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| Job title | Widening Participation and Outreach Administrator | Job family and level | Administrative, Professional and Managerial Level 2 |
| School/ Department | Widening Participation and Outreach, Student Recruitment | Location | King's Meadow Campus |

Purpose of role

The role will provide administrative assistance specifically in terms of supporting a range of events, database inputting and management, producing resources, and assisting the team with general administrative duties across all strands of work, in particular for the Post 16 Student Recruitment Outreach team. As part of a team of administrators the post holder will also provide administrative support to the wider Widening Participation and Student Recruitment Outreach teams as required.

| | Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role) | % time per year |
|---|---|------------------------|
| 1 | <p>Team administration Providing general administrative support to the teams. This will include:</p> <ul style="list-style-type: none"> ▪ Dealing with telephone / e-mail enquiries from academics, schools, students and others as required ▪ Producing resources in support of events/activities as required ▪ Booking rooms for activities ▪ Ordering catering as required ▪ Creating and managing work requests with the estates department ▪ Purchasing goods and services through relevant University of Nottingham systems ▪ Utilising University finance systems to process purchase/invoices etc ▪ Any other duties appropriate to the level of the role as required by the wider Widening Participation and Student Recruitment Outreach team. | 50% |
| 2 | <p>Event and evaluation administration</p> <ul style="list-style-type: none"> ▪ Liaising with volunteers and ambassadors recruited to support specific events ▪ Liaising with schools / colleges / individuals regarding specific events ▪ Managing event/activity booking procedures as required, including travel arrangements ▪ Providing general administrative support to staff delivering on events ▪ Supporting on the delivery of events when required both in schools and on University Campuses ▪ Using established systems to gather relevant data and record it in an appropriate database | 45% |

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| | <ul style="list-style-type: none"> ▪ Providing relevant data to members of the team as requested/required ▪ Setting up databases for newly recruited cohorts as required ▪ Keeping records updated and chasing outstanding data such as consent forms and emergency contact details | |
| 3 | <p>Supporting the wider Student Recruitment Team and External Relations by:</p> <ul style="list-style-type: none"> • Supporting open days, interview days, offer-holder days and clearing events • 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"> ▪ Excellent interpersonal and communication skills both written and verbal ▪ Excellent time management skills, ability to organise, prioritise and manage own workload ▪ Excellent IT skills including MS Office, gained from extensive use of relevant software including databases ▪ Exceptional attention to detail ▪ Ability to respond to a range of queries and refer on as appropriate ▪ Ability to format documents to a professional standard ▪ Ability to work independently and as part of a team ▪ Customer service skills | |
| Knowledge and experience | <ul style="list-style-type: none"> ▪ Experience in an administrative role ▪ Experience of working in an office environment ▪ Experience of managing a busy workload | <ul style="list-style-type: none"> ▪ Experience of working in a customer focused environment ▪ Knowledge and experience in operating financial accounting and purchasing systems and packages |
| Qualifications, certification and training (relevant to role) | <ul style="list-style-type: none"> ▪ Educated to GCSE Maths & English grade C or above (or equivalent) or relevant skills and experience in a similar role | |
| Statutory, legal or special requirements | | <ul style="list-style-type: none"> ▪ Ability to travel, and clean UK driving licence (unless a disability precludes this) |



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 open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others



