



CHRIST CHURCH
UNIVERSITY OF OXFORD

CHRIST CHURCH

FURTHER PARTICULARS

Job title	Part-time Tower Poetry Administrator
Location	Christ Church
Department	Academic Office
Salary	University Scale Grade 4, £12.89 per hour (current rates)
Hours	10.5 hours per week
Contract type	Permanent, part-time to start in early August or as soon thereafter
Responsible to	Academic Registrar (working closely with the Tower Poetry Official Student)
Application deadline	12:00 noon 22 July 2024
Vacancy reference	HT24_025
Additional information	This post is subject to a six-month probationary period.

Role of the Part-time Tower Poetry Administrator

The part-time Tower Poetry Administrator role requires an enthusiastic, motivated, and approachable individual to play an integral part in the effective running and administration of the Tower Poetry Prize. The Tower Poetry Administrator will work under the general supervision of the Academic Registrar, but will also work closely with Dr Anna Nickerson, the Christopher Tower Student in Poetry in the English Language. This is an excellent opportunity to gain experience in university administration.

Tower Poetry

Tower Poetry was established in 1999, following a bequest to Christ Church by the late Christopher Tower. It is overseen by Dr Anna Nickerson. The aims of Tower Poetry are to stimulate the enjoyment and critical appreciation of poetry, particularly among young people in education, and to encourage young people in the writing of their own poetry. In 2000, Tower Poetry established the Christopher Tower Poetry Prize to seek out and encourage young poets. Each year, U.K. students between the ages of 16 and 18 are asked to submit poems on a set theme. The Prize rapidly established itself as the most prestigious poetry award in the UK for this age group, and attracts in excess of 1500 entries annually, from all over the U.K. The Prize opens for entries each year in October, and closes in February, with presentations taking place in College in April (the next prizegiving will take place on 23rd April 2025). Every two years, Tower Poetry sponsors the Christopher Tower Poetry Summer School, a short (three-day) residential course in College for young poets



aged between 18 and 23. This takes place in late August, and the next Summer School is planned for 25th-28th August 2025.

Academic Office

The Academic Office is responsible for providing administrative support for all areas of the College's academic functions, under the overall responsibility of the Senior Censor (an academic and College Officer whose role is similar to that of Senior Tutor in other colleges), and the line management of the Academic Registrar. Whilst each member of staff has particular responsibilities, the Academic Office works as a team, with members assisting one another as the need arises and particularly at highly pressured points in the academic calendar.

Main Duties and Responsibilities

Primary Duties

Tower Poetry Prize administration

- Overseeing the annual Prize budget, preparing regular accounts of expenditure for the Tower Student and the Tower Prize Committee, and arranging for payment of expenses
- Liaising in timely fashion with external professionals responsible for different aspects of the Prize administration, e.g. art designer, typesetter, printer, photographer/videographer
- Liaising with the Treasury at Christ Church in order to process invoices and to obtain authorisation for payments in timely fashion (in consultation with the Tower Student)
- Preparing documents and minutes for the Tower Prize Committee meetings
- Maintaining (in consultation with the hosting company and the Christ Church Website Manager) and updating the Tower Poetry website
- Processing entries to the annual Tower Prize Competition using Submittable
- Arranging the annual promotional mailing and maintaining/updating its associated database and preparing promotional material each year, and liaising with the designers and printers
- Identifying and contacting prospective judges (in consultation with the Tower Student)
- Organisation of the annual Prize-giving ceremony (in consultation with the Tower Student)
- The publication of each year's Prizewinners' booklet, and all associated consultation with printers and designers
- Putting into practice any new initiatives for promoting the Competition (including all arrangements for special lectures, readings etc)
- Establishing and maintaining links with arts, educational, press, and other media organisations in promoting the Competition and related activities each year
- Servicing meetings of the Tower Poetry Prize Committee (usually once per term) and preparing (in consultation with the Tower Student) a full annual report on the Tower Prize Competition.

Tower Poetry Biennial Summer School

- Preparing the advance budget for each year's Summer School, for the approval of the Tower Student and the Tower Prize Committee, and an account of expenditure
- Contacting schools to identify and offer places to suitable participants, contacting potential tutors, and arranging publicity as appropriate
- Overseeing arrangements for pupils' accommodation and meals in College, along with any associated events, liaising with the Steward's Office, or any outsider service provider, as appropriate
- Providing information and advice to pupils, both before and during the Summer School, and providing administrative support to tutors.

Other

- Develop a general understanding of work across the Academic Office and provide cover, assistance or support if needed to colleagues in other areas.
- Create content for and maintain Tower Poetry social media accounts.
- In consultation with the Tower Student, be willing to explore the possibility of involvement in school poetry workshops as part of Tower's outreach activities.

The post-holder will be expected to carry out other duties, commensurate with the grade and responsibilities of the role, in related areas which the Academic Registrar may reasonably expect, and to provide cover for colleagues in the Academic Office in the event of absence.

Person Specification (selection criteria)

Applications will be judged only against the criteria which are set out below, and applicants should ensure that their applications show clearly how their skills and experience meet these criteria.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account.

The selection criteria are:

- A flexible approach to workload and hours of work, with a co-operative and collaborative attitude
- Good IT skills (Microsoft Office, Excel, email etc.) and the capacity to pick up new systems quickly. (Though it is not an essential criterion, previous experience with Submittable would be an advantage).
- Excellent written and oral communication skills and strong numerical skills.
- Flexibility to deal with a wide range of tasks and good problem-solving skills.
- Interest and enthusiasm for the aims of Tower Poetry.
- A positive, calm and unflappable approach to a range of situations and challenges.
- Responsible and conscientious attitude.

Terms and Conditions

- Salary: University Pay Scale 4, £12.89 per hour (current rates).



- Hours of work: Working hours may change from time to time, but the post requires the post-holder to work 10.5 hours per week. However, you will need to have a flexible approach to working hours, as additional hours will be required around the times of competition deadlines (February/March) and summer schools (August) for example.
- Holidays: five weeks per calendar year pro rata, rising to six weeks after two years of service.

How to Apply

Please apply using the online application form available at:

https://fas.chch.ox.ac.uk/fas_live/chchpttpa/ no later than the deadline of **12:00 noon on 22 July 2024**. Applications received after this time will not be considered.

Application documents should include:

- Letter of application addressed to the Academic Registrar, stating your interest in, and suitability for, the role.
- CV, including the names and contact details of two referees. References will be taken up for the successful candidate.

Applications will be judged only against the criteria which are set out in the Further Particulars, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependents).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of the selection panel will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in Christ Church.

Interviews for the position are expected to take place around **31 July 2024**.

The appointment will be subject to provision of proof of the right to work in the UK.

If you need help

If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk.

Important Information for Candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.



Equality of Opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favorably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.