UNIQ Site Manager Job Description

GROSS SALARY: £ £662.66 PER WEEK (including holiday pay) plus £159.60 training allowance (This may be subject to tax and national insurance deductions)

DATES: UNIQ Spring Schools (3rd – 18th April) and UNIQ Summer Schools (26th June – 1st August)

What is UNIQ?

Running since 2010, UNIQ is the largest official access programme run by the University of Oxford. It aims to provide support and encouragement to students from UK state schools and colleges who have the ability to do well at Oxford, but may lack the confidence to apply. Priority is given to students from low socio-economic status backgrounds and/or from areas with low progression to higher education.

The UNIQ Spring and Summer Schools are four-night, five-day residential programmes, running from Sunday to Thursday during April, July and August. In 2019, we shall be expanding the number of places by 500, working with 1350 state school students (aged 16 and 17 years) in their first year of further education.

During their stay, UNIQ participants follow a rigorous academic programme, attending lectures and tutorials led by Oxford academics. They also have the opportunity to engage in a variety of social activities, such as sports and games, ghost tours of Oxford and a stand-up comedy night. UNIQ courses are offered in over 30 subjects and participants choose which academic strand to attend, depending on their interests.

Further details about UNIQ summer schools are available at www.uniq.ox.ac.uk.

Overview of the role

We are looking for a team of dedicated site managers to work across the UNIQ residential programme. You will be employed for the duration of the UNIQ Spring and Summer schools and will manage a college site, as well as supporting with administrative tasks in the central UNIQ office.

Site managers should be former UNIQ student ambassadors who are passionate about widening access to higher education. They are required to be resident for the duration of the entire residential programme (two weeks in the spring or five weeks in the summer). Your accommodation and meals are provided by UNIQ.
Responsibilities/duties

1. Welcoming students to the college and briefing UNIQ Ambassadors on arrivals procedures for the college site.
2. Ensuring a positive college experience for UNIQ participants; running ice breakers and games throughout the week and being responsible for creating a ‘college community’.
3. Liaising with college contacts (such as access officers, conference staff, scouts, porters) to arrange arrivals, and to discuss accommodation and meal provisions.
4. Managing UNIQ Ambassadors effectively, and supporting them in undertaking their role as subject representatives, and acting as a first line of discipline for UNIQ Ambassadors who have breached their Code of Conduct.
5. Keeping the college environment tidy and welcoming, being responsible for tidying the communal areas throughout the week and clearing up at the end of the summer school.
6. Allocating resources lunch vouchers and other resources to participants and mentors.
7. Signing out non-prescription medicines (such as paracetamol, antiseptic wipes), and keeping these stocks secure within college, reporting illness and first aid incidents to Summer School Co-ordinators.
8. Following health and safety, risk assessment and safeguarding children procedures (which will be part of training) and recording and reporting incidents appropriately.
9. Attending daily meeting with coordinators and other site managers, passing on any relevant information from academic mentors or participants.
10. Chairing daily debrief meeting with UNIQ Ambassadors, passing on relevant messages from coordinators and ensuring UNIQ Ambassadors are aware of what they need to do each day.
11. Signing out and returns items (such as games or resources) borrowed from the central store.
12. Assisting within the central office with administrative tasks prior to the UNIQ residential and as required throughout.

Selection Criteria

ESSENTIAL

• Current student (undergraduate or postgraduate) of the University of Oxford.
• Available to work for all weeks at either the UNIQ Spring Schools or the UNIQ Summer Schools. Dates: UNIQ Spring Schools (3rd – 18th April) and UNIQ Summer Schools (26th June – 1st August).
• Proven interest in widening access work.
• Past experience of working on a UNIQ summer school as an Ambassador or Site Manager.
• Effective communicator, both verbal and written.
• Well organised and punctual, with the ability to work consistently and reliably under pressure.
• Ability to make confident and well-judged decisions at all times.
• Demonstrable capacity to work effectively as part of a team.
• Physical and emotional resilience to cope with challenges and pressures of a residential programme.

DESIRABLE
• Past experience of participating as a student on UNIQ.
• Past experience of undertaking a leadership role or of managing peers.

Training
If you are successful in securing employment you will be asked to attend some mandatory training sessions. You will be paid for your time and this will be included in your final salary payment from UNIQ. The dates of the training sessions will be confirmed when you receive your offer of employment. You will be given a choice of dates wherever possible.

HOW TO APPLY
To apply for this position, please complete the online application form available at www.ox.ac.uk/ambassador.

Applications are open from 10am on Monday 12 November and will close at 5pm on Friday 7 December. Please note that no late applications will be accepted.

If you have any questions, please contact the UNIQ team at uniqadmin@admin.ox.ac.uk or on 01865 280126.

We will contact all applicants by email by Monday 17 December. We will send this email to the address you have provided in your online application, so please make sure that you check this email regularly and that it is correct. Short-listed applicants will be required to attend an interview where they will be assessed according to the responsibilities and criteria listed above.

Interviews will take place between the following dates.

• Wednesday 9 January to Saturday 12 January
• Monday 14 January to Friday 18 January
• Monday 21 January to Friday 25 January

We will try to schedule these interviews to ensure that they do not clash with tutorials or lectures. You will be able to select a suitable time at the point of offer.

We will also require you to bring documents proving your right to work in the UK (Passport and visa if applicable.)
EQUAL OPPORTUNITIES
The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her gender, marital or civil partnership status, sexual orientation, religion or belief, racial group, school or home background, age or disability.

Following your application you may be required to fill in an Equal Opportunities Monitoring Form. This will not affect your 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.

PAY AND BENEFITS
Site managers will be paid a fixed amount for working on the residential programme. This will be facilitated through University of Oxford payroll. Full board will be provided during the dates of the residential and reasonable travelling expenses to and from the residential will also be covered.

DBS DISCLOSURES, CODE OF CONDUCT, SOCIAL NETWORKING POLICY & REFERENCES
Please note that appointment is subject to an Enhanced DBS Disclosure undertaken within the last 3 years, agreement to our code of conduct and social networking policy (provided at point of offer) and receipt of 2 satisfactory references. Referees should be your Senior Tutor and a supervisor from previous work with young people. If you have already been issued a DBS certificate to work with UNIQ within the last three years you must be able to produce it if you are offered a position. If you have lost the certificate you will need to pay the cost of a new application (around £50).