EMMANUEL COLLEGE

Job Description for – Schools Liaison Officer

Line Manager – Outreach and Widening Participation Co-ordinator ->
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 graduate with strong communications skills to work on school’s liaison, outreach and undergraduate recruitment to the College.

The role of SLO requires extensive travel throughout the link areas of Sheffield and Essex (https://www.undergraduate.study.cam.ac.uk/area-links), including periods of overnight stay; and out-of-hours work for both in-person and online events.

The post-holder will be responsible, in the first instance to the College’s Outreach and Widening Participation Co-ordinator as line manager; both the WP Co-ordinator and the SLO report to one of the Admissions Tutors. 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 SLO will also help co-ordinate and deliver many of the other outreach activities of the College such as school visits to Emmanuel, and online programmes for students in these areas and beyond.

3. To assist 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 help communicate information on access, outreach and widening participation both within Emmanuel College, through the College website, and social media.
EMMANUEL COLLEGE

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.

9. 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 widening participation in 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

THE REWARDS

The College Terms and Conditions of Employment provide for:

- 25 days annual holiday for full-time positions (pro rata for part-time posts), in addition to statutory and bank holidays,
- membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay), a salary sacrifice scheme is available for some schemes.
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
- The salary will be £30,267 per annum, payable monthly.

Other benefits include:
- Subject to eligibility, the colleges offers a contributory pension scheme
- Meal is available at lunch time at College expense
- Travel to work loan scheme
EMMANUEL COLLEGE

- Access to the College Gym and swimming pool
- Permanent Health Insurance
- Life Insurance in conjunction with pension schemes
- Various discount schemes are available from local traders

APPLICATION PROCESS

Applications should be via completion of the application form together with a hand written covering letter and be marked “Strictly Private and Confidential” and sent by email to hr@emma.cam.ac.uk.

The closing date for receipt of applications is Tuesday 25th July 2023.

For an application form and job description, please visit www.emma.cam.ac.uk

Emmanuel College is an equal opportunities employer. We have a policy of equality of opportunity for all staff. Applications are welcome regardless of race, colour, ethnic or national origin, sex, marital status, disability, sexual orientation, religious beliefs or age.