

Communications Officer for Champion Hall, University of Oxford and the *Laudato Si'* Research Institute

Job title: Communications Officer
Status: Fixed Term Contract (18 months)
Start date: Not before 1 October 2019 or thereafter

Main purpose

The new Communications Officer will actively and creatively develop excellent communications for Champion Hall and the *Laudato Si' Research Institute* (LSRI) at the service of their research, educational, and outreach mission, in accord with the Strategic Plan 2019-2024.

Background Information

Campion Hall, founded in 1896, is the Jesuit Permanent Private Hall of Oxford University and is a small and vibrant international community of scholars and postgraduate students. The Jesuits (Society of Jesus) are known worldwide for their excellence in Higher Education and Research. Campion Hall's mission is twofold. First, it is educational, enabling its students to progress in life and learning, becoming men and women dedicated to the search for truth and the universal human good. Secondly, its mission is academic, to further dialogue, research, and its dissemination, in areas such as Theology and Spirituality, Social Ethics, and Ecology. It seeks to combine academic rigour with the horizons of the mission of the Society of Jesus: to foster the spiritual search, to walk with the excluded in a mission of reconciliation and justice, to collaborate with others in care for our common home, and to accompany young people in the creation of a better future. Campion houses a Jesuit community of scholars and doctorandi working across departments in the University. It also includes other ministerial and lay students and has a number of distinguished lay Fellows of the Hall, who form an integral part of the Hall community and further its mission. See <http://www.campion.ox.ac.uk>.

The *Laudato Si' Research Institute* (LSRI) is a major new initiative that will conduct cutting edge multidisciplinary research at the intersection of theology, ecology and the social and natural sciences that are most relevant to the needs of the world at the global level. LSRI intends to develop three core areas of overlapping multidisciplinary areas of research: (i) the dialogue between theology and science; (ii) linking religion and Catholic social thought to integral human development; (iii) religious engagement with policy and governance, including aspects of societal transformation at a national and global level. The new institute will begin activities in September 2019 and will be fully launched in summer 2020. LSRI is being established through core funding from the Jesuits in Britain as an integral mission of Campion Hall and will be housed at a location close to Campion at Albion House, Pembroke College. It will be led by Director Celia Deane-Drummond, formerly Professor in Theology and Director of the Center for Theology, Science and Human Flourishing at the University of Notre Dame, IN, USA.

Main Duties

- To gain a thorough understanding of the ethos, mission, and context of Campion Hall and the newly-formed LSRI.
- To manage the creation of a new website for Campion Hall and the LSRI by May 2020, in collaboration with a web design company.
- To introduce and manage new and effective communication methods via the website, e-publications and blogs, social media, email and print. This will include producing a termly e-newsletter.
- To cultivate and strengthen relations with relevant constituencies, including members of the Hall, prospective students, the Jesuits in Britain, the global Jesuit network, alumni, academics, and LSRI research networks.
- To market and promote Campion Hall and LSRI public events such as seminars, lectures, conferences, and alumni events. This will include being responsible for photography and podcasts.
- To analyse the effectiveness of communications, including metric reports and other feedback.
- To cultivate a volunteer core of students and Fellows to create content.
- To supervise and work with an intern in communications, if necessary.
- Undertake other reasonable duties as requested by the Senior Management Team

Person Specification

A successful candidate will be:

- Creative and pro-active
- Skilled in communication (oral and written)
- Accurate and attentive to detail
- Able to work under pressure
- Professional, tactful, and diplomatic
- Able to interact confidently with distinguished alumni, Fellows, and students.
- Able to work flexibly as part of a team
- Positive and friendly in manner

S/he will have the following essential experience, knowledge, and skills:

- A track record of excellent professional performance
- Education to degree level or equivalent
- Proven project management, organisational and administrative skills in an office environment
- Excellence in maintaining and designing web pages, working with web designers
- High level competency in producing, editing and proof-reading newsletters or similar
- Proficiency with desktop publishing packages

Desirable:

- Knowledge of the University of Oxford and Higher Education in the UK will be an advantage.
- An interest in promoting multidisciplinary approaches to environmental problems.

Application

Submit a letter of application and CV to master@campion.ox.ac.uk, with the subject-line 'Communications Officer Application' before

The Hall will ask for the names of two referees. They will expect that you have approached these referees at the time of application.

Deadline for receipt of application is noon on 6 September 2019

Interviews on Monday 23 September / Tuesday 24 September 2019

Terms and Conditions

Salary: up to £35,000

25 days paid holiday per calendar year plus UK Bank Holidays

Pension Plan at 5% of your annual salary; a minimum personal contribution of 3%

Life Assurance

Free meals whilst at work

Line Manager: Master's Executive Assistant; LSRI work will be supervised by the Associate Director of LSRI

The proportion of Champion Hall (0.6) and LSRI (0.4) may vary