

## Job Description

<b>Job title:</b>	Marketing & Communications Manager The Oxford Trust (part time)
<b>Salary:</b>	£35,000-£39,000 per annum pro rata plus benefits, depending on experience
<b>Responsible to:</b>	Associate Director of Communications
<b>Working arrangements:</b>	2.5 days (18 hours) per week with flexible working available. The role includes Tuesday and Wednesday in the office, with remaining hours agreed with the Associate Director of Communications. Working hours are between 8.30am and 5.30pm Monday to Friday. The position is primarily office based with some home working. Evening and weekend working as required.
<b>Holiday:</b>	25 days per annum pro rata. The holiday year is January– December.
<b>Notice period:</b>	12 weeks
<b>Location:</b>	Wood Centre for Innovation, Quarry Road, Oxford OX3 8SB

### The role

The Oxford Trust is seeking a part-time Marketing & Communications Manager. The successful candidate will be responsible for the implementation of the marketing and communications strategy for The Oxford Trust and its innovation programme including:

- The Oxford Trust as a whole;
- The Oxford Trust's two innovation centres – the Wood Centre for Innovation (including the new Aspen Building) and the Oxford Centre for Innovation;
- The Oxford Trust's impact through its education and engagement programmes, under Science Oxford.

The Marketing and Communications Manager will create and manage content across digital and print channels, oversee websites and social media, and support events.

The Manager works within the marketing and communications team, reporting to the Associate Director of Communications.

Key aims include:

- Build brand awareness for The Oxford Trust and its mission;
- Create a strong and engaging online presence across all channels for the Trust and its innovation programme;
- Showcase the impact of The Oxford Trust through its innovation programme and education and engagement programmes under Science Oxford;
- Grow and strengthen the Trust's science and tech business community to market the Trust's innovation centres and build a pipeline of businesses looking for office, lab, technical workspace, co-working and virtual office space;
- Manage the Trust's website and ensure content is up-to-date and relevant and to implement improvements;
- Set-up, implementation and promote the Trust's events programme to build awareness and grow a community of science and tech start-ups.

### **Key responsibilities**

#### **Content creation and production**

Develop and produce engaging, high-quality on-brand content that highlights the Trust's work, community and impact.

- Developing and implementing a content plan for the Trust and its innovation programme, working in collaboration with the Senior Communications Manager for content on the education and engagement programmes;
- Creating content for the organisation across all channels to raise the profile of the Trust and its work including writing, editing, designing, and taking/commissioning images (still and video) appropriate for different target audiences, on- and offline, including news articles, social media posts, e-newsletters and promotional materials.
- Actively liaising with staff across the Trust, innovation centre teams and key personnel in businesses working in our centres to create clear, accurate and engaging multi-media content as specified above to highlight the activity of the organisation and those that we work with;
- Monitoring news on the local innovation ecosystem and companies based in our innovation centres, past and present, their successes and growth for content creation, including conducting interviews, writing articles and posts, and to provide key information for directors;

- Setting up and managing an e-newsletter system, creating newsletters and monitoring mailing lists for all The Oxford Trust and innovation centre newsletters;
- Taking photos and record and edit video footage at Trust/innovation centre activities and events as required, commission additional photography when needed and organising permissions;
- Jointly managing the photo/film library of material for the organisation.

### **Social media management and production**

Development and delivery of a co-ordinated social media presence for the Trust.

- Supporting the development and implementation of a social media strategy and plan for the Trust and its innovation centres, including raising the profile and highlighting the work of the Trust on LinkedIn;
- Liaising with the Trust and innovation centre staff to create and manage content on the Trust's social media platforms in a clear, consistent and timely way, creating campaigns to promote news, activities and programmes that raise awareness of The Oxford Trust, its innovation centres and the impact of its work;
- Working with staff to grow their own LinkedIn profiles to support the Trust where appropriate;
- Identifying and implementing new social media tools that may be of use for the organisation;
- Growing the social media presence of the Trust and its innovation centres and the Headington Science Cluster;
- Reporting regularly on and evaluating the effectiveness of the organisation's social media channels as required by the Associate Director of Communications (see also Evaluation below).

### **Website management**

Ensure the Trust's websites remain current, engaging and effective.

- Responsibility for producing content and the ongoing development and maintenance of the Trust and Headington Science cluster websites, ensuring the sites are always fresh, up-to-date, relevant and optimised for SEO;

- Working with an out-of-house agency on the digital marketing of the Trust's innovation centres;
- Responsibility for hosting/domain name contracts for the Trust and innovation centre websites;
- Acting as first point of contact for all internal and external web-related enquiries;
- Acting as first point of contact for all external web service providers;
- Ensuring integration of websites with other systems e.g. CRM, forms, newsletter mailing system etc.

### **Event management, delivery and marketing**

Support the marketing and delivery of events that strengthen the Trust's innovation community and awareness of The Oxford Trust.

- Working with the Director of Innovation & Operations and Associate Director of Communications to develop and organise a programme of events;
- Creating marketing materials to promote events where required.

