



ST HUGH'S COLLEGE
UNIVERSITY OF OXFORD

Welfare Dean and Junior Research Fellow (2 posts)

Job Description

1. **Job title:** Welfare Dean and Junior Research Fellow.
2. **Hours:** The post is based on 37.5 hours per week, equivalent to 1,950 annualised hours inclusive of annual leave and public holidays. Activity will be divided equally between Welfare and Research responsibilities, with 975 annualised hours allocated to each area.
3. **Salary:** University Grade 7, £40,501.50- £49,081.50 inclusive of Oxford University Weighting
4. **Reports to:** The Dean with a dotted line to the Senior Tutor.
5. **Contract type:** Fixed-term for 3 years.
5. **Key relationships**
Senior College Officers, Student Support and Disability Coordinator, other members of the Health and Wellbeing team, Academic Office, Lodge staff, College Doctors, Mental Health Advisory Service and relevant University services.
6. **Job Summary**
The Welfare Dean and Junior Research Fellow combines responsibility for student welfare with active participation in the life of the College as an academic pursuing a self-determined programme of research.
The posts are designed to ensure that welfare support is delivered by someone who is fully embedded within the academic community and understands the social and personal context of student life. In a collegiate environment, student wellbeing is closely linked to academic experience; this role brings those elements together to provide informed, credible, and accessible support.
Two postholders will work collaboratively as a team to provide professional, compassionate guidance to students, contribute to a proactive and inclusive culture of wellbeing, and work collaboratively across the College to ensure effective support structures are in place. Alongside this, they will individually pursue high-quality postdoctoral research, maintaining academic engagement and contributing to the intellectual life of the College.

The postholders will be required to work on-site during normal working hours for a significant proportion of each [academic term](#) (Mondays to Fridays, weeks 0-9 in Michaelmas and Hilary Terms, weeks 0-10 in Trinity Term).

They will also contribute to the provision of welfare support outside standard working hours, including evenings and weekends, in line with the residential nature of the role. Accommodation on-site will be provided.

7. Background

St Hugh's College is one of the constituent colleges of the University of Oxford and an independent, self-governing institution as well as a registered charity. Founded in 1886 to provide outstanding educational opportunities for women who were then excluded from the University, St Hugh's has a proud tradition academic excellence and widening access.

Today, the College is renowned for its friendly, inclusive, and forward-thinking community, and is committed to becoming an outstanding employer within the collegiate University. As one of the largest colleges in Oxford, St Hugh's is home to around 850 students and a vibrant academic community of Fellows and lecturers across a broad range of disciplines. These are supported by a large non-academic staff who play a vital role in delivering the College's academic, administrative, and operational services.

The College's Governing Body comprises the Principal, the academic Fellows (including the Dean), the Senior Tutor, and the Bursar. Members of the Governing Body serve as Trustees of the charity and hold ultimate responsibility for the College's governance and strategic direction, with day-to-day management delegated to key officers and committees.

8. Main Responsibilities

Overview

- To provide a visible, approachable, and trusted welfare presence within the College community.
- To operate effectively at the intersection of student support and academic life.
- To ensure that students are able to access appropriate, timely, and well-coordinated support, including referral to specialist services where required.
- To contribute to a positive, inclusive, and proactive culture of wellbeing as well as to the intellectual and community life of the College.
- To deliver and sustain a high-quality, impactful programme of research alongside welfare responsibilities.

Student Welfare and Wellbeing

- Provide regular and accessible opportunities for students to seek support, including scheduled availability during term and responsiveness outside standard hours when required.
- Contribute to the ongoing development and improvement of welfare and wellbeing provision within the College, including making recommendations for service development to the Dean.

- Work collaboratively with colleagues across the Health and Wellbeing Team to ensure coordinated and consistent support.
- Engage with the JCR and MCR to support and help shape student-led wellbeing and community life initiatives.
- Contribute to the effective communication of welfare provision and available support.
- Assess needs and facilitate access to appropriate support, including referral to internal and external specialist services.
- Contribute to the identification and support of students at risk, including participation in case discussions where appropriate.
- Maintain accurate and confidential records in line with legal, safeguarding, and data protection requirements.

Operational Responsibilities

- Contribute to the provision of welfare support outside standard hours in line with the residential nature of the role.
- Exercise a high level of personal responsibility, professionalism, and discretion in all aspects of the role.
- Undertake relevant training necessary for the effective discharge of the role.
- Undertake additional duties as reasonably required by the Dean.

Research

- Develop and deliver a coherent and ambitious programme of postdoctoral research.
- Produce high-quality research outputs, including publications, the presentation of papers, the delivery of lectures, attendance at conferences, or as otherwise appropriate.
- Participate actively in the intellectual life of the College, including engagement with Fellows.
- Maintain academic visibility and credibility within the relevant field(s).
- Report annually on research to Academic Committee.

