

JOB DESCRIPTION

SCHOOLS LIAISON AND OUTREACH OFFICER

College Background

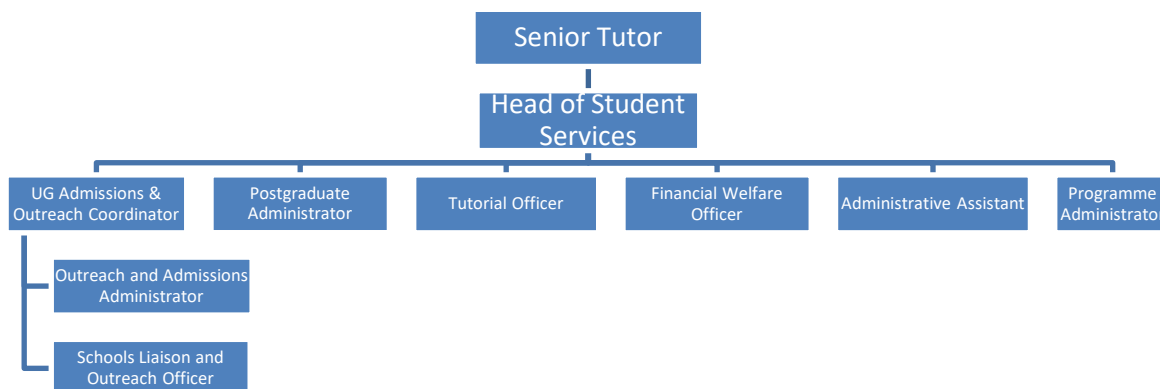
Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

Role Purpose and Department Structure

Team/ Department: Student Services

Reporting to: Undergraduate Admissions & Outreach Coordinator/Head of Student Services



Purpose of Job

The role of Schools Liaison Officer contributes to the College's undergraduate widening participation strategy by extending and improving its relationships with students, schools and colleges, and its ability to provide information to young people and their parents, teachers and advisors through a variety of media. They work with our Admissions Tutors and Student Services team to host events in college, in schools and online. Girton College outreach particularly targets our Link Areas of Dudley, Sandwell, Solihull and Wolverhampton in the West Midlands, and Camden in London. We run various events – masterclasses, taster days, visits, presentations – for students from Year 7 upwards as well as for parents, supporters and teachers. We also have an expanding presence on social media.

The post-holder will be responsible for managing and delivering College admissions recruitment and widening

participation events and will assist in the maintenance of relationships with schools and colleges to encourage applications from a diverse range of educational and social backgrounds. The post-holder will deliver significant parts of the College's externally facing communications, including website and social media content.

Role Duties and Responsibilities

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

- Lead, organise and deliver admissions recruitment events including College and University Open Days, individual visits by potential applicants and online talks and presentations.
- Deliver events and activities as part of the Y7-13 Pathways scheme.
- Organise and deliver outreach events, both in the College Link Areas (Camden, Dudley, Solihull, Sandwell and Wolverhampton) and in Cambridge, including the preparation and delivery of talks and workshops to be delivered in-person and virtually via online webinars, and participation in extended "roadshow" visits.
- Work with the College Admissions and Outreach Administrator and the School Liaison Committee to manage current events, initiatives and resources, as well as to develop new ones, in line with the College's widening participation and recruitment strategies.
- Establish knowledge of target schools and colleges to understand their needs.
- Participate fully in updating outreach publications and resources and the Schools Liaison pages on the College website.
- Work actively to produce social media content, and develop new opportunities to reach prospective applicants.
- Monitor participants in Girton outreach, collecting data securely and ensuring that outreach activity is accurately recorded via the HEAT (Higher Education Access Tracker) database.
- Collect and process feedback on outreach activities and be proactive in suggesting improvements.
- Assist the Admissions & Outreach Administrator with management of the Girton Student Ambassadors scheme, including recruitment and documentation of participants, and working proactively with Student Ambassadors to maximise their contribution to Girton outreach and recruitment.
- Support the Admissions & Outreach Administrator with the management of competitions for school students, including advertising, managing entries and any prize-awarding ceremonies.
- Support the Senior Admissions Tutor, Undergraduate Admissions and Outreach Coordinator and Outreach & Admissions Administrator to manage and lead the events for offer-holders.
- Build positive relationships both within the Student Services Team and with holders of similar posts in other colleges. Deputise for the Admissions & Outreach Administrator at committees including the intercollegiate School Liaison and Outreach Group as required.
- Assist the Admissions & Outreach Administrator in addressing enquiries via email, telephone, in person and on social media from students, Fellows, University staff and members of the public.

