



Oxford Comparative Criticism and Translation (OCCT) Co-ordinator

Part time (14.5 hours per week).

Fixed term for 1 year with the possibility of renewal.

£41,452 per annum pro rata, actual salary £16,580

The College

One of the largest Colleges in the University of Oxford, with around 865 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.

At St Anne's we are committed to sustainability and our collective responsibility to preserving the environment. We are working in support of the University of Oxford's target of being carbon net neutral and biodiversity net gain by 2035. We expect all members of College to work towards these goals.

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) and our collaboration with universities in Tunisia (2024). Our website is at <https://occt.web.ox.ac.uk/>.

Overview

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

Key areas of responsibility

1. Organising Academic Activities and Events

- organise and (when appropriate) stream and OCCT seminars, discussion groups and workshops
- 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
- provide leadership and cohesion for OCCT's lively postgraduate community
- act as secretary for OCCT's Organizing Committee

2. Communications

- publicise the activities of the Centre via the website, Instagram, Bluesky, facebook, Twitter/X and other routes as appropriate; write, edit and publish copy, and oversee postgraduate students who may help with some of this work
- work with our web developers to keep the website up to date
- draft the weekly newsletter
- communicate with OCCT's collaborators both nationally and internationally
- edit and post seminar podcasts when appropriate
- prepare annual reports for St Anne's Governing Body and OCCT donors

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
- attend OCCT's Budget Committee

4. Publications

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

Personal Specifications

Essential

- Highly proactive and self-sufficient
- Excellent interpersonal and communication skills
- Excellent organisational skills and attention to detail
- Highly numerate; able to understand and interpret budgets and financial reports
- Able to respond sensitively and appropriately to a variety of situations
- Ability to work under own initiative and also as part of a wider team

Desirable

- Experience of organising events/seminars
- Educated to doctoral level

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 will need a UK visa or proof of settled or pre-settled status.
Hours of work:	14.50 hours per week, between Monday to Friday. Lunch breaks are unpaid. Overtime is not usually paid.
Contract:	Fixed term for one year with the possibility of renewal. Start date 14 th September 2026 or as soon as possible thereafter.
Salary:	£41,452 per annum pro rata, actual salary £16,580 for 14.5 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:	Four months.
Notice:	One week during probation or one month thereafter.
Pension:	The College offers membership of USS.
Meals:	The post holder is entitled to 2 lunches per week at high table.
Employee Assistance Programme:	A confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.
Bicycle Scheme:	Assistance to purchase a bicycle through a loan scheme.
Bus pass scheme:	A bus pass can be purchased at a discounted rate

Parking:	You may be eligible to apply for a parking permit for which an annual fee applies.
Childcare:	St Anne's offers quality childcare provision services to College staff and students via our on-site Nursery. Subject to availability.
Family Friendly Policies:	Salary sacrifice scheme for Childcare. Enhanced family friendly policies.
Flu jabs:	Free annual flu jabs are offered to all staff.
Volunteering Policy:	St Anne's offer up to two paid days per year to do charitable volunteering activities.
Working from Home Policy:	We offer flexible working arrangements subject to job role.
Other:	Employment is subject to the policies and procedures outlined in the Staff Handbook.

Application process

If you would like to apply for this position please send us all three of these documents:

- A completed application form (download from our website).
- Your CV
- A covering letter stating why you are interested in, and suitable for, this role.

We also request that applicants download and return an equal opportunities monitoring form.

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

If you would like to discuss the role, or have any queries please email Professor Matthew Reynolds (matthew.reynolds@st-annes.ox.ac.uk) or the HR Office (recruitment@st-annes.ox.ac.uk).

The closing date is 11th August 2026 at 12 noon.

We anticipate holding interviews on Thursday 27th August.

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 <https://www.st-annes.ox.ac.uk/privacy-policy/>