



Job title	Primary and Partnerships Officer	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

You will support the delivery of the University of Nottingham's UK recruitment and widening participation strategies, to raise aspirations and attract prospective students to the University of Nottingham. You will be based in the Primary and Partnerships team, working with local primary schools and our partner **Into**University. You will contribute to the development of projects and deliver activities promoting the University and higher education, as well as delivering wider student recruitment and widening participation projects and initiatives.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Delivering student recruitment outreach programmes and projects</p> <ul style="list-style-type: none"> • Designing, delivering and managing activities, projects and events in schools, in the community and on our campuses • Liaising with relevant University staff, students and other stakeholders regarding the development and delivery of high-quality activities • Producing risk-assessments to ensure health & safety and child protection guidelines are followed • Collecting data, evaluating activities and contributing to their continuous improvement • Assisting in the recruitment, training and management of student ambassadors • Contributing to the marketing materials to promote the activities of the team 	90%
2	<p>Supporting University wide student recruitment events</p> <ul style="list-style-type: none"> ▪ Providing general support and/or deliver presentations for open days, interview days, offer-holder days and clearing events 	5%
3	<p>Supporting the wider Student Recruitment team and External Relations by:</p> <ul style="list-style-type: none"> • Attending team meetings and away days • Contributing to wider events and activities • 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"> • Presentation and communication skills • Administrative and organisational skills with the ability to prioritise workloads to meet deadlines • Interpersonal and customer service skills • IT skills: Outlook, Word, Excel, PowerPoint and Teams • Ability to engage with a variety of audiences • Ability to continuously improve and review your work • Ability to adapt and think creatively • Ability to work independently and unsupervised • Ability to deliver engaging learning activities tailored to the needs of primary aged children 	<ul style="list-style-type: none"> • Competent in the use of databases and data management systems
Knowledge and experience	<ul style="list-style-type: none"> • Experience of working with primary and/or pre-16 aged students • Experience of designing and delivering interactive activities (either informal or formal) • Experience of event management • Experience of evaluating and measuring impact • Understanding of the aims of widening participation and knowledge of how to address these aims • Understanding of the importance of university outreach work with younger students • Experience of working effectively and flexibly as part of a team • Experience managing a variety of relationships with different stakeholders 	<ul style="list-style-type: none"> • Experience of working with or within the Primary Schools Sector • Experience of studying or working at a university
Qualification, certification and training (relevant to role)	<ul style="list-style-type: none"> • Educated to A-level or equivalent or equivalent relevant experience 	<ul style="list-style-type: none"> • Educated to degree level, or equivalent • Teaching or other relevant learning/communication qualification e.g. Teaching English as a Foreign Language, science communication

Statutory, legal or special requirements	<ul style="list-style-type: none"> • A full, clean driver's license, access to a car and appropriate insurance cover for business purposes. • Willingness to travel and attend events outside of normal working hours (i.e. evenings and weekends) • Satisfactory Enhanced disclosure obtained from the Disclosure and Barring Service. 	
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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



