Job Description for – Schools Liaison Officer (SLO)

LINE MANAGER – Admissions Tutor

CONTRACT/DURATION – Full time post for a fixed period of 2 years

BACKGROUND INFORMATION

Emmanuel College is seeking an energetic and enthusiastic recent university graduate with strong communications skills to work on schools, outreach and undergraduate recruitment to the College.

The role of SLO requires extensive travel throughout the link areas including during the evenings.

The post-holder will be responsible, in the first instance to the Admissions Tutor as line manager for operational purposes and the College Registrar as the line manager in all other areas. They will also work closely with the rest of the Admissions team, namely, the Senior Tutor and the other Admissions Tutors.

PRINCIPAL RESPONSIBILITIES

1. Raise the profile of Emmanuel College with qualified school students and teachers, and encourage applications from groups currently underrepresented in Cambridge, especially from UK maintained schools and colleges.
2. To provide liaison with schools and colleges, particularly in the Local Authority link areas for which Emmanuel is responsible. The principal link areas are Essex and Sheffield. The SLO will also co-ordinate many of the other admissions activities of the Colleges such as school visits.
3. To manage the College’s participation in the outreach partnership between Emmanuel and Villiers Park Education Trust. Villiers Park promotes aims to raise the aspirations and promote the academic success of high ability students from less advantaged backgrounds. Their Inspiring Excellence programme offers subject-specific residential courses in their campus outside Cambridge, and Emmanuel works with Villiers Park to mentor students from schools in South Essex.
4. Co-ordinating organise open days and access events
5. To communicate information on access, outreach and widening participation both within Emmanuel College, through the College website, and social media.
6. Provide administrative assistance to the Admissions and Tutorial staff when needed, particularly at busy periods such as during the admissions round, mid-November to mid-December and exams period.

ADDITIONAL DUTIES

a. Observe the College Health and Safety Policy, Equal Opportunities Policy, the Computer Acceptable Use Policy, the College Social Media Policy and the College Policy on the application of the General Data Protection Regulations, at all times.
b. Any other duties and responsibilities which are compatible with the post of SLO which may from time to time be required.
EMMANUEL COLLEGE

The candidate appointed will be required to undergo Enhanced Disclosure and Barring Service checking, as some of the work in this post will involve contact with young people, many of them under the age of 16.

PERSON SPECIFICATION

- Excellent communication skills both orally and in writing
- Ability to communicate at all levels and build strong working relationships with schools
- Knowledge of a University Collegiate system
- Commitment to the widening participation to HE and an understanding of the issues affecting recruitment within the University
- Reliable and flexible approach to work
- Administration experience desirable although not essential
- Good team worker but also able to work unsupervised and using own initiative
- Excellent IT skills including MS Office
- A willingness to travel within the UK: a current driving license essential
- A willingness to work evenings and additional hours as necessary