



EXETER COLLEGE, OXFORD

Access and Participation Officer

2-year fixed-term contract

Within a range £32,108 to £37,338 per annum

Further Particulars

Introduction

Exeter College seeks to fill the post of **Access and Participation Officer**. The postholder will support the development, strategic direction, and evaluation of the College's access, outreach, and participation activities.

The postholder will report to the Access & Participation Manager as line manager, but will also work closely with the Senior Tutor, the Academic Registrar, and other members of the Academic and Development offices, as well as other members of the broader Academic community in the College.

The role will support Exeter College's ambition to widen access to the University of Oxford, strengthen progression routes for students from under-represented backgrounds, and contribute to the development of activity supporting student success, transition, belonging, continuation, and progression.

About Exeter College

Exeter College was founded in 1314 and is one of the oldest colleges in Oxford. It is located on the corner of Broad Street and Turl Street in the heart of the city. The working environment is very congenial, and Exeter has a reputation for being small, friendly, and maintaining consistently high academic standards.

The College is governed by a Rector and c.61 Fellows, and has around 370 undergraduate students, 26 visiting undergraduate students, and 290 students engaged in postgraduate studies.

Exeter has strong historic links to the West Country, and is the [designated regional link College](#) for the local authority areas of Cornwall, Devon, Plymouth, Torbay, Somerset, and the City of London. Exeter College is also a member of the South-West Regional Outreach consortium, along with Merton College, and Lady Margaret Hall, covering Bristol.

About the Academic Office

Exeter's Academic Office provides many crucial services to students, tutors, and other staff in the College. Its staff administer admissions and registration procedures for undergraduate and graduate students, offers support to Fellows and Lecturers, and manages the collection and dissemination of academic and student-related information to other departments in the College. The Academic Office is also responsible for the access and outreach activities of the College. The Academic Office comprises an Academic Registrar, a Deputy Academic Registrar, an Access & Participation Manager, an Access and Participation Officer, an Admissions Officer, an Academic & Admissions Administrator, and an Administrative Assistant. The Senior Tutor has overall management responsibility for the Academic Office.

Purpose and Objectives of the Post

Access, outreach, and participation activity is a strategically important area of the College's work. We wish to attract and admit students with the greatest academic potential to study at the University of Oxford; from whatever background they come. We recognise that there are sectors of the population who are currently under-represented in 3rd level education in general, and at Exeter College and Oxford in particular, and we are committed to widening access to higher education, increasing social mobility for those who are currently under-represented, and supporting students from under-represented backgrounds to thrive once they arrive.

The Access and Participation Officer will play a key role in our efforts to significantly increase the number and proportion of undergraduate places offered at Exeter College to students from groups who are currently under-represented at Oxford, while also supporting activity focused on the four pillars of student transition, belonging, success, and progression.

The postholder will assist the Access & Participation Manager in implementing our Access and Student Success strategy. Their work will focus primarily on the delivery of structured programmes within our South West regional link schools, with a view to creating a sustainable "pipeline" which connects qualified, disadvantaged applicants from the South West to the University of Oxford – and Exeter College specifically. The postholder's work will balance the delivery of targeted Access work in schools with larger cohorts of disadvantaged pupils, with more generalised – but important – Outreach work in better-resourced link schools.

The postholder will also contribute to the development and delivery of activity designed to support students from under-represented backgrounds during transition into Oxford and throughout their time at Exeter College. This may include mentoring, transition support, evaluation activity, and initiatives aligned with the University's wider Access and Participation priorities. It is anticipated that the postholder's time will be allocated approximately as follows, though the balance between these areas may vary throughout the year in response to operational requirements and strategic priorities: evaluation activity, and initiatives aligned with the University's wider Access and Participation priorities. It is anticipated that the postholder's time will be allocated approximately as follows, though the balance between these areas may vary throughout the year in response to operational requirements and strategic priorities:

	Area of Responsibility	Detail
40%	Access and Outreach Delivery	School and college engagement, regional link work, inbound visits, residential programmes, Open Days, subject taster days, and information, advice, and guidance.
35%	Student Success and Participation Activity	Transition, belonging, continuation and progression activity; mentoring; and support for initiatives connected to wider Access and Participation priorities.
5%	Monitoring, Evaluation and Reporting	HEAT data entry, programme evaluation, and participant tracking.
10%	Student Ambassador Programme Coordination	Recruitment, training, briefing, deployment, and support of student ambassadors involved in access and outreach activities.
10%	Strategic Projects, Communications and Partnerships	Partnership development, communications content, collaborative outreach, and support for new or emerging College priorities.