- Assist, on an ad-hoc basis with the other functions of the Student Services team including examinations and graduation ceremonies.
- The post holder will be required to be familiar with, and work in accordance with, all College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, and other training as advised by the Health and Safety Officer.
- To undertake any other duties as instructed by the Head of Student Services or Undergraduate Admissions and Outreach Coordinator, and as appropriate to the role.
- **NB: The postholder will need to make regular trips to College link areas and host events at the College which will involve some evening and weekend work. The Undergraduate Admissions period between October and January will also require flexibility in working hours. All hours worked over and above contracted hours will be compensated with time off in lieu.**

General

- The post holder will be required to work in accordance with College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.
- Any other reasonable duties as requested by the Head of HR.

Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed as a result of a change in strategic direction or operational requirements. It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.



PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
Educated to degree level or equivalent	✓		CV and Cover Letter
Full UK Driving Licence		✓	
Experience of taking part in outreach and recruitment events		✓	Interview
Skills and Experience	Essential	Desirable	Method of assessment
An excellent working knowledge of Microsoft Office (including Word, Excel, Outlook and PowerPoint)	✓		CV and Cover Letter
Knowledge and experience of using social media and video conferencing platforms		✓	
Knowledge of the structure and systems of UK higher education, and secondary schools and colleges	✓		References
Excellent interpersonal communication and presentation skills (oral and written) and the ability to inspire and enthuse young people	✓		
Ability to gather, analyse, present and explain information about the College and University, admissions procedures and HE in general	✓		
Ability to work quickly and accurately, with excellent attention to detail and to tight deadlines	✓		
Ability to prioritise own workload, use initiative and to work with minimal supervision	✓		
Excellent organisational skills and the ability to cope with a varied and demanding workload	✓		
Knowledge of CamSIS and/or Qualtrics		✓	
Experience of maintaining websites and working with online booking and questionnaire software.		✓	
Knowledge of the Cambridge Collegiate system		✓	
Personal qualities	Essential	Desirable	Method of assessment
Good interpersonal skills and the ability to work as part of a team	✓		CV and Cover Letter
Demonstrates flexibility and a proactive, hands-on approach to supporting team needs.	✓		
Ability to work outside of normal office hours (including weekends) when required and to travel outside the Cambridge area on a regular basis (with occasional overnight stays)	✓		References
Reliability, trustworthiness and the ability to maintain confidentiality	✓		
The ability to adapt and be receptive to change and new challenges	✓		
The ability to communicate well with and for all members of the College community, Fellows, staff and students	✓		
Good interpersonal skills and the ability to work as part of	✓		

a team			
Demonstrates flexibility and a proactive, hands-on approach to supporting team needs.	✓		

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

EMPLOYMENT

Salary	USSS Point 29 - 32 - £27,319, to £29,588 (depending on skills and experience). Once appointed, progression up the salary scale will be by single increments to the maximum of the scale by annual increments at 1 October each year, subject to six months service and satisfactory work performance.
Working arrangements	Full-time, 35 hours per week.
Contract term	Permanent, subject to a six-month probationary period.
Annual leave	Pro-rata of 26 days paid holiday plus 8 public holidays.
Other	<p>We also offer:</p> <ul style="list-style-type: none"> Life Assurance 3 X Annual salary Employee Assistance Programme Workplace Pension Health Cash Plan (MediCash) Cycle to Work Scheme Electric Car Scheme Gym & swimming pool Free Staff Lunch and refreshments Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme Agile Working <p><i>Some of the above are non-contractual</i></p>