



Job Description

Job title	OCJN Engagement Manager
Division	Social Sciences
Department	Reuter's Institute for the Study of Journalism, Politics and International Relations
Location	13 Norham Gardens, Oxford, OX2 6PS
Grade and salary	Grade 6: £32,332 - £38,205 per annum, pro rata
Hours	Part time (0.5 FTE, 18.75 hours per week)
Contract type	Fixed-term until 31 December 2025
Reporting to	Director of Journalist Programmes
Vacancy reference	173651
Additional information	Closing date: midday (UK time) on Monday 22 July 2024. Interviews will be held during w/c 29 July 2024.

The role

The Reuters Institute for the Study of Journalism (RISJ) in the Department of Politics and International Relations is seeking to appoint an experienced, well-connected individual with a background in environmental or climate journalism. The successful candidate will work with the [Oxford Climate Journalism Network](#) (OCJN), to develop an vibrant portfolio of events and opportunities for the network's community, including the alumni community, and to support the existing array of programmes run by the network.

The Engagement Manager will focus on supporting the OCJN alumni community, developing new programmes and opportunities dedicated to improving the quality and impact of climate journalism across the world. The successful candidate will work with the Editorial Team at RISJ to plan and deliver high quality public-facing events and materials on climate journalism. For this, they will have the support of the OCJN team.





The Engagement Manager will also support the delivery of the OCJN online flagship course and assist in other OCJN programmes including leadership courses, the Annual Event, work with Fellows and outreach efforts.

Responsibilities

Community engagement

- Identify opportunities to engage OCJN alumni in national or regional climate journalism efforts.
- Develop and coordinate the execution of climate journalism events for the wider OCJN community, including the national and regional context.
- Support the wider OCJN alumni community in climate journalism projects that are relevant to key countries or regions.
- Work with the Reuters Institute Editorial Team to plan and deliver high quality public-facing events and material on climate journalism.

Programme content delivery

- Work with colleagues to deliver the OCJN online course, including creating and managing online events tracking key indicators for the course and engaging with members online.
- Support the members of OCJN as they navigate the online course.
- Develop materials for the OCJN online course and the wider alumni community, including newsletters, reading lists and other research materials.
- Assist the Associate Director and the Content Editor in the delivery of other OCJN programmes, including leadership courses, the Annual Event, work with Fellows and outreach effort.

Network promotion

- Identify opportunities to highlight the work and ideas of the OCJN community in a public facing context.



Selection criteria

Essential

- Educated to degree level
- Understanding and experience of working in climate journalism in an international context
- Excellent data visualisation and presentation skills
- Experience managing community engagement programmes, ideally related to journalism, communications or climate change
- A high level of knowledge and understanding of international media
- Ability to work independently and proactively as well as collaboratively in a small team with a range of colleagues, journalists, academics and stakeholders.
- Existing network of global journalists and editors.

Desirable

- Experience running online events for a global audience.
- Proven experience of working in an international environment and sensitively to different cultural norms and expectations

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>



About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: www.socsci.ox.ac.uk



Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in The Times and The Guardian university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post-doctoral group supported by highly competitive research fellowships and working across a broad range of fields.

The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

For further information, please visit: <https://www.politics.ox.ac.uk>

The Reuter's Institute for the Study of Journalism

The Reuters Institute for the Study of Journalism was established in 2006 with core funding from the Thomson Reuters Foundation to bring to the University the study of journalism and its relationship to matters of public policy, politics and wider social and cultural trends. The Institute is an integral part of the Department of Politics and International Relations. The Institute incorporates the Journalist Fellowship Programme which began in 1983 and is affiliated with Green Templeton College. The Institute is located in Green Templeton College premises in Norham Gardens and is supported by its own administrative staff. The Institute



has a Steering Committee, which includes representatives outside the University from the world of journalism. It is accountable to the General Purposes Committee and to the Head of the Department of Politics and International Relations. The Institute is committed to the rigorous, international, comparative study of journalism. It pursues this through:

- **Research Programmes**, which provide timely, accessible, and evidence-based independent analysis of issues facing journalism and news media around the world, and include a series of RISJ publications, as well as more specialised academic articles and book-length treatments of important topics.
- The **Journalist Fellowship Programme**, which brings high calibre mid-career practising journalists to Oxford and offers them a period of reflection and an opportunity to carry out a piece of relevant in-depth research, away from the pressure of tight deadlines.
- **Leadership Programmes**, which gather editors, executives, and journalists in leadership roles in small, intimate, off-the-record settings to engage with each other, exchange best practices and lessons learned, and benefit from current research relevant to the challenges they face

Research:

The Institute is expanding its research activity, and its research strategy is currently organised around three broad areas of focus:

- Relationships between Journalism and Democracy and Accountability – including journalism’s role in holding power to account; issues around international news providers and the trust placed in them; the role of the media in societies undergoing radical political transformation; identifying the most important elements of journalism for the functioning of a democratic society; and examining the impact of different political systems on the ability of journalism to perform its role.
- The Business of Journalism – involving comparative assessment of the financial pressures on journalism in a range of countries, the responses to those pressures, and the implications of each for the long term future of quality journalism and its democratic functions. This area also includes work on regulatory frameworks for and different forms of intervention in journalism and media markets.
- The Evolving Practice of Journalism – including issues such as journalism as a profession and what that means in different countries; the impact of the rise of citizen journalism; blogging and social media; the particular issues posed by specific forms of journalism, e.g. business journalism; journalism and PR; and science and environmental



reporting, where journalists often have to act as translators between specialists and a wider public.

The news media have, within the last decade or so, been disrupted by huge and fast-moving changes in the economic and technological models that had been in place for generations or more. The growth of social media, new players and new platforms has changed journalism forever as well as creating an existential threat to forms of news. The ability of billions of people to publish has created a vast amount of unreliable - and fake - news which now competes with more established forms of journalism. The RISJ must have a powerful voice in the debates around where journalism is going and how it is practised. In addition to chronicling these dramatic changes, RISJ should help illuminate the road ahead by communicating directly with communities of journalists who are at the sharp end of the digital revolution.

Further information about the RISJ can be found at: <https://reutersinstitute.politics.ox.ac.uk/>

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).



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If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly: vacancies@politics.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.



Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University 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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>



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Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.