



St Anne's College, Oxford

Oxford Comparative Criticism and Translation (OCCT) Co-ordinator

**£32,463 per annum pro rata, actual salary £12,985 for 14.5 hours per week
Fixed term (Maternity Cover) from August 2021 for one year.**

The College

One of the largest Colleges in the University of Oxford, with around 770 students, St Anne's is known for being down-to earth, ambitious, outward facing and collaborative. We aspire to understand the world and change it for the better.

Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may think that Oxford is not for people like them.

Our community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, our Principal since 2017, is a graduate of St Anne's who took on the role after a thirty-year career in policing, including as an Assistant Commissioner in the Metropolitan Police.

As a Charity and one of the more modern Colleges, our finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of our worldwide network of committed alumnae and donors.

For further information about the College, please visit <http://www.st-annes.ox.ac.uk>

OCCT at St Anne's College

OCCT is a Research Centre based jointly in St Anne's College and the Oxford Research Centre in the Humanities (TORCH). We bring together experts from across the university to engage in discussion and research relating to comparative and world literatures, and criticism and translation; we have especially strong participation from early career academics and postgraduate students. We run seminars, workshops, a postgraduate-led discussion group and an annual conference; we stage public events, such as Oxford Translation Day; we have a connection to a book series, Transcript; and we support the University's Masters degree in Comparative Literature and Critical Translation. OCCT has a strong and growing international reputation, as shown for instance by our participation in the Mellon-CHCI Global Humanities Institute on The Challenges of Translation (2019). Our website is at <https://www.occt.ox.ac.uk/>.

Overview

Job Title	OCCT Co-ordinator
Location	Oxford
Reports to	Professor Matthew Reynolds
Direct reports	None

Key areas of responsibility

1. Communications

- publicise the activities of the Centre via the website, facebook and Twitter, writing, editing and publishing copy, and overseeing postgraduate students who may help with some of this work
- draft the weekly blog
- communicate with OCCT's collaborators both nationally and internationally
- edit and post seminar podcasts when appropriate

2. Organising Academic Activities and Events

- organise and (when appropriate) record OCCT seminars
- organise conferences at St Anne's, usually one each year, and oversee postgraduate students who may also be involved in the organisation of the conference
- organise the annual Oxford Translation Day at St Anne's
- administer the Oxford-Weidenfeld Translation Prize

3. Funding

- have responsibility for day-to-day expenditure from OCCT's budget, subject to approval by the Chair
- help identify funding opportunities for OCCT
- work on grant applications for further funding for the Centre's activities, in collaboration with the Chair of OCCT and other academics

4. Publications

- share editorial work on publications, including the online forum OCCT Review. Have oversight of the work of the editors of OCCT Review when these are people other than the post holder.

5. Education

- develop and maintain contacts with schools, where appropriate, to support outreach activity related to OCCT.

Personal Specifications (E = Essential / D = Desirable):

Candidates must be able to demonstrate	E/D
Highly proactive and self-sufficient	E
Excellent interpersonal and communication skills	E
Excellent organisational skills and attention to detail	E
Highly numerate; able to understand and interpret budgets and financial reports	E
Able to respond sensitively and appropriately to a variety of situations	E
Ability to work under own initiative and also as part of a wider team	E
Experience of organising events/seminars	D
Educated to degree level	D

Terms and Conditions

Appointment:	This appointment will be subject to satisfactory provision of proof of the right to work in the UK. Appointees who are not British or Irish nationals, Europeans resident in the UK before 31 December 2020, or do not otherwise already have the right to work in the UK, will need a UK visa. Advice and assistance through the visa application process will be provided by the College and the University's Staff Immigration Team where an appointee requires a UK visa.
Hours of work:	14.50 hours per week, between Monday to Friday. Lunch breaks are unpaid. Overtime is not usually paid.
Salary:	£12,985 pa for 14.50 hours per week.
Annual Leave:	38 days per year pro rata, this includes 8 public holidays. Some holiday must be taken during winter closure. All other holidays will be agreed with the Manager.
Probation:	Six months
Notice:	One month
Pension:	The College offers membership of the USS pension scheme.
Meals:	The post holder is entitled to 2 lunches per week at high table.
Employee Assistance Programme:	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
Bicycle Scheme:	Assistance to purchase a bicycle through a loan scheme.
Childcare	St Anne's have an on-site Nursery.
Parking:	You may be eligible to apply for a parking permit for which an annual fee applies.
Other:	Employment is subject the policies and procedures outlined in the Staff Handbook.

Application process

Prospective candidates should download and return an application form with a CV and a covering letter stating why you are interested in, and suitable for, this role. The closing date is Monday 5th July at 12 noon.

Applications should be sent to recruitment@st-annes.ox.ac.uk

We anticipate holding interviews on 15th July.

St Anne's College is an equal opportunities employer.

The policy and practice of St Anne's College require that all staff are afforded equal opportunities within employment. Entry into employment with the College 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 age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Applicants are encouraged to complete the equal opportunities monitoring form.

To view our Privacy statement please see here: <http://www.st-annes.ox.ac.uk/about/policy-and-governance/privacy-notice>