JOB SPECIFICATION for the post of Schools Liaison Officer (SLO)

LINE MANAGER – Admissions Tutor

BACKGROUND INFORMATION

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

The role of SLO requires extensive travel throughout the UK, within the Colleges link areas and will include of overnight stays; out-of-hours work for online events.

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 outreach activities of the College such as school visits to Emmanuel; and online programmes targeted at students in these areas.

3. To manage the College’s participation in outreach partnerships between Emmanuel, Cambridge University Admissions and third party organisations and charities, including collaboration with other Cambridge and Oxford colleges.

4. To contribute to the organisation of open days, subject tasters and recruitment events.

5. To communicate information on access, outreach and widening participation both within Emmanuel College, through the College website, and social media.

6. Contribution to the strategic aims and development of outreach policy at the College, including via evaluation and reporting (including use of the Higher Education Access Tracker, HEAT).
7. Coordination with and support of Emmanuel College’s Student Union Access Officers and recruitment of student helpers, including liaison with College payroll & HR.

8. To 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.

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 highly desirable
- A willingness to work evenings and additional hours as necessary is essential