



THE QUEEN'S COLLEGE
UNIVERSITY OF OXFORD



OUTREACH OFFICER

This is a full-time permanent appointment at the Queen's College, High Street Oxford OX1 4AW

Queen's Scale Grade 6: £33,951 to £39,906 per annum, plus a discretionary 'Queen's weighting payment' of £3,050 per annum

The role involves travel within the UK, overnight stays and work outside normal office hours, as required

THE QUEEN'S COLLEGE

Queen's is one of the oldest colleges in the University of Oxford and is prominently situated on Oxford's High Street. Founded in 1341, it now consists of impressive seventeenth- and eighteenth-century buildings that replaced those of the medieval foundation. The College has around 330 undergraduates, 160 graduates, and approximately 45 Fellows in a range of academic roles.



Further information on the College can be found on its website at www.queens.ox.ac.uk.

THE DEPARTMENT

The College Office is a small, busy, and welcoming team of six staff (five full-time staff and one staff member who divides their time between the College Office and the Welfare Team) dedicated to furthering the academic aims of the College through the provision of excellent support for its students, Fellows, and academic staff and the delivery of an access and outreach programme to schools and students in the College's 'link regions' in the Northwest (Blackburn with Darwen, Blackpool, Cumbria and Lancashire) and in Sutton and Lewisham in London. The College Office staff are required to work together as a team and to co-operate and liaise with other offices of the College and the University. For more information about access and outreach initiatives at Queen's, visit www.queens.ox.ac.uk/outreach-programmes.

THE ROLE

When in Oxford, the postholder will be based within the College Office. They will be line managed by the Academic Administrator and will report to the Tutor for Outreach, Prof Panagiotis Papazoglou. Overall responsibility for the College Office lies with the Senior Tutor, Prof Chris Norbury. The postholder will work closely with the Access and College Office Assistant and will have some responsibility for directing their workload. The post requires extensive travel and it is expected that the postholder will spend significant blocks of time throughout the year in our link areas (as listed above), particularly in the North-West.



RESPONSIBILITIES

THE OUTREACH OFFICER WILL:

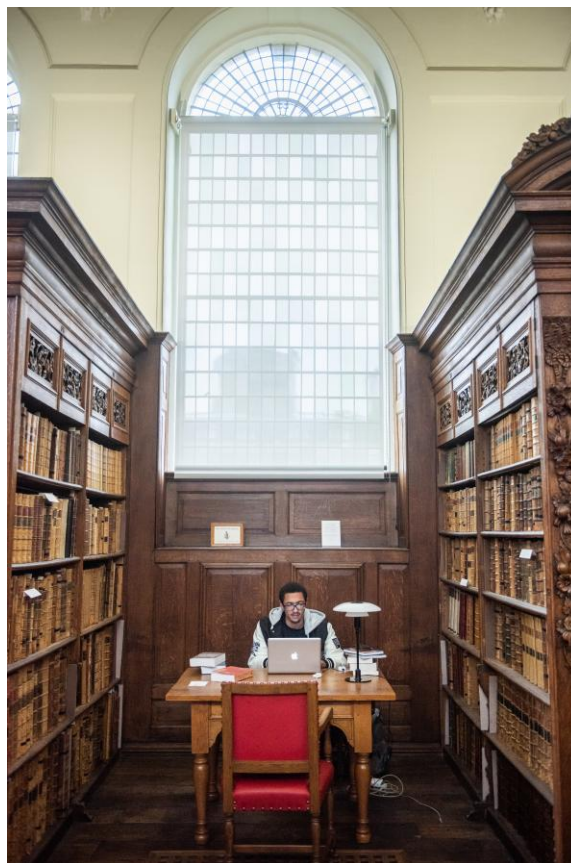
- be the key point of contact for school enquiries regarding the College and admission processes;
- act as an outreach officer with secondary schools, with a particular focus on schools in our link regions, namely Blackburn with Darwen, Blackpool, Cumbria, Lancashire, and the London Boroughs of Lewisham and Sutton;
- manage the College's relationship with The Access Project - including organising residential and other events, and assisting with other tasks that may arise;
- develop and sustain good relations with key teachers in schools;
- develop and sustain good relations with relevant access and outreach organisations;
- develop and maintain a programme of visits to secondary schools in the College's link regions;
- organise and run visits to the College by schools and other relevant groups, from day visits to more extended residential visits such as the North West Science Residential and the Open Days events; manage the collection, recording, and analysis of data relating to the College's outreach activities, ensuring compliance with GDPR regulations and the College's data protection policies, and record outreach activities on the HEAT database as appropriate;
- write annual evaluation reports on the College's outreach programme, reports for the College Record, a donor impact report, and other reports as required for College committees;
- collaborate with Outreach Officers in Oxford and Cambridge Colleges on shared events and on exchange of information, particularly those Colleges who share responsibility for the North-West of England;
- recruit, train, and maintain a group of undergraduate student ambassadors and postgraduate outreach tutors, and work with the JCR Access & Outreach representative to support student-led outreach initiatives
- maintain the Outreach and Admissions sections of the College website, making sure the webpages are up-to-date;
- be responsible for the production and updating of outreach material, including social media content, alongside the Head of Communications;
- set and monitor the outreach budget and expenditure in collaboration with the Tutor for Outreach;
- organise and administer the College component of University Open Days;
- other duties to support the operation of the College Office commensurate to the post, as required by the Tutor for Outreach or the Academic Administrator.

