Editor


Duration of Contract: Permanent

Reporting to: Bursar and working to the Principal

Direct Reports: P/T Communications Assistant

ABOUT GREEN TEMPLETON COLLEGE

Green Templeton College, Oxford's newest graduate college, was founded in 2008 following the merger of Green and Templeton Colleges. It aims to lead the way in graduate education at Oxford by providing an environment specifically geared to the needs and interests of postgraduate students.

With 60 members of staff, 265 fellows and 600 students from 79 countries, we are international, outward-looking, future-focused and truly contemporary within a traditional Oxford setting. Friendly and informal, the College community forms the backdrop to a lively academic and social scene. Our intellectual agenda and distinctive academic profile emphasise issues relating to human welfare and social, economic and environmental well-being in the 21st century. The disciplines of our academic and student members cover medical sciences; business and management; and a broad range of social sciences, including education, environmental sciences and social policy.

We are committed to equality and diversity, in both law and spirit. The diversity of our global community of students and staff is one of our greatest assets and the Inclusion of all, regardless of gender, sexual identity, race, ethnicity or class, is one of our foundational principles. Our core values include equality of opportunity and non-discrimination and we expect all members of the College to uphold these in all our practices and activities. Collaborations and interactions among students and Fellows are actively encouraged and our egalitarian ethos is epitomised by a single common room and the absence of a high table.
The heart of the College on the Woodstock Road features the beautiful and iconic 18th century Radcliffe Observatory. The City Centre and the railway station are within easy walking distance.

**Overall objectives:**

Working closely with the Principal, you will lead the development of our strategy for internal and external communications and its implementation via a new website and the full range of media and print platforms.

The focus of the role of Editor is to raise the profile of Green Templeton College and its achievements and to cultivate and strengthen relationships with external members (including alumni and friends) and internal members (Fellows, staff and students) through effective, high-quality communications across a variety of media including via a website, social media, print and presentations.

**Key Tasks:**

1. **Communications**

   - Advise the Principal, fellows and senior staff on managing strategic communications, internally and externally.
   - Take the lead to develop and deliver communications strategies for the College.
   - Review the publications strategy of GTC and determine what needs to be produced to support the objectives of College including Fundraising.
   - Work in partnership with other College departments, particularly Development, advising on and supporting the production of internal and external printed and online materials (e.g. the College Handbook) to ensure they adhere to visual identity guidelines and contribute to the College’s aims and priorities.
   - Generate content across all platforms as well as editing the contributions of others.
   - Raise awareness within the College community of the core value of communications and provide advice and guidance to staff and others outside the College.
2. Media/Public Relations

- Proactively develop links with the press and external agencies, in order to maximise the exposure of GTC and prepare press releases and meet with journalists as required.

- Maximise the potential of social networking sites, such as Facebook, LinkedIn and Twitter, to communicate with and foster stronger relations with internal and external audiences.

- Be the main channel for publicising College events internally and externally and assist in their planning and delivery, personally attending where appropriate.

3. Website

- Take a strategic and practical lead in the non-technical development of the GTC website to ensure it presents a consistent portrayal of the College and adheres to visual identity guidelines.

4. Internal communications

- Ensure that mechanisms for delivering internal communications (news, events, dinners etc) are appropriate to the audience and timely.

5. Other

- Line manage the Communications Assistant, to ensure high quality service delivery.
- In conjunction with the archivist respond to all requests received by the College under the Freedom of Information legislation.
PERSON SPECIFICATION

1. Skills and Abilities

- Excellent written communications skills, particularly in producing copy for a range of audiences and purposes.
- Demonstrable skills in the use of a range of digital media platforms for communications.
- Excellent verbal communication skills with demonstrable ability to influence and negotiate at all levels to achieve significant outcomes.
- A sound practical knowledge of other IT applications including desk top publishing packages, web publishing tools, Adobe Photoshop and Adobe Indesign (or similar).
- Flexible and adaptable with a positive approach to change and new challenges
- Self motivated and innovative.
- The ability to maintain the highest levels of accuracy particularly when working under pressure.

2. Knowledge

- Knowledge of a comprehensive range of marketing and public relations techniques.
- A good understanding of issues relevant to higher education, healthcare and/or business management (desirable).
- A knowledge of the use of social media, websites and other digital platforms as communications tools.

3. Experience

- Experience in the communications/editorial/journalism worlds, possibly, but not necessarily, in the Higher Education sector.
- Experience of developing and delivering marketing and communications strategies.
- Experience of producing copy for a range of audiences and purposes.
- Experience of delivering complex and high impact projects and campaigns within budget and time constraints.
- Experience of maintaining and managing content on a variety of platforms.

4. Other Requirements:

- Able to work some evenings and attend some weekend events.
**Terms and Conditions of Employment***

Employer: Green Templeton College. The College is an independent employer and does not automatically apply University of Oxford employment terms and conditions or policies.

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Location: The successful applicant will be based on the site at Green Templeton College, Woodstock Road, Oxford, OX2 6HG. The post may require travel to and work at other locations.

Hours: 37.5 hours per week. Reduced hours will be considered for the right candidate. Some evening and weekend working will be part of this role.


Holiday: 38 days per annum, including Bank Holidays and College closure days.

Pension: The post is pensionable and the post holder eligible for membership of the USS, a contributory pension scheme.

Duration: Permanent contract.

*Free lunches, tea and coffee are provided when the kitchens are open.

** Parking is available on site on a first come first served basis. These are not contractual benefits and may be removed if the needs of the College change.

**How to apply**

Please submit the following, quoting job reference number GTC-125 to hr@gtc.ox.ac.uk

A curriculum vitae giving details of relevant achievements as well as your educational and professional qualifications.

A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification

Details of your latest salary, notice period and names and contact details of two referees. We will assume that we are free to approach referees at any stage of the application process unless the applicant states otherwise. Please
state such requirements explicitly alongside the details of the relevant referee(s);

Telephone contact numbers, which will be used with discretion.

It is possible, but not preferred, to send applications by post to Human Resources Department, Green Templeton College, Woodstock Road, Oxford OX2 6HG.

**Recruitment Timetable**

The closing date is Monday, 5\textsuperscript{th} March 2018 at 12 noon. Interviews will take place on Friday, 23\textsuperscript{rd} March 2018. As there are several staff members involved in the selection process it will not be possible to alter the interview date.

In the interests of economy we will only contact those candidates who have been shortlisted for interview and they will be informed by telephone or email. Applicants are welcome to telephone or e-mail to check the progress of their application.

**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 Data Protection Act 1998 and the University’s Data Protection Policy.

**Travel Expenses**

The College will reimburse receipted travel expenses to interview at the rate of a second class rail fare, within the UK.