



Oxford Hub

Working together
to build a better Oxford.



Student Social Action Coordinator Application Pack

About Oxford Hub

Oxford Hub is working to build a more equal, resilient and connected Oxford. We run volunteering programmes and collaborative projects that support people to thrive, participate in their community, and bring about systemic change.

This role will be responsible for two key areas of Oxford Hub's engagement of student volunteers: recruiting students to our programmes and supporting student enterprise in the community.

Our work with Crankstart Scholars

At Oxford Hub, we have a long tradition of supporting student volunteering, particularly working with [Crankstart Scholars](#) at the University of Oxford. Crankstart Scholars are students from low-income households who are supported through bursaries and unique career and internship opportunities. As part of the Scholarship, Scholars volunteer for 25 or more hours a year, and Oxford Hub is the main support contact for this. Volunteering gives everyone the opportunity to help make Oxford a better, more equal city. It also supports Scholars to connect with the wider Oxford community outside of their college walls, increase their confidence and sense of agency, equip them with new skills and encourage them to consider social impact careers after university. We support Scholars to find volunteering that they'll find enriching, will enable them to make a positive impact, and will aid their personal development.

This role will engage Crankstart Scholars in our programmes by creating opportunities for students and Scholars to find out about volunteering roles, building relationships with volunteers, and supporting colleagues at Oxford Hub to make the most of Scholars' offers of volunteering support.

Community Enterprise

Oxford Hub funds and supports student ideas and projects to make them a reality. Since 2013, we have supported over 40 different student projects that have become social enterprises, purpose-led businesses, and community organisations. These include Common Ground cafe and study space, Uncomfortable Oxford walking tours, and Antiracism Kidz book club.

We now plan to focus this element of our work even more on projects and organisations that can benefit the community of Oxford, tackling inequalities, enabling individuals to thrive and fostering community participation.

Application Process

We're looking forward to hearing from candidates who have the passion for and commitment to social change. To apply, please read carefully through this pack, then send a CV and a cover letter (one page maximum) or a video application to joinus@oxfordhub.org. Shortlisted applicants will be invited to an interview and an E-tray exercise.

Please get in touch if you need any reasonable adjustments as part of the application process. If you have any questions about this role, contact joinus@oxfordhub.org.

Deadline: Monday 15th August, 9am.

Interviews will take place later in the same week beginning **15th August**.

Start date: As soon as possible.

Oxford Hub does not discriminate in employment matters on the basis of age; class; disability; ethnicity; gender; marital status, nationality; parental status; race; religion; sex; sexual orientation or any other protected characteristic. We believe that diversity in the workplace is essential for us to uphold our vision and mission of equality and equity, and empower everyone in Oxford to thrive. We strongly encourage applications from those with lived experience of our areas of work, and those whose voices have historically been heard less often, such as people of colour and people from low income backgrounds. We encourage former Scholars to apply to this role. [You can read our Equity, Diversity and Inclusion Charter here.](#)

Student Social Action Coordinator

Salary: £22,500 | **Duration:** Fixed term contract from September for 12 months (with scope for extension) | **Hours:** Full time, 37.5 hours per week | **Location:** Oxford Hub Office, 36 Little Clarendon Street

Responsibilities

Scholar engagement

- Recruit Scholars to our volunteering programmes.
- Run outreach events for Scholars where they can meet with programme managers and hear about how to get involved with programmes. Likewise, attend outreach events put on by partners (such as the Freshers' Fair).
- Support Oxford Hub staff to make the most of student and Scholar volunteers on their programmes. This includes working with colleagues to identify community need that Scholars could help meet, define volunteer roles for Scholars which meet these needs, and advertise roles to Scholars.
- Supporting Scholars 1:1 over email, Zoom and in-person, directing them to volunteering that they'll enjoy and which have a strong social impact.
- Write a weekly newsletter in term time outlining all the opportunities for Scholars.
- Run 2-week internal Placements where Scholars support Oxford Hub programmes behind the scenes.
- Report and keep records of Scholars on our programmes, and feed into development of a new digital volunteer management platform.
- Communicate with key community partners, including the University of Oxford's Student Fees and Funding team and Careers Service.

Student Committee

- Recruit a Committee of dedicated student volunteers, who will spread the word about Oxford Hub in the student body.
- Support the Committee to hold regular meetings by supporting them to set an agenda, attending meetings, and checking in on follow-up actions.
- Support the Committee to achieve 6 "outreach projects" each term to spread the word about Oxford Hub, from events to promote student social action, to creating promotional materials. Support could include assisting with venue-booking, set-up, staff attendance to events, and other areas as appropriate.
- Support the Committee to write a weekly student newsletter during term-time.

Community Enterprise

- Work with the University of Oxford's Research Services to offer Oxford University students support to set up their own community enterprises and projects to make Oxford a better, more equal city.
- Promote our community enterprise funding to the student community.
- Run events and activities to engage more students and staff in socially impactful, entrepreneurial Social Enterprise and support them to make their ideas a reality.

- Provide support (working with our partners) for students to develop their enterprises.
- Set up panels (working with our partners) to judge student enterprise pitches and select enterprises to be awarded funding.
- Support funded organisations to succeed and signpost them to further support to enable their enterprises to thrive and deliver community benefit.
- Connect residents or students who are interested in social enterprise with members of the team who can support them.

Oxford Hub Staff Team

Beyond your role, you are part of the wider Oxford Hub team, and as such are expected to:

- Attend regular team meetings, both with the whole team and appropriate working groups such as the university strategy team.
- Support other members of the team in their roles e.g. through supporting training sessions or recruitment events.
- Deal with all matters sensitively and discreetly at all times abiding by relevant confidentiality and data protection policies.
- Share and develop best practice with other members of the team and partners.
- Keep Scholar-focused and enterprise-focused webpages up to date.
- Undertake any other duties as may be reasonably expected as part of this role.

About you

We're looking for someone with a passion for social change, relevant experience, and lots of motivation to get things done. The successful candidate will have the energy to drive forward Oxford Hub programmes combined with the right personality to build relationships with a wide range of different stakeholders.

To thrive in this role at Oxford Hub, you will have these essential skills:

- **You have strong organisational skills and good attention to detail** – you are not afraid to get stuck in on the operational detail, and you understand that good administration is essential to deliver high-quality programmes. You can carefully follow processes and use digital systems, such as Slack.
- **You are passionate about making a difference** – it's not just a job, but it is part of your identity. You believe in a fairer society, and you work towards that every day.
- **You make things happen** – you have a proactive, can-do attitude, and you are fired up by the possibility of making things work better. Overall, you want to get things done and are keen to overcome challenges to make Oxford a better place.
- **You have excellent written and verbal communication skills** – you can communicate appropriately with people at all levels, including those who are experiencing distress.
- **You are a fast learner** – you get your head around things quickly, you always seek new information and feedback, you act on new information as appropriate.
- **Place based work** – you will need to be based locally to undertake the duties, the role cannot be done remotely.