PERSON SPECIFICATION

SELECTION CRITERIA FOR THE OUTREACH OFFICER ROLE

ESSENTIAL

- Good standard of education (a first degree or equivalent)
- Recent knowledge or experience of higher education
- Excellent communication and interpersonal skills
- Confident and fluent presentation skills, potentially to large and diverse audiences
- Good IT skills appropriate to an office environment
- A high level of personal organisation and efficiency, including the ability to work independently as well as within a small team
- A willingness to work outside usual office hours and to travel in the UK and spend periods of time away from home as required
- The ability to work under pressure
- The ability to satisfy an enhanced Disclosure & Barring Service check



DESIRABLE

- A clean UK driving license
- Experience of working with young people
- An understanding of the English school system
- An understanding of undergraduate education in the Oxford collegiate system
- Knowledge of widening participation policies and issues

TERMS AND BENEFITS

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

CONTRACT AND WORKING PATTERN

- This is a permanent appointment. There will be an initial probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
- Ideally the appointee should be available to take up the post early December. A start date of early January may be considered for the right candidate.
- This is a full-time post. The hours required are those reasonably necessary to carry out the duties of the role to the satisfaction of the College. The normal hours of work are 37.5 hours per week, worked over Monday to Friday, normally, between 9:00 am and 5:00 pm Monday to Friday and with an unpaid 30-minute break at lunch.
- You may be required to work additional hours when authorised and as necessitated by the needs of the business. Flexibility in work patterns will be needed when the requirements of the role demand this – such as special events.

