

Job Description and Selection Criteria

Job title	Director of the Journalism Fellowship Programme
Division	Social Sciences
Department	Reuters Institute for the Study of Journalism, Department of Politics and International Relations
Location	13 Norham Gardens, Oxford
Grade and salary	Grade 9: £ 45,562 - £ 52, 793 per annum (with a discretionary range of up to £57, 674 per annum)
Hours	1.0 FTE but part time (0.8 + may be considered)
Contract type	Fixed-term (initially to 31 September 2019 subject to rolling extension)
Reporting to	RISJ Director
Vacancy ID	128268

Overview of the role

The Journalism Fellowship Programme is a flagship programme which is core to the activity and international reputation of the Reuters Institute for the Study of Journalism. The programme founded in 1983 has continued to grow in size and reputation and since its inception around 600 professional journalists from over 90 countries have participated. Collectively the Fellows research projects have resulted in to an expansive portfolio of practitioner-based research that has made a valuable resource for both practitioners and researchers in the field of journalism. The Director of the Journalism Fellowship is responsible for providing vision and direction for this programme and oversight of its effective operational management to ensuring its continuing success and reputational contribution to the RISJ.

Responsibilities

1. Strategic direction

To lead on the strategic direction of the Journalism Fellowship programme, with guidance from the Institute Director and Steering Committee and within the overall strategic objectives for the Institute, including:

- Identifying and recruiting new sponsors for the programme;



- Developing and implementing marketing and publicity strategies to promote the programme worldwide and to reach prospective applicants and sponsors;
- Leading on ensuring a productive relationship with existing sponsors;
- To advise the Institute Director and Steering Committee on matters concerning the contribution of the Fellowship Programme to the strategic direction of the Institute.

2. Programme content development

To lead on the development of the academic content of the programme:

- Ensuring cohesion between the fellows projects and the overall research objectives and themes of the Institute;
- Devising and implementing appropriate evaluation and review systems for the programme and to report to the RISJ Steering Committee, Advisory Board as appropriate;
- Initiating ideas to enrich and refresh the programme;
- Planning appropriate seminars and events;
- Planning and leading on field trips for fellows outside Oxford.

3. Research supervision

To be the lead in ensuring that the Fellows chosen study project progresses appropriately through their time at the Institution including:

- Ensuring that their chosen study project is appropriate and to advise on any necessary modifications;
- Identifying appropriate academic advisors within or occasionally outside Oxford for the fellows;
- Supervising the Fellows and monitoring their progress and well-being, to ensure that the demands of the programme are in balance with enabling the Fellow to take full opportunity of participating in the academic activities of the wider University.

4. Operational oversight

To oversee all operational aspects of the programme run smoothly including:

- Recruitment and selection of Fellows;
- Inductions for new Journalism Fellows
- Organisation of meetings and events including the weekly Fellows internal seminars and the final seminar at which Fellows present their research findings;
- Dissemination of Fellows' research findings including preparation for publication on the RISJ website;
- Arrangements with Green Templeton College, who awards the status of Visiting Scholars to the Fellows.

5. Other responsibilities

As a senior member of the RISJ's management to:

- Take primary responsibility for the pastoral care and well-being of the journalist fellows
- Represent the Institute and the Fellowship programme nationally and internationally;
- Contribute to policy making and strategic planning for the Institute beyond the Fellowship programme; and to participate in the activities of the Steering Committee, Advisory Board, Editorial Board and other appropriate committees;
- Undertake other work as required by the Institute Director.

Person Specification

Selection criteria

Essential

- Substantial experience at a senior level of professional journalism in an international context;
- A high level of knowledge and understanding of the UK and international media;
- Excellent interpersonal skills and proven relationship-building skills; ability to work both in a small team, and with a wide range of researchers, journalists and stakeholders;
- The ability to have standing with both practitioners and academics within the field of journalism.
- Proven experience of working in an international environment and sensitivity to different cultural norms and expectations.

Desirable

- Solid research experience including an understanding of research design and methodology and the ability to supervise research projects;
- Evidence of a personal publications record within an international context;

Essential Information for Applicants for the position of Director of the Journalism Fellowship Programme

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. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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

The 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 in this area were gathered together in 2000 to create a Department of Politics and International Relations. Since then it has become one of the largest departments in the field in the UK and is considered to be an internationally excellent centre for teaching and research. The department is consistently ranked first in *The Times* and the *Guardian* university guides for the subject. 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 departments of Economics and Sociology, 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.

The department itself contains over 100 graduate workstations. An experienced administrative team supports the department's research and teaching activities. The department's core administration currently comprises sixteen staff, grouped into teams that provide dedicated support for: Courses, Finance, Personnel, Research Support, and Communications and 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 Science Division, Personnel Services, and Research Services, as well as with the University's many colleges.

Teaching – diversity and distinctiveness

An Oxford education maintains its distinctive commitment to tutorial teaching and to thorough instruction in the rigorous application of argument and evidence. The department complements tutorials with class and seminar provision in order to diversify and maintain teaching excellence and to provide students with a variety of learning experiences. Over the past five years, it has focused strongly on new techniques and methods in the study of Politics and International Relations while striving to maintain its traditional strengths.

