WYCLIFFE HALL

Audio Visual Officer and IT Assistant

Job Description

Wycliffe Hall is a Permanent Private Hall of the University of Oxford, and an Anglican theological college in the evangelical tradition, committed to excellence in teaching and research, thereby making a significant contribution to the intellectual life of the University and the wider society. Our mission is to be a centre for the renewal of Christian prayer, character, preaching and thinking. We have about 110 students, of whom around 40% are Church of England ordinands. Students study for undergraduate and graduate qualifications, from the certificate to doctoral level, and come from a wide range of backgrounds. We are committed to expanding that range.

During the pandemic, the need to deliver teaching and worship in a hybrid way became essential, combining live participation with online streaming and recorded material. At the same time, the Hall took the strategic initiative to invest in providing high quality events and conferences which make the best use of our buildings and other resources. To the extent that Audio Visual support has been provided, it has been on an *ad hoc* reactive basis with responsibilities sometimes shared amongst a number of staff. To improve our AV capabilities, we have decided to create a role whose primary purpose is to manage the Hall's AV resources and capabilities. In addition, because of the many links between AV and IT, the postholder will also provide some IT support to students and staff.

In this new role, the successful candidate will be critical to the efficacy of the Hall's mission and its ability to continue to attract and maintain high-quality students and conference guests. We expect the postholder to strengthen our AV capabilities and provide support for the IT manager. This role will be most attractive to an AV specialist who is keen to solve problems, deliver excellent customer service and contribute to the way in which Wycliffe communicates with all its stakeholders in future.

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Role Purpose

To manage the Hall's AV resources and capability and to provide selected IT support

Key Responsibilities:

Core Duties:

- Manage and maintain the Hall's Audio Visual (AV) facilities and provide proactive maintenance.
- Ensure effective operation of AV and related equipment.
- Operate the integrated sound and video system in the lecture rooms and Chapel, to provide live and recorded video. Set up and operate streaming facilities in other key function rooms using laptops, projectors/monitors, microphones etc.
- Troubleshoot problem equipment and overcome AV issues during events
- Develop and provide training on the operation of AV facilities
- Review the Hall's conferencing, and Teaching, timetable to deliver timely AV set-ups

Support:

- Be in attendance when needed (usually more complex/high profile events) to operate the AV equipment
- Maintain documentation for all AV facilities, develop and keep up-to-date written guidance for users. Manage equipment inventory and storage including access to the mixer and video system in the Chapel
- Undertake required AV administration tasks
- Provide specific first line IT support as directed by the IT manager
- Provide limited IT support to staff and students in absence of IT Manager
- Advise those running hybrid events in advance and provide pre- and post-event support, including briefing and preparing speakers, managing pre-recorded content, and editing video after the event.
- Carry out any reasonable tasks within the overall function of the job as required by the IT manager

Strategy:

- Review ongoing Hall AV requirements and plan/develop AV facilities accordingly

Key Selection Criteria

Role related skills:

- Technical knowledge and experience of using audio visual equipment, such as microphones, mixing desks, video production systems, live-streaming, portable projectors, and laptops
- Experience of IT support issues in an institutional customer-oriented business
- Good written and verbal communication skills
- Proven willingness and aptitude to learn and apply new technical knowledge

Desirable skills:

- Familiarity with other aspects of AV work: video editing, sound mixing, audio set up and remote-control cameras.
- Creative recording and music production skills
- Exposure to the AV and IT challenges of a university environment
- Previous experience of teaching and technical training for AV teams in church worship music contexts
- An awareness of the AV issues within a conference and events environment

Personal Aptitudes:

- Good problem-solving skills and a desire to improve services and facilities
- A collaborative, proactive working style
- A hands-on approach which exhibits calmness under pressure
- Excellent interpersonal skills and the ability to relate to colleagues, students, and external stakeholders from a wide range of backgrounds with confidence and amiability
- The ability to work independently and as part of a team whilst managing and prioritising a busy workload
- An enthusiastic, reliable, and positive attitude
- Sympathetic to the vision, mission, and values of the Hall

Responsible to: IT Manager

Key Relationships: Tutors, Students, Communications and Events staff

Remuneration:
This post is offered subject to the satisfactory completion of a six-month probationary period, and the capability, and disciplinary provisions set out in the employee handbook. The salary is provided on Wycliffe Hall's scale (linked to the University of Oxford) between £31,000 and £33.000 p.a. FTE, depending on experience.

Pension:
Wycliffe Hall will contribute an amount equal to 10% of salary to a Group Personal Pension Scheme.

Working hours:
This is a part-time (50%) role with working days to be agreed between the job holder and the IT manager, although the expectation is that these will be a Monday, Tuesday, and half of one other day.

Occasionally, weekend and evening working will be required and will be compensated accordingly.

Place of Work:
Wycliffe Hall, 54 Banbury Road, Oxford OX2 6PW

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Notice Period:
The standard notice period is three months.

Holidays:
Initially 12.5 days per year, in accordance with the College Holiday Policy, in addition to public holidays, which, if these fall during college term, shall be taken at an agreed time during vacations.

Meals in College:
The appointee will be entitled to free college meals during working hours, except when the kitchen is closed.

DBS Disclosure
A Basic DBS Disclosure will be required.

Application Process:
To apply for this post, please send the following:

1. A full CV
2. A covering letter outlining your reasons for applying, and demonstrating how you meet the key selection criteria.
3. The names and contact details of two referees

Applications are to arrive by **5pm, Monday 18th July**. Interviews are likely to take place at Wycliffe Hall on Tuesday 26th July**.**

Please send applications to vacancies@wycliffe.ox.ac.uk.

The job description is correct in June 2022. It will, however, be discussed between the appointee and the line manager, and may be amended, following consultation, to reflect developments in or changes to the job.