### **Monitoring and evaluation**

- Working with the Senior Communications Manager on setting up an effective system/tools to report and evaluate communications and marketing activity across the organisation for all media;
- Producing a twice-yearly report for the Associate Director of Communications (for the senior management team and the Board) and implement relevant improvements as required.

### **Additional responsibilities**

- Providing staff training on social media, website systems and databases we use and produce user-friendly support documentation where required;
- Ensuring we are using the best tools and systems for marketing and communications;
- Supporting integration of communications systems with CRM system HubSpot;
- Supporting on internal communications to clients about the Trust;

- Working with out-of-house suppliers as required for the role;
- Supporting the Associate Director of Communications on matters pertaining to branding and brand awareness across the whole organisation;
- Supporting the Associate Director of Communications on marketing and communications strategy and delivery for the whole organisation including The Oxford Trust, its innovation centres and Science Oxford, as required.

### **General management**

As for all staff, the Marketing & Communications Manager for The Oxford Trust must take responsibility for their own personal management and development and manage physical resources effectively, including:

- Being responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy;
- Ensuring that the organisation's equal opportunities policies are followed and actively practice social inclusion within own area of service;
- Reading and responding to internal communications and information which is disseminated;
- Participating in the Trust's agreed performance appraisal system;
- Ensuring that all resources (including IT hardware and software) are used safely, legally and efficiently;
- Complying with GDPR and financial regulations and the Trust's other policies and systems;
- Undertaking safeguarding training, as required.

### **Notes**

- The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied subject to the needs of the Charity, and in keeping with the general profile of this post;
- The post-holder may be DBS checked.

## **Work experience, skills and knowledge**

### **Essential**

- A communications professional with at least five years' experience in a similar marketing and communications role/s;
- Knowledge of social media channels, particularly LinkedIn, and proven track record of producing high-quality content across all media;
- Proven track record of developing and delivering digital communication strategies and running social media campaigns across multiple platforms;
- Pro-active individual, with strong written and visual communication skills, including writing, editing, doing interviews, proof-reading, photography and video;
- Proven experience of project managing websites, including content production and updates;
- Experience of evaluating data to inform marketing;
- Experience of key programmes, software and systems including Microsoft Office, WordPress, Divibuilder, Hubspot, and Eventbrite required for the role;
- An enthusiastic team player with a can-do attitude and ability to work within a team and independently and unsupervised;
- Proven ability to work under pressure on multiple priorities to meet deadlines;
- A good project manager with excellent organisational and time-keeping skills;
- A track record of delivering public/stakeholder-facing events.

### **Preferred**

- Knowledge of innovation ecosystem in Oxfordshire
- Knowledge of and competency of Adobe suite preferable, including InDesign, Photoshop, Illustrator;
- Producing high standard photography and video, and using editing software;
- Strong team-working skills, demonstrating sensitivity to others' views and ability to show consideration and empathy;
- A strong inspirational team player who can contribute and shape ideas;
- A self-motivator who can build excellent working relationships between the breadth of colleagues, partners and stakeholders;
- Able to work creatively and flexibly to respond quickly to meet both external partner and internal needs;
- Willingness to work flexible hours, with reasonable notice, if needed;
- Demonstrate the Trust's values by commitment to the organisation.

## **Background information**

- Established in 1985, The Oxford Trust is a charity with the mission to encourage the pursuit of science. We do this by running programmes across three areas – innovation, education and engagement. Science Oxford is our education and engagement brand. The innovation programme is operated under the The Oxford Trust.
- The charity is run by a board of trustees, who have mostly held leading roles in business, education or the sciences.
- The position of part-time Marketing & Communications Manager is currently one of 27 full- and part-time posts employed by the Trust. Our team works with a wide range of stakeholders across the region, enhancing innovation and bringing science to life for young people, their teachers and families.
- The Trust is deeply involved in the entrepreneurial life of the county, supporting grass roots and early-stage STEM innovation in many ways and helping facilitate Oxfordshire’s world-class ecosystem through partnerships and physical spaces.
- The Trust runs two innovation centres in Oxford: the Oxford Centre for Innovation in the city centre and the Wood Centre for Innovation in Headington, home to early-stage and growing tech companies. The income from the centres provides most of the funding for the Trust’s education and engagement programmes.
- Science Oxford is the region’s leading developer and provider of STEM curriculum support and enrichment and runs an extensive outreach programme and the Science Oxford Centre. Our Thinking, Doing, Talking Science (TDTScience) programme is evidence-based CPD for primary teachers and the ethos behind all Science Oxford’s programmes.
- The Science Oxford Centre – a hands-on indoor/outdoor facility for early years and primary-aged children – adjoins the Wood Centre for Innovation, where the Trust has its offices.

## **How to apply**

To apply, please email a CV and covering letter explaining your suitability for the role to [jobs@theoxfordtrust.co.uk](mailto:jobs@theoxfordtrust.co.uk)

Please contact Georgina Matthews [georgina.matthews@theoxfordtrust.co.uk](mailto:georgina.matthews@theoxfordtrust.co.uk), if you would like to discuss the role.



Application deadline: 9am Monday 11<sup>th</sup> May 2026

Interview dates: Wednesday 20<sup>th</sup> May at the Wood Centre for Innovation or online

Start date: ASAP