



Job Description

Job title	Programme Manager in Leadership Development
Division	Social Sciences
Department	Reuters Institute for the Study of Journalism
Location	13 Norham Gardens, Oxford, OX2 6PS
Grade and salary	Grade 7: £35,308 - £43,155 per annum with a discretionary range up to £47,047 per annum
Hours	Full time (0.8 FTE would be considered)
Contract type	Fixed-term for 2 years from 1 September 2023
Reporting to	Director of Leadership Development
Vacancy reference	166211
Additional information	Closing date – midday (UK time) on 28 July 2023 Interviews will likely be held during the w/c 14 August 2023

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 journalism or journalism adjacent fields.

In the past year, we have hosted over 250 participants from all over the world as part of our open-admission programmes and invitation-only Forums in Oxford and we see significant potential for further expansion both on-site and off-site. The Programme Manager will work closely with the Director of Leadership Development to deliver this expansion, working with the rest of the RISJ team to ensure our leadership development offers are on mission, deliver value for the growing number of participants, and are financially sustainable for the institute.

The Programme Manager is a hands-on role and will suit an individual with professional standing in journalism and the news media industry, a keen awareness of the key challenges and opportunities facing journalism globally, and a demonstrated record of active engagement in debates around the future of the profession and the industry.



The successful candidate, with guidance and support from the Director of Leadership Development, will lead on designing and running some of the leadership courses in our portfolio, focused on helping new and established managers and news leaders around the world tackle the challenges of the media industry. They will evaluate and evolve existing programmes, launch and test new concepts, and assist in programming each event by securing internal and external contributors, and marketing offers to potential participants.

The ideal candidate should seek an active role in professional discussions around the future of journalism and the role of leadership in forging different paths to this future through conference presentations, writings, and the like. They will have experience leading small projects and teams, in journalism or related fields. They will be comfortable balancing numerous tasks simultaneously, while driving projects to completion within clear deadlines. You'll thrive in this role if you enjoy interacting with people and adopting an empathetic approach.

The role reports to the Director of Leadership Development.

Please consider applying even if you don't meet all of the requirements in the list below. Use your application to tell us about the skills you bring that may not be listed but that you consider relevant for the position.

Responsibilities

Programme development

- To design, develop and run existing programmes – both online and in-person - for newsroom managers and news leaders, including the 'Future Leaders in News' course and other courses focusing on junior to mid-career leaders;
- Working closely with the Director of Leadership Development to initiate ideas to enrich and develop the existing programmes;
- To develop, launch, and test new leadership programme concepts;
- To ideate programmes' agenda, invite speakers, chair conversations and host discussions on strategic challenges and opportunities for media leaders
- To deepen existing relationships with news organisations we currently partner with and expand to potential new partners
- Drawing on personal experience and networks to contribute to the leadership development team's thinking on emerging issues facing junior and mid-career managers

Operational responsibilities

- You'll be responsible for running courses, either in person or online. This includes managing logistics and budgets, keeping comprehensive documentation on project activities and impact, and coordinating staff involved in the event

Selection criteria

Essential

- A high-level of knowledge and understanding of the journalism and media industry
- Existing network of global journalists and editors
- Experience building and managing relationships with senior stakeholders in media and journalism
- Excellent writing and presentation skills
- Experience in hosting and moderating conversations amongst senior journalists and editors
- Problem-solving mindset, comfort with managing complex projects that involve multiple stakeholders
- Excellent project management skills and proven ability to prioritise and handle multiple ongoing tasks and deadlines independently
- Proven experience of working in an international environment and sensitively to different cultural norms and expectations
- Positive, empathetic, flexible, and curious
- Open to learn new skills, able to work independently, and be a team player and have outstanding attention to detail, enjoy working with people in a collaborative way, and care deeply about the future of journalism.

Desirable

- The working language is English but additional languages would be a plus

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.

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 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 Reuters 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/>.

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

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).

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 dependants. 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>

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.