

## **BISHOP GROSSETESTE UNIVERSITY**

### **JOB DESCRIPTION**

**Title of Post:** Student Recruitment Officer (WP/Recruitment)

**Grade:** Grade 4

**Responsible to:** Widening Participation Officer

**Job summary:**

Under the direction of the Widening Participation Officer, develop a network of schools and colleges to undertake, co-ordinate and administer on campus activity to promote BGU to schools and colleges nationwide.

**Detailed responsibilities:**

1. To strengthen the University's Student Recruitment and Widening Participation effort in the UK within the broad objective of meeting the university's student recruitment and enquiry targets.
2. To promote the University and its courses to identified schools and FE Colleges communicating with audiences appropriately.
3. To proactively establish a network of schools and colleges in specific geographical regions and develop and manage relationships and promote campus visits
4. To create opportunities within school and college campus visits to increase enquiries.
5. To improve and develop systems to monitor and report on student enquiry numbers
6. Develop and deliver workshops and presentations to varying audiences promoting higher education and BGU in particular, including leading on campus visits
7. Represent BGU at national recruitment fairs (UCAS), projects and events along with the co-ordination of the administration, organisation and preparation as appropriate.
8. To support the establishment of new school partnerships to encourage engagement in our Masterclass series and Widening Participation programmes
9. To offer a first class service to deal with enquiries in person, by telephone, by email or letter in a customer focussed manner.
10. To provide support to other Student Recruitment roles as appropriate including both on and off campus activities which will include UK travel and overnight stays.

11. To support with the administration of the Student Ambassador Programme
12. To attend appropriate staff development sessions and participate in the annual appraisal process
13. To comply with the University health and Safety Welfare Policy, legislation and practice
14. To maintain professional standards in relationships, including non-discriminatory practices
15. To undertake any other duties that may reasonably be required
16. The post-holder must operate within the guidelines, procedures and regulations of the University
17. The post-holder must operate within the University's Financial Regulations, Diversity and Equality Policy and other relevant policies

## STUDENT RECRUITMENT ASSISTANT

### Person Specification

	Core	Supplementary
<b>Education/ Qualifications and Special Training</b>	Good honours degree or equivalent.	
<b>Knowledge and Skills</b>	<p>Excellent IT skills (especially word, excel, databases).</p> <p>Ability to deliver presentations to a range of audiences.</p> <p>Excellent customer service skills including phone and face to face.</p> <p>Effective office and IT skills including use of Word, PowerPoint and Excel.</p> <p>Excellent customer service skills and the ability to communicate appropriately and effectively via phone, email or in person with a variety of audiences.</p> <p>Knowledge and Student Life and experience of studying in Higher Education.</p>	<p>Knowledge of widening participation</p> <p>Knowledge of HE student recruitment and admissions</p>
<b>Experience</b>	<p>Experience of working with young people in education or informal settings.</p> <p>Experience of using a CRM or similar database.</p> <p>Experience of liaising with a variety of contacts in a range of organisations and managing those relationships.</p>	Experience of working in Higher Education
<b>Personal Attributes</b>	<p>Conscientious, enthusiastic, well-organised, methodical and self-motivated.</p> <p>Good confident communicator, eg with staff, student ambassadors, schools, learners</p>	

	<p>and other external contacts.</p> <p>Flexibility in approach to work and a willingness to work unsocial hours and undertake regular travel within the UK and overnight stays.</p> <p>A willingness to work some weekends as the post holder will expected to be available to work on University Open Days and other recruitment events.</p> <p>Ability to travel to meetings and outreach appointments.</p> <p>Hold a full current driving licence.</p>	
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