

SENIOR OUTREACH OFFICER (Pre 16)

Job Ref: **REQ220478**

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Management & Specialist Grade 6

Job Purpose

To be responsible for raising awareness of Loughborough in the external marketplace via the delivery of specific and targeted outreach activities predominantly with pre 16 students. To contribute to recruitment activity and to be involved in a range of events to reach the widest possible range of potential student audiences, including disadvantaged and widening participation students. To contribute to other recruitment events such as open days and visit days as required. Work with other teams within Marketing and Advancement to deliver collateral, on and offline information and other projects to widen participation as required.

Job Duties

- To lead the University's involvement with the Uni Connect partnership, external organisations (such as NNECL, Barnardos and Propel) and other widening participation initiatives, devising new and innovative projects that engage a wide range of underrepresented student groups.
- To build sustained relationships with selected schools and colleges to support the University's Access and Participation commitments and to closely monitor the work undertaken to ensure that the team is on target to meet the associated milestones.
- To deliver presentations, workshops and advice sessions for schools and colleges to raise awareness and aspirations and, where applicable, to support recruitment activity.
- To work collaboratively with internal and external colleagues who are experts in their fields, to create interventions that are fully inclusive.
- To proactively support the University's open days, visit days and other on campus recruitment or outreach related activities
- To update the school and college liaison records to track students' schools of origin at application and registration and to feed in insight and expertise to other areas of the team to assist with campaign planning, monitoring, and evaluation
- To provide ideas, input and content as required for key recruitment and outreach guides and for social media and online use
- To assist with UCAS admissions processes, Clearing and other activity as required
- To be actively involved in representing the University at key events and in professional forums including the Higher Education Liaison Officers Association (HELOA) and NEON
- Work with a number of professional service departments and University Schools to develop effective communications channels between departments (such as organising meetings and sharing information and best practice) in support of the University's outreach and recruitment objectives

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

The completion of a satisfactory DBS will be required

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the School and College Liaison Manager

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience in a student recruitment or widening participation role.	1,2,3
	Experience of developing suitable content for workshops, presentations and events to engage, enthuse and inform potential students.	1,2,3
	Experience of managing budgets and supervising staff	1,3
Skills and abilities	Excellent communication skills including the ability to make exciting, memorable and highly professional presentations to a wide variety of audiences including potential students, parents, teachers and internal colleagues.	1,2,3
	Highly developed project management skills.	1,3
	Excellent writing ability including proofing and editing skills.	1,3
	The ability to prioritise own workload, use initiative, and manage multiple deadlines.	1,3
	Excellent attention to detail.	1,3
	Excellent inter-personal skills, tact, diplomacy and an empathetic manner.	
	Current and relevant knowledge of digital communications including social media.	1,3
	A proactive, innovative and supportive approach.	1,3
	A high level of numeracy and analytical skills.	1,3
	Experience of team working and supporting colleagues.	1,3
	Awareness of key legislation e.g. FOI, Data Protection Act and Copyright law.	1,3
	A commitment to continuous improvement.	1,3
Training	Demonstrate evidence of having undertaken further training.	1,3
	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required.	3
Qualifications	First degree or equivalent.	1,3
Equality and Diversity	A commitment to equality and diversity with the ability to role model, adhere to and advocate the University's Equality and Diversity policy.	1,3
Other	Willingness to work flexibly and to work out of hours where required.	1,3
	Willingness to travel and a full driving licence.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a large, complex organisation	
Skills and abilities	Awareness/knowledge of Higher Education issues	1,3

Conditions of Service

The position is full time and open-ended. Salary will be on Management and Specialist Grade 6, £31,406 – £40,927 per annum. Starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

The closing date for receipt of applications is 31 May 2022 Interviews will be held on 9 June 2022.