

RECRUITMENT PROJECTS MANAGER

Job Ref: REQ251035

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 targeted student recruitment projects, including the management of Loughborough's Student Ambassador scheme. To lead on the development and delivery of strategic projects to support student recruitment, aiming to reach the widest possible range of potential student audiences and their key influencers, such as parents/guardians and teachers. These activities focus on improving quality applications and ensure that the University meets its recruitment targets, and support towards the University meeting its Access and Participation Plan targets.

This will require working closely with colleagues from across Marketing and Advancement to co-ordinate and drive strategic projects in line with the applicant journey and University strategy.

The postholder may also become involved in other activities delivered within the School and College Liaison (SCL) function, including attendance at HE fairs/school visits, Open Days and visit days, as required.

Job Duties

- To manage the University Student Ambassador scheme; this includes overseeing recruitment/selection, training/onboarding, payment, communications and managing any disciplinary, welfare and safeguarding issues
- To provide line management of staff who support the delivery of recruitment activities and administrative tasks and projects, including processing Student Ambassador pay
- To lead on the University's work to engage specific stakeholders, including parents/guardians and teachers/advisors
- To lead the University's involvement with HEAT (Higher Education Access Tracker); this includes overseeing the School and College Liaison team's operational and strategic usage of the platform, overseeing adherence to processes and being the operational key contact
- To lead the School and College Liaison team's involvement with external organisations (such as UniFrog, HELOA) and strategic partnerships, engaging in projects and initiatives to support student recruitment and widening participation
- To proactively work with staff across the University to develop and deliver strategic projects to support student recruitment, including establishing effective processes to ensure a co-ordinated approach to using Student Ambassadors, development of targeted email communications and providing ideas and input to wider projects
- To proactively support the University's Open Days, visit days and other on campus recruitment or outreach related activities
- To assist with UCAS admissions processes, Clearing and other activity as required

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 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 Assistant Head of Future Students & Marketing Operations (School and College Liaison)

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, widening participation or partnership management role.	1,2,3
	Experience of developing, delivering and evaluating strategic projects	1,2,3
	Experience of supervising staff and/or Student Ambassadors	1 3
	Experience of managing professional relationships with internal and/or external colleagues	1,3
	Experience of working successfully as part of a team	1,3
Skills and abilities	Effective and confident communicator (written and verbal) to a wide variety of internal and external stakeholders	1,2,3
	Strategic and innovative thinker	1,2,3
	Highly developed relationship management and influencing skills	1,3
	Strong writing ability including proofing and editing skills	1,3
	Excellent prioritisation and time management skills	1,3
	Excellent project management, organisational and planning skills	1,3
	A proactive, creative and enthusiastic approach	1,3
	Tact, diplomacy and an empathetic manner	1,3
	Excellent attention to detail	1,2,3
	The ability to work under own initiative	1,3
	A commitment to continuous improvement	1,3
Training	Demonstrate evidence of having undertaken further training	1
	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required	3
Qualifications	Undergraduate 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 occasional out of hours where required	1,3
	Evidence of a good working knowledge of safeguarding, equal opportunities and understanding of diversity and inclusivity in the workplace	1,3
	Willingness to travel across the UK and a full UK driving licence.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a large, complex organisation	1,3
	Experience of delivering student recruitment/outreach projects or strategies	1,3
Skills and abilities	Awareness/knowledge of Higher Education and UK Undergraduate student recruitment landscape	1,3
Qualifications	Chartered Institute of Marketing Diploma or Institute of Leadership and Management Certificate	1,3
	Membership of the CIM, HELOA or a similar professional body.	1,3

Conditions of Service

The position is full time, open-ended and based at our Loughborough campus. Salary will be on Management and Specialist Grade 6, £35,608 – £46,049. Subject to annual pay award. 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 are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

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/>

Informal Enquiries

Informal enquiries should be made to the Assistant Head of Future Students & Marketing Operations (School and College Liaison) by email - Marie Shaw: m.shaw3@lboro.ac.uk

Applications

The closing date for receipt of applications is 1st January 2026. Interviews will be held on 19th January 2026.