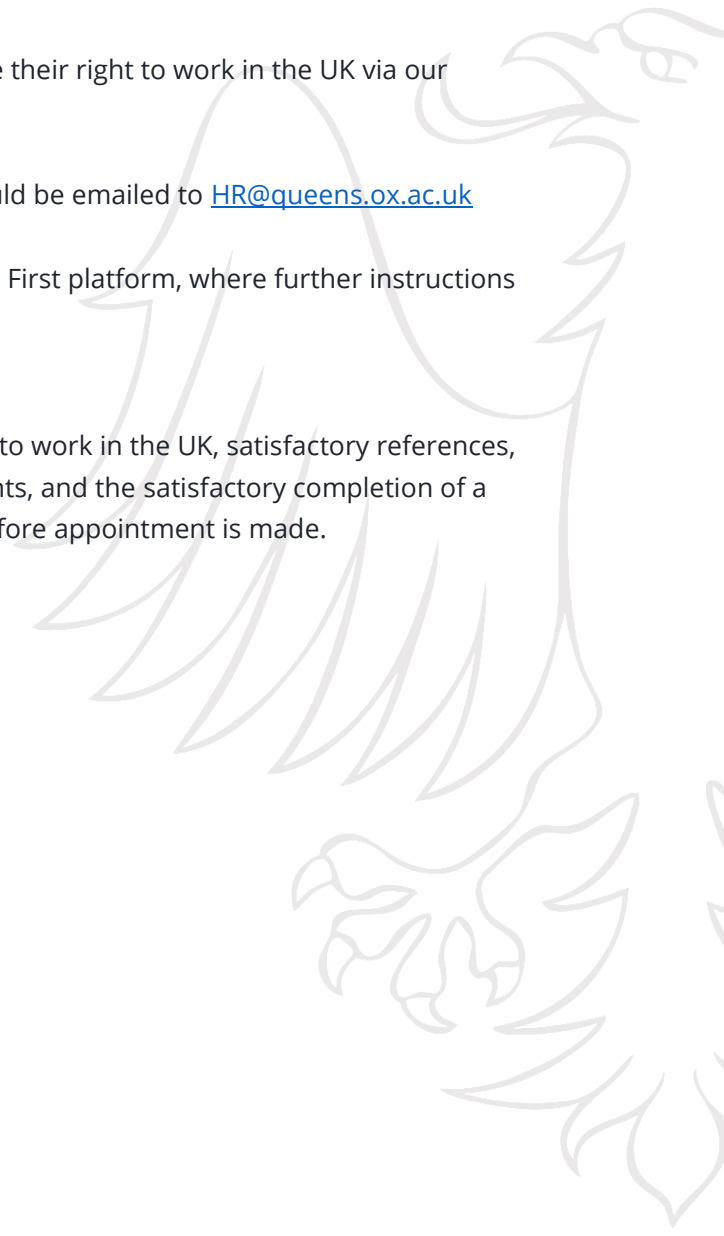
SALARY AND BENEFITS

- Salary: Queen's Scale Grade 6 (£33,951 to £39,906 p.a.) depending on qualifications and experience. In addition to your basic salary the College is currently paying a discretionary 'Queen's weighting payment'. The weighting payment is currently £3,050 per annum for employees on Grade 6, payable in equal monthly instalments.
- Holiday: 38 days' annual leave (pro rata), inclusive of Bank Holidays (1 January to 31 December). Some annual leave is required to be taken during the College's Christmas closure period. An additional day of leave is awarded after 5, 10 and 15 years' service. The College also offers the option to 'buy back' up to 5 days of unused leave each year, subject to policy.
- Pension: membership of the Oxford Staff Pension Scheme (OSPS), with salary sacrifice options available
- Occupational sick pay: provided in line with College policy, with entitlement increasing with length of service.
- Time off in lieu (TOIL) / Overtime: TOIL is available for eligible Grade 1–7 roles in line with College policy.
- Flexible working: Option to work from home for up to 20% of weekly hours (where the role allows).
- Additional benefits include: Free meal during working hours; access to the College gym and University Club; discounted travel schemes, including bus, rail and cycle-to-work options (subject to conditions).

HOW TO APPLY

- Closing date for the receipt of applications is Sunday 25 October 2026. Late or incomplete applications will not be accepted.
- Interviews are likely to be held in person during week commencing 2 November 2026 in College.
- The successful applicant will be required to prove their right to work in the UK via our third-party identity provider, TrustID.
- Any enquiries about the application process should be emailed to HR@queens.ox.ac.uk
- Click 'Apply Online' to be redirected to the People First platform, where further instructions on the application process will be available.

The appointment will be subject to proof of the right to work in the UK, satisfactory references, proof of qualifications in line with the job requirements, and the satisfactory completion of a medical questionnaire. Referees will be contacted before appointment is made.





ADDITIONAL INFORMATION

DIVERSITY AND EQUAL OPPORTUNITY AT THE QUEEN'S COLLEGE

The Queen's College is committed to equal opportunity and to fostering an inclusive community. We recognise how the diversity of our community strengthens our ability to achieve excellence in teaching, research, and scholarship.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or member of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment, progression within employment, and retention will be determined according to personal merit and the duties and requirements of the post.

The College invites all applicants to familiarise themselves with its equal opportunities policy, also available on its Equality Information page: www.queens.ox.ac.uk/equality-information The College also shares the university's commitment 'to equal opportunity, and to being an inclusive institution where everyone belongs and is supported to succeed'. The university's full policy is available at: [Equality Policy | Equality and Diversity Unit](#)

We are committed to the principles of equal opportunities and respect for individuals in creating and maintaining an inclusive environment that represents a variety of backgrounds, perspectives, and skills. We value and celebrate diversity and feel that is critical to achieving our strategic aims and long-term success. Our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and freedom of speech. We work to increase the diversity of the backgrounds from which our employees and students come by removing barriers to access and by promoting an inclusive culture in which:

- everyone feels that they are valued and can work to achieve their potential;
- opportunities are open to everyone, and decisions are based on merit and are free from bias;
- all our current and prospective students, staff, and visitors are treated fairly and with dignity and respect, and do not face discrimination; and
- academic freedom and freedom of speech are valued and upheld.

All College meetings include consideration of its duties under the Equality Act 2010 as they pertain to the meeting's actions and decisions. In formal and informal settings alike, the College endeavours to make decisions that afford equal opportunities to, and foster good relationships between, different groups of people. This commitment, supported by data and routinely monitored, extends to all aspects of our activities: in our outreach activities, in admissions, and in financial support, for undergraduates and postgraduates alike; in the procedures related to hiring and retaining academic and non-academic staff members of the highest calibre; in

student support; and in all aspects of fostering an inclusive community in which everyone feels respected, valued, and heard.

DATA PROTECTION

All data supplied by applicants 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 General Data Protection Regulation 2018.

PRIVACY POLICY

The College Privacy Policy can be viewed here: <https://www.queens.ox.ac.uk/wp-content/uploads/2022/10/Applicants-for-office.pdf>

All data supplied during the application process will be processed and stored in accordance with this policy.

