The College seeks to appoint two part-time (0.1 FTE) Outreach Fellows, one in the Arts and one in the Sciences.

Outreach Fellows should be of academic standing. They will usually hold a PhD and may have experience of undergraduate teaching or supervision, and/or of public engagement in their field. Previous experience of outreach and widening participation activities is highly desirable. They should be strong and confident academic communicators.

Outreach Fellows are part of, and contribute to the work of, the Academic Office. They are a key part of the Outreach and Recruitment Team, answering to the Admissions Tutor for Recruitment.

Duties

- Assistance with the planning, organization and delivery of the College’s outreach and access activities, in consultation with the Admissions Tutors and the staff of the Academic Office. The Outreach Fellows will be expected to work both individually and as a team, and to be pro-active in organizing and undertaking outreach activities, within the overall outreach and recruitment strategy determined by the Admissions Tutors.

- Participation in a minimum of 80% of the following events:
  - Open days
  - College access residential
  - The biennial Everton Outreach event

- Delivery of presentations to groups of school and FE students as appropriate, and participation in other outreach activities as requested by the Admissions Tutor for Recruitment.
• To support members of the Fellowship, Directors of Studies, and College Lecturers in their engagement with the college’s outreach activities.

• In order to better be able to advise potential applicants, Outreach Fellows may also be expected to participate in admissions interviews in appropriate subject(s) in December.

• The Outreach Fellows and Schools Liaison Officer will be expected to support each others’ activities. Where the SLO’s focus in on the College’s link areas, the Outreach Fellows will seek to raise the College’s profile and encourage recruitment from across the country, focusing especially on attracting high-achieving applicants from the maintained sector. In doing so, they will need to be sensitive to other colleges’ activities, and co-ordinate with them where necessary.

• Outreach Fellows are encouraged to develop innovative ways raise the College’s profile amongst potential applicants and to improve the College’s recruitment, especially amongst under-represented groups. These may include contributions to the College’s website and social media presence.

• The Outreach and Recruitment Team, consisting of the Admissions Tutor (Recruitment), the Admissions Tutor (Undergraduates), the Outreach Fellows, and the SLO, will meet a minimum of three times per year in order to plan and monitor a strategic and co-ordinated programme of outreach activities. The JCR Outreach Officer, the Academic Registrar and/or the Undergraduate Admissions Officer may be invited to join these meetings on occasion and as appropriate.

Terms and Conditions

• Outreach Fellows must be Fellows or Fellow-Commoners of Magdalene College. Election to a Fellow-Commonership will be recommended for anyone offered the role of Outreach Fellow who does not already hold a Magdalene fellowship in another category. Election to Fellow-Commonerships is at the discretion of the Governing Body.

• Newly-appointed Outreach Fellows will be appointed for one year in the first instance. They may subsequently be re-appointed for periods of up to three years at a time.
• There are no set hours of work. Post holders are expected to make a reasonable time commitment commensurate with fulfilment of the responsibilities of the post. The stipend attached to the post is considered approximately equivalent to 0.1 FTE of a salary for a comparable post, and this is understood as the approximate time commitment that might reasonably be expected of an Outreach Fellow on Magdalene-specific activities.

• Outreach Fellows will be expected to produce a short annual report on their activities for consideration by the Academic Committee.

• For matters relevant to these posts, Outreach Fellows will report to the Admissions Tutors; their line manager will be the Admissions Tutor (Recruitment).

• Each post carries with it the full benefits of Fellow-Commonership (where the appointee does not already hold a fellowship of the College, and subject to election by the Governing Body), including the benefits outlined under the ‘Note on Fellow-Commonerships’, below.

• In addition, appointment attracts an annual stipend of £2,500 (subject to triennial review).

• Reasonable expenses incurred in the exercise of Magdalene-specific outreach activities will be reimbursed. Requests for reimbursement should be signed by an Admissions Tutor before being presented to the College Office.

**Note on Fellow-Commonerships**

• Fellow-Commonerships will be for one year in the first instance and will run concurrently with the appointment as an Outreach Fellow.

• Fellow-Commoners may dine free of charge at High Table on any occasion when meals are being provided, with a few exceptions (e.g., when not all Fellows are eligible to attend a special dinner, such as a subject reunion etc.). Wine taken at dinner or in the Combination Room is not free of charge and will be charged to the Fellow-Commoner’s account.

• Fellow-Commoners, may be granted shared use of a day-study in the College, if required. Application should be made to the President.
• Fellow-Commoners may also use the College Library on application to the Librarian for a reader’s card, and use the SCR where biscuits, tea and coffee are usually available free of charge during the day, and where newspapers can be read. A key to the College car park is provided to all Fellow-Commoners who request one, though parking cannot be guaranteed.

• There is no additional stipend. Fellow-Commoners have a small entertainment allowance to be used in carrying out their role in the College.

• Residential Accommodation. There is no formal provision for residential accommodation in College for Fellow-Commoners. However, those who would be interested in residing in College property may if they wish consult the President in the first instance to check availability and costs.

Further enquiries may be made to the President, Dr M E J Hughes mejh4@cam.ac.uk

Applications should be sent to the HR department of Magdalene College. Please include a CV, the names and email addresses of two referees whom you are happy for us to contact and also a covering letter describing your suitability for, and interest in, the position. HR@magd.cam.ac.uk

The deadline for applications is 24th August 2018 and we expect to interview in the week beginning 10th September 2018. Appointments will be from 1st October or as soon as possible thereafter.