



Jesus College OXFORD

Further particulars for the post of

Digital Hub Coordinator (Fixed Term – Maternity Cover)



Founded in 1571 by Elizabeth I, Jesus College is a self-governing educational charity and is one of the 38 constituent colleges of Oxford University. With Professor Sir Nigel Shadbolt FRS FREng as its Principal, Jesus College comprises some 90 Fellows, 50 lecturers, 300 graduates, 390 undergraduates and 90 support staff. The College has a strong commitment to academic values and success, and is characterised by an informal and friendly atmosphere. Jesus College is located on an attractive historic site in the centre of Oxford, with excellent access to the Bodleian Library and other university libraries, the Science Area, and the University's department and faculty buildings. The College has two annexe sites elsewhere in the city to provide additional student accommodation. 150 students live on the main site and a further 300 students live on annexes in North and East Oxford. To mark its 450th anniversary, the College is opening the Cheng Yu Tung Building in summer 2022. In addition to creating more teaching and learning space, a café, multifaith room, gym, and postgraduate accommodation, at its heart will be the Cheng Kar Shun Digital Hub.

Further information about the College is available on our website at www.jesus.ox.ac.uk

Cheng Kar Shun Digital Hub

The Digital Hub will offer an open, collaborative space to promote the very best interdisciplinary learning and research. The Hub will provide the College with a much-needed space to facilitate the new landscape of research and outreach championed by the collegiate University. The research exhibited in the Hub will not only be of benefit to the academic community, but will create greater opportunities for more public engagement in areas that will promote real and sustainable changes in the economy, our society, culture, public policy, healthcare, and the environment. Equipped with agile, state-of-the-art technology, the Digital Hub will enable our teams to exploit the latest advances of a fast-evolving, high-technology world. The result will be a more open and integrated College, forging new links with other colleges and University faculties, as well as with the wider Oxford community.

Building on the University of Oxford's world-leading research, teaching, collections, and technologies, the Digital Hub will engage academics, students, staff, schools, and the public with digital research and

teaching, events and activities. The Hub will foster innovation with digital technology, within and across disciplines. It enables researchers to explore new methodologies and share research results in innovative ways.

About the post

This fixed-term contract will start on 20 June 2022 and end on 24 March 2023. The post will provide cover for the Career Development Fellow who will be taking leave for this period. The Fellow is responsible for the strategic planning of the Hub and the delivery of a wide variety of events in the Hub open to a broad range of audiences, both internal and external. They help fellows and staff develop events which will translate their research into activities for the wider public, in Oxford, the UK, and beyond. They take the lead on stimulating ideas for the Hub, helping Fellows and students design activities for the Hub, and developing curation protocols. Activities range from supporting the promotion of novel digital and computational research methods, research symposiums, live-streamed keynote talks, and physical and virtual arts and science festivals.

The Co-ordinator will oversee the organisation and delivery of all the events which have currently been planned in collaboration with the College community and prepare the organisation of future events. The workload can be demanding, requiring first class judgement, personal organisation, and flexibility as well as an ability to work to deadlines. They will also work with the College's Access Team to facilitate events for learners from disadvantaged backgrounds to take place in events which will inspire them to make applications to study at Oxford.

Principal responsibilities

The responsibilities for this role are listed in the job description.

Selection Criteria

Candidates will be assessed on the basis of the criteria set out below and should ensure that their application provides evidence of how they meet the criteria.

Essential Knowledge, Skills and Experience

- Proven organisational skills: able to successfully organise their own workload and proactively manage and coordinate the events in the Digital Hub.
- Work autonomously: working independently, taking the initiative and managing competing deadlines and time pressures is vital.
- Evidence of the ability to work accurately maintaining exemplary attention to detail even when very busy.
- Enthusiastic and flexible attitude: able to react to changing circumstances and respond to new requirements, to attend to routine tasks whilst being responsive to unforeseen circumstances.
- Excellent communication skills including accurate written and spoken English, and the ability to communicate in a confident and professional manner with people at all levels.
- Excellent interpersonal skills; enthusiastic and friendly; and with a confident, engaging and responsible attitude towards students, staff, and members of the public.
- A good standard of education (a first degree or equivalent)
- Good IT literacy: evidence of competence with MS Office, particularly Excel, Word, and Outlook.

