



**Harris
Manchester
College**
UNIVERSITY OF OXFORD

Next Horizons Administrative Assistant Further Particulars

Job Title: Administrative Assistant
Hours: Part time (0.5 FTE) (18.75 hours per week)
Salary: £26,038 – 29,659pa pro-rata (equivalent to University grade 4) plus an additional Oxford University Weighting payment of £1,500 pa pro-rata.

Contract type: Fixed Term (6 months)
Responsible to: Deputy Director

Additional Information: The postholder will be primarily based at the College's main site. Work will usually be undertaken on Monday, Wednesday and Thursday each week.

Harris Manchester College

The College community, which is located in central Oxford, consists of some 230 students reading for Oxford degrees, at undergraduate and graduate level. HMC is unique in Oxford as it admits only students aged 21 and over (mature students), providing an academic and social environment in which older students can flourish. Although the origins of the College date back over 200 years, it became part of Oxford University only in 1990. It offers a distinctive, non-hierarchical, and friendly atmosphere. For further information please visit the college website at <https://www.hmc.ox.ac.uk/>

The Oxford Next Horizons Programme

Oxford Next Horizons is a mid-life transition programme, developed by Harris Manchester in partnership with the Rhodes Trust, entering its second cycle running January-June 2025.

The six-month programme is aimed at people with successful, established careers who are at a significant turning point in their lives and interested in figuring out what comes next. It will give participants a mix of world-class expertise, debate and discussion, and support for individual projects.

The Principal, Professor Jane Shaw, is Co-Director of the programme, along with the Warden of Rhodes House. Mr Ashley Walters, Fellow of Harris Manchester, is the Deputy Director.

More information on the programme may be found on its dedicated website:

<https://nexthorizons.hmc.ox.ac.uk/>.

Responsibilities

You will provide administrative support to the Oxford Next Horizons Programme across a number of areas, including:

Admissions: processing applications and circulating to assessors; scheduling interviews in liaison with assessors, candidates and referees; drafting formal correspondence on outcomes.

Contractor payments and reporting: preparing and issuing contracts to tutors, advisers and guest lecturers; processing payment claims; collecting and recording tutorial reporting.

Events support: issuing invitations and managing responses; liaising with colleagues over practical arrangements; producing and printing resources; events preparation and on-the-day stewardship.

General administrative support to the Co-Director and Deputy Director, including triaging and following up on email queries.

Selection criteria:

Essential:

1. Excellent written and verbal communication skills.
2. Ability to interact professionally with participants, faculty, and staff.
3. Strong organizational and time management skills, including ability to manage multiple tasks and deadlines efficiently.
4. High level of accuracy and attention to detail in all tasks.
5. Ability to maintain thorough and accurate records.
6. Ability to work effectively as part of a team.
7. Willingness to assist colleagues and contribute to a positive programme experience.
8. Proactive approach to identifying challenges and developing effective solutions.
9. Proficiency in using office software such as Microsoft Office Suite (Word, Excel, Outlook, Teams).
10. Ability to respond to enquiries and requests from participants and faculty in a courteous and professional manner.
11. Ability to be flexible and to adapt to changing priorities.

Desirable:

12. Previous experience in administrative roles, preferably within an academic or educational setting.

Benefits and conditions

1. £26,038 – 29,659 pa pro-rata (equivalent to University grade 4) plus an additional Oxford University Weighting payment of £1,500 pa pro-rata
2. Working hours are 18.75 hours per week. The post-holder will need to have a flexible approach to working hours during busy periods and occasional out of hours working may be required in support of events, for which time off in lieu will be granted.
3. The post holder will be entitled to take a free lunch/meal when on duty and when the College Kitchen is open.

4. FTC: The appointment is fixed term for a period of six months starting in January 2025.
5. Pension: You will have the option of joining a contributory staff pension scheme (The Pensions Trust).
6. *Pro rata* annual leave entitlement of 30 days plus bank holidays, normally to include the days when the College is closed. The remainder to be taken as a mutually agreed time, but normally outside Next Horizons terms.

How to apply

To apply, please email your CV, and a covering letter outlining how you meet the selection criteria, to the HR Officer (hr@hmc.ox.ac.uk). Please include your name, and the reference AA2025 in the email subject line.

Recruitment will be on a rolling basis, with suitable candidates interviewed as soon as possible after the submission of their application.