The department is a major international centre for graduate research, with a graduate body of more than 300 students. Each year it admits a total of around 140 students from around the world to its graduate degrees: two one-year MSc courses (in Politics Research and in Political Theory Research); four two-year MPhil courses (Comparative Government, Political Theory, European Politics and Society, and International Relations), and two doctoral programmes. In addition, the department has an undergraduate body of around 1,000 students reading its two joint honours degrees: Philosophy, Politics and Economics (PPE) and History and Politics (HP). PPE continues to be the University's flagship undergraduate programme, providing those who study it with a rigorous introductory training in the social sciences. Complementing PPE, HP was launched by the department and the History Faculty in 1999, enabling students to combine an interest in both Politics and History by setting contemporary political problems in their historical perspective, and communicating the need for rigorous analytical thinking demonstrated in the long-established PPE programme.

Research - relevance and influence

Research in the department is enriched by its diversity, with over 80 academic staff working in areas that range in geographical scope across the globe and take in the historical foundation and development of societies and their political institutions, as well as contemporary global issues in politics and international relations, through a plurality of approaches (theoretical, empirical and methodological). Staff and students have the opportunity to work individually on their own areas of interest and collaboratively with other members of the department, the wider University and external colleagues and institutions. Individuals and

research centres in the department have strong links with other units in the University, including the School of Interdisciplinary Area Studies (SIAS), the Blavatnik School of Government, and the Departments of International Development and Sociology.

Research in the department is structured through a combination of three underpinning disciplinary research pillars in Government, International Relations and Political Theory, and a number of interdisciplinary research centres and networks.

The department has an immensely rich and diverse programme of research activities, including seminars, workshops, major lectures, conferences and training, and encourages the participation of research students. The department is associated with a number of externally-funded research programmes including the Oxford Martin Programme on Human Rights for Future Generations and the Constitutional Studies Programme in association with the Faculty of Law and Balliol College. The department also hosts the Reuters Institute for the Study of Journalism which, founded in 2006 with core funding from the Thomson Reuters Foundation, has an extensive programme of engagement with practitioners of journalism and research into international comparative journalism. The department also provides advanced quantitative research methods training to graduate students in the Social Sciences via Oxford Spring School externally and internally and to its undergraduate students via the Oxford Q-Step Centre (OQC).

The department encourages and supports funding applications to external bodies from members of the department and has a high level of success in securing funding despite intense competition from other UK institutions. It is also successful in securing University seed-corn funding and underwriting for new research initiatives. The department aims to encourage and support the development of a research environment that is innovative, soundly-based, collaborative and interdisciplinary. It provides funds for individuals through modest internal awards, funding and support for conferences, seminars and workshops, and research assistance.

The 2014 Research Excellence Framework (REF) confirms the excellence of DPIR research and our research environment. We now lead the field in the UK in the impact of this research beyond the academy. DPIR's submission to the Politics and International Studies Unit of Assessment achieved top scores, confirming that we are the leading Unit of Assessment in the discipline in the UK by volume of overall (impact, environment, outputs) 4*world-leading research. In terms of 4* impact we are the leading Unit of Assessment, and we achieved a 100% 4* research environment score.

For more information, please visit: <http://politics.ox.ac.uk>

Reuters Institute for the Study of Journalism

(<http://reutersinstitute.politics.ox.ac.uk>)

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 incorporates the Reuters Foundation Fellowship Programme which began in 1983 and since 1992 was based at Green, now Green Templeton, College. The Institute is established as an integral part of the Department of Politics and International Relations. It is located in Green Templeton College premises in Norham Gardens and 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:

- Academic research and analysis of the key issues facing journalism;

- Interventions in the policy debate on the future of journalism both in the UK and internationally, with high profile events and around 12 publications annually together with new branded products, such as the Reuters Institute Digital News Report;
- The long running, and prestigious RISJ Journalism Fellowship Programme that brings up to 25 practising mid-career journalists to Oxford each year from across the globe.

Research

The Institute is expanding its research activity and its research strategy is 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, and 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 Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Roger Goodman, who is a member of the University's Council. The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and two cross-divisional units. (These are as follows: Law, the Saïd Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment, the Oxford Martin School and the Oxford-Man Institute of Quantitative Finance). Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-oriented provision in areas such as business, law and education. The division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

For more information, please visit: <http://www.socsci.ox.ac.uk>

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also 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).

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

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

All applications must be received by **midday** 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 departments.

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)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about/the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

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

Training and Development

A range of training and development opportunities are available at the University. Further details can be found at www.ox.ac.uk/staff/working_at_oxford/training_development/index.html.

For research staff only: Support for Research Staff

There is a particularly wide range of support for career development for research staff. Please visit: www.ox.ac.uk/research/support-researchers to find out more.

Pensions

The University offers generous occupational pension schemes for eligible staff members. Further details can be found at www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/.

Information for international staff (or those relocating from another part of the UK)

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at www.admin.ox.ac.uk/personnel/staffinfo/international/.

The University of Oxford Newcomers' Club

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

University Club and University Sports Facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See www.club.ox.ac.uk for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit www.sport.ox.ac.uk/oxford-university-sports-facilities.

Childcare and Childcare Vouchers

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare/. **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit www.admin.ox.ac.uk/childcare.

Disabled staff

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details.

BUPA - Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families www.eduhealth.co.uk/mini-site/.

All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/.