1. Access, Outreach and Participation

- Deliver the College's Schools Outreach Programme for schools in Bristol, Somerset, Devon, Cornwall, Plymouth, and other designated link areas as appropriate. Enhance the College's links in these areas via in-region, online, and in-college outreach events.
- Maintain good relationships with key teachers and advisers in target schools and colleges.
- Organise and support sustained outreach programmes, including the College's annual Somerset, Devon, and Cornwall residential and the Year 12 Exeter Plus programme.
- Develop and deliver activities which support students from under-represented backgrounds to make informed decisions about Higher Education and competitive university applications.
- Work collaboratively with Outreach Officers at other Oxford colleges on shared events, and to share best practice and liaise with colleagues in the Oxford University Admissions and Outreach department.
- Represent the College at UCAS fairs and attend the University's Outreach Forum as a representative of Exeter College.
- Contribute to the development of programmes which support student transition, belonging, continuation, and progression, particularly for students from under-represented backgrounds.
- Support mentoring and student success initiatives associated with the College's access and participation priorities.
- Provide regular updates and information to the Communications Team, so that they may promote Exeter's outreach and participation work via social media.

2. Student Ambassadors and Student Engagement

- Maintain relations with the JCR and lead in the delivery of the College's Undergraduate Ambassador Scheme.
- Assist with the recruitment, training, and deployment of student ambassadors.
- Ensure student ambassadors are appropriately briefed on safeguarding, professional expectations, and the aims of access and outreach work.
- Coordinate ambassador rotas and support ambassadors involved in Subject Taster Days, Open Days, residentials, school visits, and other access activities.

3. Programme Delivery and Administration

- Support with the organisation and delivery of Subject Taster Days and large-scale outreach events, including Open Days and Subject Taster Days.
- Coordinate event logistics, including room bookings, catering, accommodation, travel, risk assessments, safeguarding arrangements, consent forms, and participant communications.
- Monitor expenditure on allocated activities and support the Access & Participation Manager with budget tracking where required.
- Monitor and evaluate outreach and participation activities and contribute to reporting as required.
- Enter Outreach Activity and Participation data into the Higher Education Access Tracker.
- Collect, maintain, and analyse participant data securely and accurately.
- Contribute to an annual report outlining the activities delivered to the College's link schools and other priority audiences.

4. General

- To participate in the College's sustainability initiatives, and to bring to the attention of your manager any opportunities to reduce or eliminate any harmful environmental effects of the College's operations.
- A commitment to demonstrating respect, courtesy and consideration within interactions with members of the College community.
- Contribute to the smooth running of the Academic Office and assist with generic queries and provide support to other team members as required.

The above is not an exhaustive description, and other requirements may emerge as necessitated by changing roles within Exeter College, and its overall objectives. The Access and Participation Officer will also be expected to carry out such other duties as the Access & Participation Manager, the Senior Tutor, and/or the Academic Registrar (or their deputy) may from time to time request. The duties listed above may be varied from time to time without changing the essential character of the post.

Further Details

Department:	Academic Office
Responsible to:	Access & Participation Manager <i>(with close liaison with the Senior Tutor and Academic Registrar)</i>
Responsible for:	N/A (but with oversight of student ambassadors)
Liaison with:	The Collegiate body (including senior Officers, as required), University colleagues, schools, colleges, external partners, student ambassadors, and other stakeholders.
Duration:	This is a fixed-term post with guaranteed funding for a period of 2 years, with the possibility of an extension depending on further funding being secured.
Place of work:	The main working location will be the College's Turl Street site in central Oxford; however, regular travel within the UK will be required.
Probation:	The initial appointment is subject to a probationary period of 4 months.
Notice period:	One week before successful completion of the probationary period; one month thereafter.
Salary:	Grade 5 (£32,108 to £37,338 per annum including the Oxford University weighting allowance), depending on qualifications and experience.
Pension:	The postholder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they elect not to join.
Hours of work:	Full Time (36.5 hours per week). The Academic Office is open from 8.30am – 4.30pm. However, the postholder will be expected to work such hours as are reasonably required to carry out their duties, to the satisfaction of the Access & Participation Manager, including working on Bank Holidays when they fall within Full Term, and occasional attendance on Saturdays or in the evenings if required to support Access, Outreach, Participation, or College events.

