



JOB DESCRIPTION

POST: Student Recruitment Events Co-ordinator

DATE: October 2017

SERVICE: Student Recruitment and Admissions

POST NO: SRA-B49

STARTING DATE: As soon as possible

SALARY RANGE: Grade 4 - £19,850 to £22,214 per annum

HOURS: Full time, 37 hours per week

INDEFINITE/FIXED TERM: Fixed term until 31 May 2018

REPORTING TO: Head of Student Recruitment

THE POST

The purpose of the post is to assist and participate fully in the recruitment activities of the University on the full range of courses for which Student Recruitment and Admissions is responsible and liaising with other departments with recruitment responsibilities.

The Student Recruitment section of Student Recruitment and Admissions is responsible for the recruitment of students to full and part time award bearing courses at both undergraduate and postgraduate level. The section works under the management of the Student Recruitment Manager.

MAIN DUTIES AND RESPONSIBILITIES

1. On-campus visitors

- a) Liaising with academic colleagues across all Faculties, to coordinate and deliver an annual programme of on campus Taster Lectures
- b) Coordinating and presenting weekly scheduled University Campus Tours with the assistance of Student Ambassadors
- c) Liaising with Faculties and Admissions to coordinate Campus Tours provision across the annual schedule of Interview Days
- d) Ensuring information and advice is available for visitors to the campus wishing to take a Self-Guided Campus Tour
- e) Assisting in the arrangements for all University's Open Days, and attending these events
- f) Assisting in the arrangements for hosting UCAS Hampshire

2. External representation

- a) Support the work of the Schools Liaison team by participating in visits to education establishments and recruitment events such as Higher Education fairs and, where necessary, giving presentations about admission to Higher Education and the University of Winchester. This will involve working unsocial hours and undertaking overnight trips.

- b) Liaising with external bodies and representing the University at HELOA (Higher Education Liaison Association) and other high HE Sector events

3. University-Wide Communications and Collaboration

- a) Liaising with academic and administrative staff in the University, in particular providing information on recruitment and ways of increasing the applications to the University
- b) Effectively collaborate with other sections within the University where the skills and experience of the recruitment team can provide effective support in enhancing the student experience
- c) Building and maintaining excellent links with University academic and professional services staff to ensure participation in and support of all recruitment events and to raise awareness of current activities and future projects to colleagues

4. Market research

- a) Undertake regular evaluation of Taster Lectures, Campus Tours, Self-Guided Campus Tours and other recruitment events in order to monitor their effectiveness and assist in differentiating the University from its competitors. Provide recommendations to the Head of Student Recruitment.
- b) Undertake activity to maximise attendance at Taster Lectures, Campus Tours, Self-Guided Campus Tours and other recruitment events

5. Staff management

- a) Assisting with the recruitment, selection and training of Tour Guides and other casual staff for event duties
- b) Assisting with the administration of Tour Guides and other casual staff, including processing payments

6. Additional duties & responsibilities

- a) Making arrangements for visits to the University of individuals or groups including prospective students, parents, teachers and market influencers
- b) Assisting in the implementation of initiatives with Schools and Colleges to encourage student progression into Higher Education and The University of Winchester, such as Taster Days, School and College visits etc.
- c) Assisting with the development and maintenance of databases
- d) Assisting in the preparation of recruitment statistics and market information
- e) Contributing to the development of publicity materials
- f) To give advisory interviews to intending applicants to Higher Education
- g) Assisting with Clearing, Enrolment, Graduation and other high profile events across the institution
- h) Assisting with the admissions process, as required
- i) Any other duties as reasonably required by the Director of Student Recruitment and Admissions

General Information

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed amendments.

CONDITIONS OF SERVICE

The appointment will be made at Grade 4, currently £19,850 to £20,989 per annum and annual incremental progression within this range. An upper range of £21,585 to £22,214 per annum, will be available (again with incremental progression) to those who, having gained considerable experience relevant to the role, are able to demonstrate added value through activities or contribution which are over and above the normal expectations for the role. Starting salary will be dependent upon qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Your normal centre of duty will be the King Alfred Campus in Winchester. Normal hours of work will be 37 per week to be worked between the hours of 8.30am and 5.30pm, Monday to Friday, by agreement with your Line Manager.

The annual leave year runs from 1 August to 31 July. Holiday entitlement is 21 days per annum (pro rata), plus Bank holidays and University extra statutory days. A proportion of the entitlement is allowed pro rata for part-time staff working less than five days per week and/or not throughout the year, and for all support staff during first leave year at the University.

The appointment will, in an appropriate case, be subject to a probationary period of 6 months.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principle Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

APPLICATION INFORMATION

As part of the interview process, candidates will be asked to give a presentation lasting no more than 10 minutes on the following topic:-

"How to make a memorable event"

Applications should be made on line at www.winchester.ac.uk. Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last three columns on the Person Specification (labelled A, I and P) indicate how each attribute is assessed.

A = application form, I = interview. P = presentation

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	P
<u>EDUCATION/TRAINING</u>					
Educated to degree level or relevant experience	X		X		
<u>EXPERIENCE</u>					
Working in a situation requiring the explanation and presentation of information to customers	X		X	X	
Working in a Student Recruitment, Schools Liaison or Marketing Office/administrative Experience in education		X	X	X	
Administrative experience gained in an office environment	X		X	X	
<u>KNOWLEDGE</u>					
Microsoft Office (Word, Excel, Access, Outlook)	X		X	X	
UCAS systems		X	X	X	
Developments in Higher Education		X		X	
<u>SKILLS/ABILITIES</u>					
High level of communication and interpersonal skills	X		X	X	X
Excellent organisational skills	X			X	
Good presentation skills	X			X	X
Ability to prioritise work tasks and work to tight deadlines	X		X	X	

<u>ATTRIBUTES</u>	ESSENTIAL	DESIRABLE	A	I	P
<u>PERSONALITY</u>					
Adaptive/flexible in relation to work tasks	X			X	
Team player	X			X	
Reliable	X			X	
<u>OTHER</u>					
Full driving licence	X		X		
Flexibility as additional hours will be required during busy periods	X		X	X	
Willingness to travel within the UK, including overnight stays	X			X	

FURTHER INFORMATION

Health & Safety

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

Sustainable Development

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

Facilities

Staff catering facilities are available.

West Downs Day Nursery - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports and Fitness facilities are available, these include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility you will find our Athletics Track and All-Weather Pitch. Also on offer is our Fitness & Wellbeing class timetable which is complimentary to all Gym Pass holders.

Winchester Values

We value freedom, justice, truth, human rights and collective effort for the public good. The plans and actions of the University of Winchester are founded in these ideals together with the following values:

Intellectual Freedom

Intellectual freedom and its appropriate expression are at the heart of our business.

Social Justice

We seek to embody social justice and develop our students as effective and fulfilled global citizens. They will be prepared to challenge the status quo and will have the strength to stand up for what they believe to be true.

Diversity, Equality and Inclusion

We value diversity and we are committed to ensuring a welcoming and inclusive experience and striving to ensure equality for all.

Spirituality

The University celebrates its Christian foundation, and welcomes those of all faiths and none. Together we seek to explore the mystery of life, and to grow in wisdom and love.

Individuals Matter

The wellbeing of each member of staff and every student is important, as are their opinions and views.

Creativity

Permeability, agility and imagination are central to our thinking; we endeavour to act as a crucible for the generation and transfer of knowledge.

Compassion

Conscious of the kinship that exists between all life, we seek to nurture compassion for people, animals and the planet.

Mission Statement;

'To educate, to advance knowledge and to serve the public good'

The University vision:

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence.

Students' time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.