

Access and Participation Lead

Job Description

- 1. Job title:** Access and Participation Lead
- 2. Hours:** 37.5 per week (full-time)
- 3. Salary:** Grade 7 (£40,501.50 - £49,081.50) – inclusive of OUW
- 4. Duration:** Fixed-term until 15 October 2027 (to cover maternity leave)
- 5. Reports to:** Senior Tutor (pro tem)
- 6. Direct reports:** Outreach Officer
- 7. Job summary:**

The Access and Participation Lead provides leadership for the College's access, outreach and participation activity. They are responsible for developing, implementing and evaluating evidence-informed initiatives designed to widen access to Oxford and support the success of students from a diverse range of educational and social backgrounds.

The postholder will provide specialist advice to senior colleagues on access and participation strategy, lead the development of partnerships and programmes, manage relevant resources and budgets, and line-manage the Outreach Officer.

8. Key relationships:

Applicants, students, teachers, parents, Fellows, staff, University departments and faculties, other colleges, University outreach fora.

9. Background

St Hugh's is one of the constituent colleges of the University of Oxford and is an independent, self-governing institution that is also a registered charity. Founded in 1886 to provide an excellent education to women who were otherwise excluded from the University, St Hugh's is proud of its reputation for being a friendly, inclusive, and progressive community, and is committed to becoming the best employer in the collegiate University. One of the largest colleges in Oxford, there are around 850 students, more than 60 Fellows, over 60 lecturers working in a wide range of academic subjects, and a non-academic staff of 120 across the College's support and administrative operations.

The College is run by the Governing Body, consisting of the Principal, 52 academic Fellows, and the senior officers of the College such as the Senior Tutor and the Bursar. The members of Governing Body are the Trustees of the charity and have ultimate responsibility for the

governance and operations of the College, although much of this is delegated on a day-to-day basis to a number of key committees and officers.

The Academic Office handles the College's academic administration under the direction of the Senior Tutor, and includes the Academic Registrar, the Admissions and Enrolment Officer, the Academic Officer, the Student Disability and Support Coordinator, the Outreach and Participation Lead, and the Outreach Officer. The Outreach and Participation Lead is part of the Outreach Team in the College Office, reporting via to the Senior Tutor (pro tem), to the College's Governing Body.

10. Main Responsibilities

Outreach

- To build and maintain strong relationships with school teachers and students, in particular in St Hugh's designated link region, Kent.
- To deliver and evaluate St Hugh's College's access, outreach and participation activity and develop evidence-informed approaches that support the College's strategic objectives.
- To work with the Admissions and Enrolment Officer on the construction and delivery of College Open Days and monitor the impact of Open Day visits on applications to the College.
- To recruit, train and manage Student Ambassadors to harness the contributions of St Hugh's students to widening participation and outreach activities to maximum effect.
- To produce reports on the College's outreach and recruitment activity for Academic Committee and analyse its impact.
- To oversee the outreach budget (in collaboration with the Senior Tutor and the Finance Office).
- Based on careful research, to develop an excellent awareness of how other educational organisations and charities (including other colleges in Oxford and Cambridge) operate in this field and engage with them as appropriate on common issues.
- With the Admissions and Enrolment Officer, to support tutors through the admissions process, using the relevant University databases as well as specialist knowledge of the education sector.
- To hold responsibility for safeguarding arrangements within the College's outreach and access activities, providing specialist advice and ensuring appropriate procedures, training and risk management arrangements are in place.

Communications

- In conjunction with the Communications Manager, to take responsibility for leveraging and enhancing the College's website, social media, and publicity materials for marketing and student recruitment purposes.
- To implement communications policies to support the College's outreach goals and work with the Senior Tutor on developing such policies.

Other duties

- To provide effective line management and professional leadership to the Outreach Officer, setting objectives and priorities, managing performance and development, and ensuring the effective deployment of resources.
- To work with Learning Development & Support Tutors to ensure that students receive ongoing support throughout their time at St Hugh's.
- To negotiate and develop collaborative partnerships that advance the College's strategic access and participation objectives.
- To contribute to the work of the Alumni and Development Office in their engagement with current and potential donors who wish to support the College's outreach work.

Strategy, Policy, and Planning

- To take responsibility for the operational planning and implementation of the College's access and participation initiatives.
- To lead the development of proposals and recommendations for the College's access and participation strategy, drawing on institutional data, sector research and specialist knowledge of widening participation.
- To provide evaluations of outreach activities that will inform decisions about the effectiveness of individual initiatives and future plans.
- To identify emerging issues and opportunities and develop recommendations for the Senior Tutor and relevant College committees.
- To work with the Senior Tutor on strategies for underpinning our access and participation goals throughout students' time at St Hugh's, including working to develop an inclusive student experience and giving students the best possible opportunity to succeed in their degrees irrespective of previous levels of education advantage or disadvantage.

11. Selection criteria

Essential

- Educated to degree level or equivalent professional experience, with substantial relevant professional expertise in access, widening participation, outreach or a related field.
- Substantial professional experience of outreach, student recruitment, widening participation, widening access or other relevant areas, preferably within a higher education setting.
- Experience of managing and delivering projects or initiatives that involve a high number of stakeholders and a wide range of activities.
- Demonstrable experience of line management or significant responsibility for the development of others.
- High standards of written and oral communication skills, including the ability to communicate clearly with a wide range of audiences, as well as design and deliver presentations confidently and write effective reports.
- Ability to formulate clear and practical advice on a range of complex issues.
- Experience of providing specialist advice and influencing senior stakeholders.
- Experience of developing and managing complex partnerships involving multiple organisations and stakeholders.

- Excellent interpersonal skills with the ability to work with people from different backgrounds and at all levels, inside and outside the University, including experience of having developed excellent relationships with key stakeholders and delivered excellent customer service.
- Excellent analytical, numerical and organisational skills and computer literacy (including experience of Microsoft Office-based applications).
- A proven ability to coordinate multiple demands, manage competing deadlines, and remain calm under pressure.
- Excellent attention to detail and high levels of accuracy.
- Ability to act with tact and diplomacy.
- Good judgement and the ability to deal appropriately with confidential information.

Desirable

- Experience of working in the collegiate University.
- Prior experience of working with young people of different ages.
- Prior experience of managing events, and a timetable of travel.

12. Application process

Please send a completed application form to recruitment@st-hughs.ox.ac.uk by midday on **Friday 18 September 2026**. References will be sought for the successful candidate only. No formal offer of employment will be made until two satisfactory references have been received.

Informal inquiries may be made to the Senior Tutor, Professor Robert Vilain (senior.tutor@st-hughs.ox.ac.uk) from 7 September 2026 onwards.

Please also complete an equal opportunities monitoring form and send to recruitment@st-hughs.ox.ac.uk: this form is for monitoring purposes only and will not be seen by members of the selection panel.