

Schools Liaison and Outreach Officer Job Description

Department: Tutorial
Responsible to: Tutorial Office Manager
Salary: £28,600 FTE

Purpose of the role

This post has been established by St. Catharine's College to widen participation to Higher Education, the University of Cambridge, and the College. The post holder will be expected to initiate and develop relationships between St. Catharine's College and schools and establish projects to encourage widening participation.

Key Responsibilities

- Work closely with the Senior Tutor and the Admissions Tutors to develop appropriate outreach projects on behalf of the College.
- Manage the College's Schools Liaison budget, alongside the Admissions Tutors.
- Support Admissions Tutors and Admissions Administrator during admissions process, as appropriate.
- Initiate and maintain contacts with teachers and advisers in schools and cultivate long-term links with schools and colleges in link areas, particularly those who have little experience of sending students to Cambridge.
- Organise visits and events, including visits to Cambridge by teachers and students, and visits to schools/colleges by senior and junior members of the College.
- Work directly with pupils, teachers and parents/guardians to raise aspirations and to encourage applications to the University of Cambridge.
- Record, analyse and present data showing the impact of different schools liaison and widening participation activities. Enter the College's schools liaison activities into the Higher Education Access Tracker (HEAT).
- Impact monitoring and reporting.
- Co-manage the College's online outreach content for prospective students and teachers.
- Support the widening participation activities of academic staff.
- Record, analyse and present data showing the impact of different schools' liaison and widening participation outreach partnership activities.
- Produce regular reports as required on school liaison activities for Education Committee and external publications.
- Along with other admissions staff: recruitment and training of student ambassadors.
- Assist with the organisation of College and University open days.
- Contribute to the outreach and admissions sections of the College website and help maintain the College's outreach Twitter account.
- Liaise with Cambridge Admissions Office, Colleges, and Departments about initiatives being pursued by the wider University, and promote the involvement of St. Catharine's College in such initiatives.
- Support the Development Office in their aim to raise funds for Widening Participation.
- Engage in continual personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.

This is not an exhaustive list of duties and the post-holder may be required to undertake different tasks and other related duties, commensurate with the post, as required.

Health and Safety

All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Person Specification

Knowledge and experience:

- University graduate (or equivalent experience) preferred.
- Experience of the Cambridge undergraduate system or recent teaching experience and/or experience of UCAS admissions processes in the Cambridge context.
- Excellent presentational skills.
- Strong computing skills, including the creation and development of databases and spreadsheets.
- Demonstrable evidence of successful project management.
- Working knowledge of survey design, data collection and evaluation.

Personal skills and abilities:

- An enthusiasm for and enjoyment in working with young people.
- Ability to communicate easily with potential university applicants, their advisors, parents and with senior and junior members of St Catharine's and other colleges.
- An understanding and appreciation of the strengths and needs of young people in a range of socio-economically challenged areas.
- Ability to work independently, within the framework of the agreed admissions policies of the College and University.
- Ability to follow instructions accurately and to show initiative where appropriate.
- Ability to manage budgets, and to participate in their formulation.
- Willingness to improve IT proficiency and augment experience of data analysis
- Excellent team-working and interpersonal skills including tact, discretion and influencing.
- Proven and demonstrable ability to maintain high working standards with close attention to detail, excellent communication skills and ability to deliver an outstanding provision.
- Willingness to work flexibly including some weekends, evenings, and overnight stays. The post-holder will also be expected to travel around the UK on occasion, mainly to the College's outreach link areas: Suffolk, North Yorkshire, and Rutland.

The post-holder is required to undergo a satisfactory enhanced DBS check in this post.