9. Selection criteria

Essential

- A doctorate completed, examined, and awarded by the closing date for applications.
- A well-developed and intellectually ambitious plan for post-doctoral research over the three-year period of the Fellowship.
- Demonstrable experience of supporting individuals with a range of welfare needs, including managing complex, sensitive and potentially high-risk situations, within Higher Education or a comparable setting.

- Excellent interpersonal and communication skills, with the ability to engage effectively and appropriately with students, academic colleagues, professional services staff, and senior stakeholders.
- Proven ability to exercise sound judgement in complex and ambiguous situations.
- A high level of emotional intelligence, resilience and professional maturity, with the ability to maintain appropriate boundaries while remaining supportive.
- Ability to foster an inclusive, respectful, and supportive environment for individuals from diverse backgrounds.
- Strong organisation skills, with the ability to manage competing demands effectively.
- Ability to work both independently and collaboratively as part of a multidisciplinary team.
- A high degree of integrity and professionalism, including an understanding of confidentiality and safeguarding responsibilities.
- Willingness to contribute to the intellectual life of the College.
- The appointment will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

Desirable

- Knowledge of sources of welfare support within colleges and the wider University.
- Familiarity with issues relating to equality, diversity, mental health, and disability affecting students, including relevant regulatory and legislative contexts.
- Evidence of plans to achieve research impact beyond academia (e.g. REF-aligned impact).

10. Benefits and other Terms

- Accommodation:
 - On-site accommodation in College to allow for out-of-hours work
- Pension: employment with the College provides enrolment into the Universities Superannuation Scheme (USS)
- Annual leave: 30 days of annual leave and 8 public holidays per year for full time equivalent staff (8 days of annual leave is reserved to cover the Christmas break when the College is closed).
- Meals: provision of meals free of charge while on duty when the kitchens are open, including membership of the Senior Common Room.
- Health & Wellbeing:
 - Employee Assistance Programme – a free confidential telephone helpline with access to face-to-face counselling.
 - Free annual flu jab.

- Free eye tests for all staff and a contribution towards new glasses if your prescription has changed.
- Travel Pass Loan: a discounted travel scheme is available with monthly deductions from salary.
- Cycle to Work Scheme / Bike Loan: monthly deductions from salary.
- University Staff Benefits: staff at Oxford can enjoy a wide range of benefits through the University including retail and free visitor access to the University's colleges, gardens, libraries and museums, and events.
- Allowances:
 - A research allowance (currently £969 p/a)
 - Eligibility to apply to the Fellows' Discretionary Research Fund (up to £1500 per application)

Application Procedure

Applications should be sent by email as a single PDF to academic.recruitment@st-hughs.ox.ac.uk by **12 p.m. (UK time) on Friday 3 July 2026**.

Applications should comprise:

1. a completed application cover sheet, which will include the names and contact details of two academic referees (available from the College website: <https://www.st-hughs.ox.ac.uk/people-life/work-for-us/staff-vacancies-at-st-hughs-college/>);
2. a covering letter (2 pages maximum) outlining the candidate's suitability for this post and including a brief account of any relevant teaching experience and training;
3. a full curriculum vitae, including a list of any publications;
4. a research proposal (1 additional page maximum) with an outline of the research that the candidate proposes to pursue during the tenure of the Fellowship.

Candidates should ask **two referees** to submit their references to academic.recruitment@st-hughs.ox.ac.uk by **9 a.m. (UK time) on Friday 3 July 2026**. References should include an assessment of the significance of the proposed research. The College would like to take this opportunity to thank in advance all those who write on behalf of candidates for this post.

Interviews are likely to take place in the week beginning 20 July 2026.

Candidates invited for interview will be asked to submit written work of not more than 6,000 words. This might be (part of) a chapter of their doctorate, a chapter in an edited volume, or a journal article, and should include a brief covering note to indicate what the author considers is the significance and of the work and where its originality lies. **Written work should not be sent unless and until it is specifically requested.**

Candidates are also asked to complete an equal opportunities form, also available from <https://www.st-hughs.ox.ac.uk/people-life/work-for-us/staff-vacancies-at-st-hughs-college/>,

and return it to academic.recruitment@st-hughs.ox.ac.uk. This form is used for monitoring purposes only and will not be seen by any member of the selection committee.

Queries about the post should be addressed in the first instance to the Senior Tutor (senior.tutor@st-hughs.ox.ac.uk).

Promoting Diversity

St Hugh's College is committed to equal opportunity, 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.