

## **STUDENT RECRUITMENT OFFICER**

**Job Ref: REQ250420**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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

Administrative Services Grade 5

#### **Job Purpose**

To attend HE Fairs, deliver talks and presentations in schools across the country and to be involved in a wide range of student recruitment events to reach the widest possible range of potential student audiences, including disadvantaged and widening participation students. To provide support to the wider team and contribute to Open Days, Visit Days and other activities designed to raise awareness of Loughborough in the external marketplace as required. To focus on building sustained relationships with selected schools locally and nationally to support the University's Access Agreement commitments and to secure pipelines for high quality student recruitment.

#### **Job Duties**

##### ***Student Recruitment and Outreach:***

- To deliver presentations, workshops and advice sessions for Schools and Colleges nationally to raise awareness and aspirations and support recruitment activity.
- To manage the relationship with an assigned group of schools and colleges.
- To attend HE fairs (e.g. in schools and colleges, UCAS) nationally and ensure all relevant logistics are in place.
- To plan and deliver on campus events for schools and colleges as required by Line Manager.
- To proactively support other recruitment or outreach related activities, including University Open Days.
- To update the relevant databases to help evaluate and track activity and to feed in local insight and expertise to ensure appropriate and effective use of resource.
- To provide ideas, input and content as required for key recruitment and outreach materials and media.
- 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).

##### ***Internal Liaison:***

- Work with a number of central 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

##### ***General Administration:***

- To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing with students and parents, teachers and advisors, academic staff, external organisations and other University Colleagues.
- To provide cover and support for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
- To ensure compliance with relevant University policies and procedures.
- To undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant line manager

**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**

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 Equity & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equity & 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 Student Recruitment 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 of developing and delivering exciting, memorable and highly professional presentations.	1,2,3
	Experience of working in a busy environment	1,3
	Experience of working successfully as part of a team.	1,3
	Experience of working independently to deliver a project.	1,3
Skills and abilities	Effective and confident communicator (written and verbal) to a wide variety of audiences	1,2,3
	Tact, diplomacy and an empathetic manner.	1,3
	Judgement and understanding of how to respond to a diverse range of enquiries.	1,3
	Excellent organisational and planning skills.	1,3
	Excellent prioritisation and time management skills.	1,3
	A proactive, innovative and enthusiastic approach.	1,3
	Excellent attention to detail.	1,3
	Proficient in Microsoft Office, particularly Word and Excel.	1,3
Training	Demonstrate evidence of having undertaken further training.	1,3
	Adopt new procedures as and when required.	1,3
Qualifications	Undergraduate degree or equivalent.	1
Other	Willingness to work flexibly and to work out of hours where required.	1,3
	Willingness to travel across the UK.	1,3
	Licensed to drive in the UK.	1,3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of student recruitment or outreach work within HE.	1,3
	Experience of working in a large, complex organisation.	1,3
	Experience of delivering events	1,3
	Experience of working with young people	1,3
Skills and abilities	Awareness/knowledge of Higher Education issues	1,3
Qualifications	Membership of the CIM, HELOA or a similar professional body.	1

## Conditions of Service

The position is full time and open-ended.

Salary will be on Administrative Services Grade 5 , £29,179- £34,132 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for staff grades 1-5, 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/>