Desirable Qualities

- Experience of event organisation.

Key Terms

- Salary:** The full time salary range for this post is currently £29,614 to £38,587 per annum pro rata, equivalent to Grade 6 on the Jesus College scale.
- Starting salaries are usually at the bottom of the band, although for the right candidate there may be some flexibility.
- Hours:** 21 hours per week, may be worked over 3, 4 or 5 days, the hours are negotiable. Flexibility is required to support events at busy times and at evenings.
- Holiday:** A generous annual leave allowance, equating to 38 standard days per annum for full time working (includes Bank and Public Holidays). This will be given pro rata for part-time hours.
- The College currently closes for two weeks at Christmas and one week at Easter. If the College closes, these are mandatory holidays and must be taken as part of the holiday entitlement.
- Probation:** The successful candidate will be expected to complete a probationary period of six months

Application Process

To apply for this role, candidates will be required to submit the following documents:

- A completed application form
- A covering letter
- A completed equal opportunities form.

The job description and equal opportunities form are available on our website
<https://www.jesus.ox.ac.uk/vacancies>

The closing date for applications is **Friday 27 May 2022 by midday**. The above documents should be returned by post or email to hr@jesus.ox.ac.uk by this deadline. Interviews will be held on **6th June 2022**.

Applications should ensure they outline the reasons for their interest in the covering letter and provide evidence of how they meet the selection criteria in their application form.

Please note that the appointment of the successful candidate will be subject to standard pre-employment checks as applicable to the post. This will include right-to-work, the receipt of satisfactory references and in appropriate cases a satisfactory report from the Disclosure and Barring Service (DBS).

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.

[Jesus-College-Data-Protection-Policy-November-2021.pdf](#)

Privacy Policy

In accordance with the GDPR regulations 2018, please see the relevant College privacy notice:

[Jesus-College-Policy-on-Privacy \(ox.ac.uk\)](#)

All data supplied to us during the application process will be processed and stored in accordance with this policy. All applicants are required to confirm that they have read this policy.

Jesus College is an equal opportunities employer

Benefits of working at Jesus College

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| Free Staff Meals | A free meal is available when on duty and the kitchen is open. |
| Oxford University discounts | College staff will receive a University card which provides the following discounts: <ul style="list-style-type: none"> • Free entry to Oxford Colleges and libraries • 10% discount in some University shops • Free access to the University Botanical Gardens and Harcourt Arboretum. • Discounted computer software from the University Computing service |
| Pension | The University offers generous occupational pension schemes for eligible staff members. On joining the College you will be automatically enrolled into either the Oxford Staff Pension Scheme ("OSPS") or University Superannuation Scheme, ("USS") as applicable. Further information about University pensions can be found at: http://finance.admin.ox.ac.uk/pensions |
| Employee Assistance Service (Welfare Support) | A confidential support service is available to all College employees. They provide an advisory and counselling service on a range of personal or work matters and can be contacted 24/7 via the telephone, on-line or face to face. |
| Travel | The College offers interest free travel loans and public transport discounts to staff. Full details are available from the College. |
| Access to Sports Facilities and Punt Hire | Staff may use the sports pitches, tennis courts and table tennis room located at Herbert Close. College staff may also use the Squash Courts in St Cross Road. During the summer periods staff are able to sign up for punt hire for a small fee. 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 |
| Library | College Staff have access to The Meyricke Library which is open 24 hours a day. Staff are welcome to use the Library and borrow books. |
| Staff Entertainment | The College arranges social events including coffee mornings, quiz nights, staff Summer and Christmas party as well as a children's Christmas party. |
| Eye test/glasses reimbursement | The College offers a free eye test and glasses contribution for staff that are regularly display screen equipment users and meet the eligibility criteria. Further details are available from the college. |
| Flu vaccinations | The College operates a yearly flu vaccination scheme whereby staff who are not eligible to receive a free vaccination can obtain one at the cost of the College. |
| Discounted Guest Rooms | Staff may book a guest room at Jesus College at a discounted rate, subject to availability and terms and conditions. |