ROLE PROFILE

Job Title: Student Recruitment Officer
Department: External Relations
Contract Status: Permanent
Hours of Work: Full time; 36.25 hours per week
Location: Kings Meadow Campus
Reporting to: Schools and Colleges Liaison Manager

The purpose of the role:
Based in the University’s Schools and Colleges Liaison (SCL) Team within the External Relations Department, the role-holder will support the delivery of the UK recruitment strategy, to attract high achieving students to the University of Nottingham. This will include building and maintaining relationships with high achieving schools and colleges, promoting the University at school/college events, supporting teachers’ conferences and student recruitment events based on campus, as well as delivering wider student recruitment projects and initiatives.

Main Responsibilities

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<th>% time per year</th>
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1. University promotion and engagement with UK Schools and Colleges
Support the Schools and Colleges Liaison Manager in developing the University’s relationship with UK schools and colleges to promote the University of Nottingham and provide general advice and guidance to high-achieving students. Specific responsibilities include:

- Establishing and developing relationships with schools and colleges to support and inform the overall strategy
- Engaging with teachers, careers advisers and other key stakeholders to promote the services offered by SCL
- Supporting the development of a targeted programme of visits and events
- Attending events in schools and colleges across the UK and delivering presentations
- Co-ordinating and managing on-site events from school and college groups
- Co-ordinating logistics and materials for off-site and on-campus visits
- Liaising with academic schools to support activities with high achieving schools and colleges, handling phone calls, e-mails and other correspondence with schools and colleges.
- Supporting an annual audit of academic schools activity
- Using the CRM to log and record all activities
- Maintaining key contacts at target schools and reporting on levels of interaction and engagement
- Evaluating activities and events against targets and proposing changes and developments to SCL activities

2. Schools and Colleges Liaison projects
Support the Schools and Colleges Liaison Manager in the organisation and delivery of a range of projects and events as part of the team’s recruitment activities, including:

- Assisting in the recruitment, training and management of student ambassadors
- Organising events for careers advisers and teachers
- Supporting and incorporating the use of digital technology in schools liaison activity
- Organising large on-campus events for school groups
- Developing social media tools and marketing materials to promote the activities of the team
- Supporting other recruitment projects aimed at increasing awareness about the university as required.

3. **University-wide Student Recruitment Events:**
   Support the Student Recruitment Events Team in the delivery of a central programme of events for prospective students, applicants and offer-holders. Specific responsibilities will include:

   - Delivering presentations at open days, interview days, offer-holder days and clearing events about the university and aspects of student life and study
   - Providing general support for delivering events e.g. providing organisational support, registering visitors, providing events management support, running campus tours.

6. **Support the wider Student Recruitment Team and External Relations by:**
   - Attending team meetings and away days
   - Contributing to wider recruitment events and activities
   - Contributing to the overall External Relations strategy
   - Undertake any other duties appropriate to the role and level as required.

### Knowledge, Skills, Qualifications & Experience

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<th>Qualifications/Education</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Educated to A level or equivalent</td>
<td>Knowledge of UCAS and the undergraduate application process</td>
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<th>Skills/Training</th>
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<td></td>
<td>Excellent presentation and communication skills</td>
<td>Understanding of key issues relating to undergraduate recruitment.</td>
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<td>Excellent administrative and organisational skills with the ability to prioritise workloads in order to meet strict deadlines</td>
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<td>Excellent interpersonal and customer service skills</td>
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<td>Excellent IT skills Outlook, Word, Excel and Powerpoint and the ability to use social media channels</td>
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<td>Ability to use specific presentation techniques to engage with a variety of audiences</td>
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<td>Attention to detail</td>
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<td>Ability to work independently and unsupervised</td>
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<th>Experience</th>
<th>Essential</th>
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<td></td>
<td>Experience of attending and studying at a university</td>
<td>Experience of giving presentations to large groups in an educational context</td>
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<td>Experience of working with young people</td>
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Experience of presenting to large groups of people and a variety of audiences
Experience of managing a diverse workload
Experience of working effectively and flexibly in a team
Experience of providing excellent customer service to teachers, prospective students, their families and other stakeholders

- Proven experience in a schools liaison or recruitment role in a UK university
- Experience of planning, managing and delivering projects.

Other
- Understanding of the importance of being professional, tactful and adapting to different environments
- Collaborative, team player with high levels of integrity and loyalty
- Ability to travel and clean UK driving licence
- Willingness to attend regular events outside of normal working hours

Statutory/Legal
- A strong commitment to equal opportunities.

Scope of the Role

The Student Recruitment Officer role makes a significant contribution to the University, by attending events aimed at prospective students, parents and teachers and in supporting the overall schools liaison strategy.

Additional Information

The nature of the role means it will involve regular out of hours work (evening and weekend) and flexibility is therefore essential.

This role will involve driving university owned vehicles or hire vehicles. To comply with the University’s motor insurance policy for using these vehicles you must hold a current driving licence valid for the use of manual vehicles and have held this for a minimum of 12 months.

Informal enquiries may be addressed to Adele Ruston, Schools and Colleges Liaison Manager tel: +44 (0)115 74844341, adele.ruston@nottingham.ac.uk. Please note that job applications sent directly to this email address will not be accepted.