent to the HR Department at recruitment@wolfson.ox.ac.uk and should include:

- an application form completed in full
- a covering letter which explains why you are interested in this post, why you are a suitable candidate and why you are leaving your current job (if applicable)

We will contact your referees at the shortlisting stage unless you make it clear in your application that you do not wish us to do so.

The closing date is on Friday, 12 December 2025. Interviews will be held on 7 January 2026.