



Job description and selection criteria

Job title	AHRC Graduate Project Coordinators
Division	Humanities Division
Location	Radcliffe Humanities, Woodstock Road, Oxford
Grade and salary	Grade 4.1: £22,017 p.a. (pro rata)
Contract type	Fixed-term until 31 st July 2020
Hours	Variable Hours (Expected pattern of work: 10 hours per week in weeks 0-9; 4 hours per week during vacations)
Reporting to	Researcher Training and Development Manager
Vacancy reference	142521

Job description

Overview of the role

The Humanities Division seeks to recruit two Graduate Project Coordinators to develop and implement a range of student-led initiatives for postgraduate students and postdoctoral researchers across a range of Humanities subjects. This role is funded through the AHRC's Cohort Development Fund of Oxford's AHRC Doctoral Training Partnership.

You will be responsible for developing and implementing three flagship initiatives throughout the academic year:

- The AHRC-TORCH Graduate Fund
- The Student Peer Review College
- The AHRC-TORCH Public Engagement with Research Summer School

This role offers an excellent opportunity to develop your professional profile and build a large network of contacts across and beyond Oxford.

Team organisational structure and reporting

You will report to the Humanities Researcher Development and Training Manager. You will also work closely with key staff members of the Divisional Finance Team and The Oxford Research Centre in the Humanities (TORCH).

Responsibilities/duties

The postholders will:

- Plan and deliver the above initiatives, in particular:
 - Schedule and deliver key milestones for the Graduate Fund and Student Peer Review College, including promotion and advertising, recruitment of participants, review of applications, and informing applicants of outcomes
 - Design and deliver a week-long programme of workshops, activities, events and opportunities for the Public Engagement with Research Summer School, working with partners within Oxford (e.g. GLAM institutions) and from the Open University and Cambridge University.
 - Book rooms, refreshments, and accommodation for speakers when relevant
 - Manage applications and participation, including receiving and processing applications, managing invite lists, responses and waiting lists
 - Manage communications around the three key student-led initiatives, including designing a communications plan, communicating with all relevant internal and external stakeholders via electronic and print means, and ensuring a continued online presence via the TORCH website and social media (including the TORCH and Graduate Projects twitter accounts)
 - Manage resources, budgets and finances, ensuring appropriate financial procedures are followed, accurate financial records are maintained, and payments are made
- Prepare and deliver training, guidance and resources to all prospective applicants and participants, including grant-writing training for the Graduate Fund and training in peer review technique for the Student Peer Review College in GF and SPRC
- Use initiative and problem solving to ensure the successful delivery of a number of initiatives with often overlapping timescales and deadlines
- Work independently and with minimal supervision, determining when it is appropriate to take strategic decisions and when consultation with the wider team is necessary
- Manage correspondence with internal and external stakeholders, responding efficiently and accurately to queries and communications
- Ensure the continuation of, and appropriate development of, robust end-to-end procedures for all initiatives, including ensuring evaluation of all initiatives takes place, making recommendations for future implementation, and keeping accurate records
- Write and present relevant reports on the year's activities for key stakeholders, including the Arts and Humanities Research Council, TORCH and Humanities Graduate Studies Committee

Selection criteria

Essential

- Good general education and demonstrable enthusiasm for, or interest in, Humanities research
- A proven ability to work independently, to take initiative, to anticipate and plan, and to manage and prioritise own workload
- Strong organisational skills to meet several often overlapping deadlines and timescales
- Excellent interpersonal skills, with a proven ability to communicate with internal and external stakeholders at all levels
- A proactive and flexible approach to work
- Proven ability to work collaboratively in a small team
- Experience of creating and implementing a communications plan, to include a range of media such as posters, flyers, web content and social media

Desirable

- Current or previous experience of research in a humanities discipline
- Experience of managing a budget
- Experience of qualitative data analysis and report-writing

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; Theology and Religion; the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Humanities Divisional Office supports the activities of the Humanities Division and the Head of Division. It comprises five teams: Planning, Resources and Personnel; Education and Training; Research Support; Finance; and Development. The Office is based at Radcliffe Humanities, Radcliffe Observatory Quarter.

For more information please visit: www.humanities.ox.ac.uk

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

How to apply

If you would like to apply, please send a CV and supporting statement, along with details of two referees to training@humanities.ox.ac.uk.

The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience.

Please indicate if we can contact your referees.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

All applications must be received by **5pm on Monday, 9 September 2019**. Queries may also be addressed to training@humanities.ox.ac.uk.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries. For full details, including how to apply and the costs, see www.admin.ox.ac.uk/childcare/.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.