JOB DESCRIPTION

Role:	**Impact Associate**
Location:	The role will be based primarily remotely with some travel to Oxford SU's office, Oxford colleges and to each Conference of Common Rooms.
Working hours:	Casual; no set or standard hours per week but expected to average around 4 hours a week and not exceed 8 hours a week during term time (with scope for additional work outside term time as discussed). We know that some students may not get permission to work during term time, and we will factor this in for the right candidates.
Contract:	This is zero hours, casual contract until 31st July 2027. Hours will vary depending on the project work allocated and are not guaranteed every week. We expect the role to start as early as Week 9 of Michaelmas Term 2026.
Salary:	Oxford Living Wage (currently £14.06 per hour) paid 1 month in arrears plus holiday pay at 12.07% of your wage.

Oxford SU is a student-led organisation. You'll be working with exceptional elected leaders and student volunteers across a wide range of projects – balancing your experience and expertise with active student representation and input. We work in a high-support, high-challenge environment – we are a small and relatively flat staff team, which means our staff use their initiative and work together as a high performing team.

Common rooms are the representative bodies for each of the Colleges at Oxford University. They advocate for undergraduate and postgraduate students within their colleges. They also serve as important community-building spaces. With over 70 common rooms across Oxford, students are typically automatically members of their college common room, and Oxford SU works closely with these bodies to support student representation across the University. The forum in which we deliver this cross-collegiate representation, is the Conference of Common Rooms (CCR), to learn more about this democratic forum, visit our dedicated webpages here.

The role

We are looking for **two Impact Associates** to support our Conference of Common Rooms work. Each Associate will focus on specific priority areas arising from mandates, motions, or outcomes of CCR meetings. These priorities may relate to long-term student issues, but the work will generally involve short-term, or ad-hoc research, analysis, or insight work based on CCR's current action log.

You'll be part of the Student Engagement team, line managed by the Common Room Support Coordinator who will support your development with access to tools, training, and mentoring. You'll also be encouraged to engage with other opportunities across the SU.

Role Responsibilities

- Research CCR motions and passed policies in relation to key student issues by collecting or creating the insights, data and research the elected officers need to effectively represent students.
- Support the Student Engagement team to identify key impact targets arising from Conference of Common Rooms (CCR) – both short and longer-term
- Working with students, representatives and staff to develop relevant datasets, insights and policy for students to use in advocating for themselves and others in relation to those impact targets
- Produce, or work with others to co-produce, policy and insights papers, briefings, toolkits or motions for change related to CCR
- Conduct analysis of existing or proposed policy or procedure, assessing the impact on different student groups including through equality impact assessment
- Conduct focus groups, creating surveys or questionnaires that enable the SU to properly consult with students on issues which affect them
- Work with staff in the SU to enhance our service offering, including the Advice Service based on the insights gathered
- Support with the development of communications and engagement strategies with our members
- Any other duties commensurate with the role

Person Specification

	Essential	Desirable
Qualifications	• None	
Experience	• Experience of working with volunteers, students or campaigners, or experience working within a democratic structure • Experience of conducting research i.e. desk-research, focus-groups or surveys • Lived experience of studying or working at Oxford University	• Experience of writing policy briefings, reports or similar • Experience of working with confidential information and an understanding of GDPR regulation
Skills, Knowledge & Expertise	• Good relationship-building and collaborative working skills • Strong written and verbal communication skills • Ability to analyse complex datasets such as qualitative and quantitative survey results, and present findings clearly	• Knowledge of the UK higher education regulatory framework including the OFS, OIAHE and Quality Assurance Agency • Knowledge of the Equality Act 2010

Values & Behaviours	• Passionate about improving the student experience at Oxford, including a commitment to inclusive and effective student representation • Proactive and comfortable working independently and as part of a team • Commitment to continuous learning and development • Ethical and acts with integrity in all interactions and decisions, and especially in a research context	• Passionate about access and social mobility in higher education

Date Completed:	October 2026