Annual Leave: 38 days per annum

This comprises a basic allowance of 25 days, plus 8 public/bank holidays, plus 5 days to be taken during any shut down period (normally Christmas and New Year). The College reserves the right to require the postholder to work on Bank Holidays which fall in Full Term, and occasional Saturdays, for which one day off will be offered in lieu of each such day worked.

Meals: A free lunch in College is provided for the postholder while on duty, and provided the College's kitchens are open.

Training: The postholder will be encouraged to attend relevant training offered by the Oxford Centre for Teaching and Learning, Oxford University IT Services, as well as training in safeguarding, data protection, evaluation, and relevant IT systems.

DBS: Because this post will involve work with children and vulnerable adults, the successful applicant will be required to undergo an enhanced Disclosure & Barring Service check.

Equality, Diversity & Inclusion Statement

Exeter College is committed to equality and diversity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

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.

Employment with the College, and progression within employment, will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

Our commitment to equality and diversity goes hand-in-hand with our commitment to academic freedom and free speech.

The College's policies on equality and diversity are available from our website: <http://www.exeter.ox.ac.uk/equality-and-diversity/>

The prospective employee must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences.

How to Apply

The closing date for applications is **12pm (noon) on Wednesday 26 August 2026**.

Interviews will take place at Exeter College, Oxford on Tuesday 15 September 2026.

Applications must include:

- (i) A completed application form, to include the names and addresses (including telephone numbers and e-mail addresses) of two referees, one of whom must be the current, or most recent, line manager, or tutor/supervisor of the applicant. References may be taken up for shortlisted candidates: if a candidate does not wish for a reference to be taken up at that stage, this wish should be stated clearly in the relevant section of the application form.
- (ii) A curriculum vitae.

Applicants are also asked to complete and return a Recruitment Monitoring form (available from the College website), provided that they are happy to do so.

Candidates are encouraged to submit all application materials by email to vacancies@exeter.ox.ac.uk. If possible, applications should be submitted as one or more PDF file(s).

Informal enquiries about this post are welcome and may be directed in the first instance to the Access & Participation Manager (claire.sims@exeter.ox.ac.uk). Any enquiries will be treated in confidence and will not form part of the selection process.

Please note that the Access & Participation Manager will be on annual leave from 21 August; applicants are therefore encouraged to submit any questions before this date.

The policy and practice of the College require that entry into employment within the College 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.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post. Information regarding the way we process your 'personal data', as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found in the Privacy Policy published on our website at <https://www.exeter.ox.ac.uk/governance/>.

PERSON SPECIFICATION

Category	Essential	Desirable
Qualifications	1. Educated to degree standard, or equivalent competence gained through qualifications or relevant professional experience	
Experience	1. Relevant experience of higher education and/or of working with young people	1. Experience of outreach, schools liaison, or widening participation 2. Experience of working with students from under-represented backgrounds 3. Experience of supporting sustained programmes, residentials, mentoring schemes, or transition activity
Skills and knowledge	1. Good understanding of access and progression to Higher Education. 2. A proven ability to successfully juggle multiple demands, manage competing deadlines, and remain calm under pressure 3. The capacity to deliver accurate information to tight deadlines whilst under pressure 4. Excellent command of the English language: very strong and effective presentation skills, and oral & written communication skills 5. Excellent interpersonal skills, including the ability to work with a wide range of people and as part of, and contribute to the work of, a wider team 6. An ability to recognise problems and identify appropriate solutions 7. Excellent attention to detail and high levels of accuracy 8. Strong IT skills including email, word-processing, and spreadsheet packages (intermediate or advanced level user), and an understanding of social media and online learning opportunities 9. The ability to deal appropriately with confidential and sensitive information 10. The ability to act with tact and diplomacy	1. Experience of Oxford University or College Admissions processes 2. Experience of Access and Outreach activities, either at the point of delivery, or on a policy level. 3. An understanding of the Oxford University Collegiate structure 4. Experience in planning and delivery of a sustained programme of activities. 5. A full, clean driving licence.
Personal qualities	1. A flexible attitude towards duties, including a willingness to work co-operatively and collaboratively to meet the fluctuating needs of the College year. 2. Ability and willingness to travel on a regular basis within the UK to visit schools, colleges, etc.	1. An interest in supporting student success, transition, belonging, continuation, and progression as part of a wider access and participation agenda