



Job title	Student Recruitment Outreach Officer (Post 16)	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	Widening Participation and Outreach, Student Recruitment	Location	King's Meadow Campus

Purpose of role

The role-holder will support the delivery of the University of Nottingham's UK recruitment and widening participation strategies to support aspirations and attract prospective students to the University of Nottingham. This will include building and maintaining relationships with schools and colleges, delivering presentations and activities, promoting the university at events, supporting teachers' conferences, as well as delivering wider projects and initiatives.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Engagement with UK Schools and Colleges</p> <ul style="list-style-type: none"> Establishing and building relationships with a caseload of schools and colleges (key stakeholders) to support and inform the overall strategy Engaging with teachers, careers advisers and other key stakeholders to promote the services offered and provide excellent customer service Developing and delivering activities and presentations, particularly to post 16 students, in a professional manner and tailoring these according to the needs of specific groups Attending events in schools and colleges across the UK and representing the university (often requiring work during the evening, overnight stays and some weekend events) Using a variety of digital technology/platforms and additional software to deliver virtual sessions to creatively engage with your audience Co-ordinating and managing on-site visits from school and college groups Liaising with colleagues across the university to engage their support with key recruitment and outreach events Directing and managing student ambassadors and volunteers assisting with activities Making and managing bookings including transport, rooms, catering Using the CRM to log and record all activities Evaluating activities and events against targets and proposing changes and developments. Updating, amending or creating content to meet schools' and colleges' needs Effectively managing time and a diverse workload 	60 %

2	<p>Delivering Student Recruitment Outreach projects</p> <ul style="list-style-type: none"> • Organising and delivering key projects to support recruitment and Widening Participation initiatives. • Assisting in the recruitment, training and management of student ambassadors • Organising and delivering conferences and other events for careers advisers and teachers • Supporting the delivery of the schools and colleges communication and CRM strategy • Delivering conversion and transition activities to support prospective students, and increase recruitment and conversion to the university • Supporting the management and delivery of sustained university advice and guidance programmes for prospective students • Developing social media tools, digital technology and marketing materials to promote the activities of the team • Running events with external partners, including other universities • Supporting ad hoc recruitment initiatives, webinars and other outreach projects as required 	30 %
3	<p>Supporting university-wide Student Recruitment events</p> <ul style="list-style-type: none"> • Delivering presentations at open days, offer-holder days, Summer Schools 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 	5%
4	<p>Supporting the wider Student Recruitment team and External Relations team by:</p> <ul style="list-style-type: none"> • Attending team meetings and away days • Contributing to wider events and activities • Contributing to collaborative working groups, focusing on university values and development areas for the Widening Participation and Outreach team • Contributing to the overall External Relations strategy • Undertaking any other duties appropriate to the role and level as required 	5 %

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent presentation and communication skills • Excellent administrative and organisational skills with the ability to prioritise workloads in order to meet strict deadlines • Excellent interpersonal and customer service skills • Ability to build effective relationships with a range of stakeholders • Excellent IT skills; Outlook, Word, Excel and PowerPoint and the ability to use social media channels • Ability to use online platforms such as MS Teams to develop and deliver online activities • Ability to provide excellent customer service remotely • Experience of digital technology to creatively engage audiences • Ability to use specific presentation techniques to engage with a variety of audiences • Attention to detail • Ability to work independently and unsupervised 	
Knowledge and experience	<ul style="list-style-type: none"> • An understanding of the journey to Higher Education • Experience of working with, and engaging effectively with, young people, particularly at Post 16 level • Experience of working effectively and flexibly in a team • Experience of managing a diverse workload • Experience of delivering activities and presenting to large groups of people and a variety of audiences, tailoring activities to meet individual groups • Experience of organising a project or event within a fixed time frame 	<ul style="list-style-type: none"> • Experience of attending and studying at a university • Experience of providing excellent customer service to teachers, prospective students, their families and other stakeholders
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> • Educated to A-level or equivalent 	<ul style="list-style-type: none"> • Educated to degree level, or equivalent

Statutory, legal or special requirements	<ul style="list-style-type: none"> • Ability to travel, and clean UK driving licence, access to own car with business insurance • Willingness to travel and attend regular events outside of normal working hours, including some overnight stays. • Satisfactory Enhanced disclosure obtained from the Disclosure and Barring Service. 	<ul style="list-style-type: none"> • Understanding of the requirements of GDPR and Child Protection legislation • Understanding of Health & Safety issues in relation to activities delivered
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

