Job Description for a

Student Recruitment and Admissions Officer

Wycliffe Hall is an evangelical college in the heart of Oxford. It is both a theological college of the Church of England and a Permanent Private Hall of the University of Oxford. Our vision is to see the nations transformed by the gospel, and, with that goal in mind, our mission is to renew Christian leaders in prayer, character, preaching and thinking. The Hall trains ordinands for Anglican ministry and independent students for undergraduate and postgraduate qualifications. This includes ordinands taking diplomas and degrees on ‘Common Awards’ through the University of Durham. The total full-time student body is in the region of 150, with another 60 on an American Studies programme in Oxford, and about 20 part-time students. There are also about 30 students who take classes at Wycliffe while studying with the Oxford Centre for Christian Apologetics.

Wycliffe Hall is seeking to appoint a Student Recruitment and Admissions Officer to take up the post as soon as possible after 1st March 2018. It is an important role focused on implementing the strategy for student recruitment. This involves seeking out future leaders for the church, developing strong relationships with them and those who influence them, and maximising the number of suitable candidates who come to Wycliffe.

Employment: Full-time and permanent

Responsible to: The Acting Vice-Principal

Principal responsibilities:

1. Seeking out and making connections with potential Wycliffe students
   a. Develop the Hall’s knowledge of its key markets in order to attract potential students and encourage those who influence their choices
   b. Raise the Hall’s profile at key recruitment events, alongside Wycliffe tutors and staff
   c. Organise Open Days and other recruitment events at Wycliffe Hall, and develop new ones as needed, to attract specific students
   d. Develop and employ social media to build relationships with potential students and those who influence their choices
   e. Liaise with the Development Director to maximise the benefits of travel and of the events held at Wycliffe
   f. Liaise with the Communications Manager to ensure all admissions material is kept up-to-date on the website and in print, writing content and making up-dates to material as required
2 Encouraging suitable students to choose Wycliffe Hall for their education
   a. Follow-up enquiries in a timely manner, offering advice on Christian vocations, pathways to ordination, and other matters as needed
   b. Maintain an enquiries and applications database, and report it to key stakeholders on a regular basis
   c. Invite students for interview, and set up and run interview days to encourage qualifying candidates to take up offers when made
   d. Keep in touch with potential students and actively encourage them to accept offers, drawing on the support of tutors and staff as appropriate
   e. Communicate decisions with applicants
   f. Coordinate Confirmation of Ordination Training (COT) forms with the Church of England’s Ministry Division, and with Directors of Ordinands
   g. Liaise with other staff as appropriate, including the Senior Tutor and Academic Administrators, Bursar and Assistant Bursar

3 Administering an efficient and fair admissions process in close collaboration with the Academic Administration Office.
   a. Ensure Wycliffe’s compliance and full participation in University of Oxford and University of Durham processes, liaising with teams at both universities

4 Other tasks as agreed with the Acting Vice-Principal.

All these tasks will require compliance with the Data Protection and Copyright laws.

Person Specification

Essential
- Pro-active self-starter with excellent networking and communication skills, both written and oral.
- Strong interpersonal skills and pastoral sensitivity to the needs of a wide variety of applicants.
- Familiar with the use of social media
- Willing to travel to attend appropriate exhibitions, conferences and events in consultation with the Acting Vice-Principal. This might typically mean two to six weeks with overnight stays during a calendar year. There is also the possibility of overseas travel.
- Highly organised and able to manage administrative tasks well
- A proficient user of Microsoft Outlook / Word / Excel / PowerPoint and a willing user of databases
- Able to work calmly under pressure, prioritising work to meet deadlines.
- Have a good understanding of the working of the Church of England
- There is a Genuine Occupational Requirement (GOR) that the post holder is a Christian man or woman, being in full sympathy with the ethos and aims of Wycliffe Hall. Regulation 7(2)a of the Employment Equality (Religion or Belief) Regulations 2003 applies.

Desirable
- Experience of working in Higher Education
- Understanding and knowledge of the University of Oxford
- Experience of delivering social media in a professional context
Conditions of Appointment

Remuneration: Salary is likely to be in the range £30-35k, subject to experience.

Pension: In addition, the Hall will contribute a sum equal to 10% of salary to a group personal pension scheme.

Hours: Normal working hours will be 9.00-17.00 from Monday to Friday with a lunch break of 1 hour (35 hours per week). Overtime is not normally paid but may be required at various times throughout the year. Time off in lieu will be given for attendance at specific events out of normal working hours. The ability and willingness to adopt a flexible approach to working hours and duties will be expected.

Holidays: 25 days per annum, plus one additional day’s holiday will be given for each full year’s service of employment at Wycliffe Hall, to a maximum of 30 days, to be taken within college vacations. Public holidays, which if these fall during college term, shall be taken at an agreed time during vacations.

Meals: The appointee will be entitled to free lunches during stated working hours except when the kitchens are closed.

Requirements Candidates must have the right to work in the United Kingdom, and be able to satisfy an enhanced Disclosure and Barring Service check. The capability and disciplinary provisions are set out in the employee handbook. This position is offered subject to the satisfactory completion of a 6-month probationary period.

Training: Wycliffe Hall encourages all staff to undertake appropriate and relevant training.

General: The job description may be amended from time-to-time, following consultation with the Acting Vice-Principal and the post holder, to reflect developments in, or changes to, the job.

Anyone wishing to have informal discussions are welcome to contact the Acting Vice-Principal, the Revd Dr Justyn Terry: justyn.terry@wycliffe.ox.ac.uk

Applications
To apply for this post, please send your CV with a covering letter explaining your vision for this position and the experience you have which might qualify you for this post.

Please send applications to:
Elizabeth Scott, Executive Assistant to the Principal,
Wycliffe Hall, 54 Banbury Road, Oxford OX2 6PW.
Email: principals.pa@wycliffe.ox.ac.uk
Website: www.wycliffe.ox.ac.uk

- Applications are to arrive by 12 noon on Wednesday 13th December 2017.
- Interviews are likely to take place at Wycliffe Hall on 20th December 2017, though some flexibility can be offered.