



Weidenfeld-Hoffmann Trust

Programme Coordinator (c 20 hours/ 0.5 of post)

Would you like to join a small and dynamic team to help deliver one of Oxford's most unique and well-respected Scholarships Programmes? Do you enjoy finding new ways of using social media to communicate and reach out to new audiences? Would you like to make short films and videos to capture our programme activities? Are you a good communicator with experience of writing content for newsletters and the web?

If so this could be the role for you...

Job Description

We are looking for a Programme Co-ordinator for our Weidenfeld-Hoffmann Scholarships & Leadership Programme.

The Weidenfeld-Hoffmann Trust (WHT) was established in 2015 and is **based at the Saïd Business School in Oxford**. Our Scholarships & Leadership Programme provides talented young graduates from developing and emerging economies with full scholarships to University of Oxford, alongside a specially created leadership training programme focusing on the skills they will need to become leaders in whatever fields they choose on a national and global scale. It is the largest endowed scholarship supported by Oxford University. For 2018-19 we have 29 scholars from 19 different countries including our first from Guatemala, Laos and Ecuador.

For more information on the Trust, alumni and activities see our website: <http://whtrust.org/about/>

Salary: £27,000-£30,000 (depending on experience) (pro-rata approx. 2.5 days a week)

Hours: TBC on discussion including some evening and weekend working for events and during busy periods. Overtime will not be paid, but time off in lieu can be taken upon agreement with the WHT Director.

Leave entitlement: 25 days plus bank holidays (pro-rata)

How to apply: Please send your CV and a considered covering letter including details of any relevant experience to explain why you are a good fit and what you think you could bring to the role to info@whtrust.org. Mark the subject line of the e-mail: ***Application for the position of Programme Coordinator***.

Recruitment timetable: ASAP -we are operating a rolling deadline for applications.

Specific Responsibilities:

Acting as programme support for the Director and the Scholarships and Leadership Programme Manager:

- Creating a library of footage/photos of new cohort/Trust activities
- Finding ways to use new media to promote the Scholarships Programme;

- Maintaining the WHT website, www.whtrust.org, including ensuring that all information is regularly updated (Familiarity with WordPress is desirable); in coordination with the Alumni Network Coordinator;
- Helping to produce video content from events and other records such as photographs and uploading these onto the website; helping to create short promotional videos on WHT Scholarships & Leadership programme;
- Developing and implementing a social media strategy in co-ordination with the Alumni Network Coordinator
- Promoting interest in the Scholarships Programme and any other events via the website and social media (Twitter, Facebook etc); in coordination with the Alumni Network Coordinator
- Producing e-newsletters, coordinating/drafting the production of the annual report, fundraising material and other promotional material throughout the year. (experience of InDesign software - or similar - is essential although training could be provided for the right candidate);

Any other support for the Scholarships Programme as required - including assisting with:

- Event management;
- Monitoring and evaluation of events/workshops and production of reports;
- Maintaining WHT database/records;
- Assisting with the scholarships selection process;

Key Skills, Competencies, Experience and Qualifications:

- A self-starter with a proactive attitude who can anticipate needs;
- Experience of communications, new media and website management, including a working knowledge of WordPress and experience of working with video is highly desirable;
- Excellent IT skills including MS Office (Word, Excel, Outlook, PowerPoint). Knowledge of InDesign and Photoshop - or similar - is highly desirable;
- Excellent written and verbal communication skills, including the ability to interact effectively with a range of individuals from students to senior academics and high-profile speakers;
- Strong organisational skills – able to multi-task and manage time efficiently and work to tight deadlines;
- Experience of publicity and event marketing;
- Enthusiasm for the goals of the WHT;
- Some experience of administration and events management is desirable;
- Education to at least degree level;
- Knowledge of the higher education sector or an interest in the arts, humanities or social sciences would be advantageous but is not essential.