Further particulars for the position
Schools Liaison and Access Officer

August 2021
Requirement

St John’s College wishes to appoint a Schools Liaison and Access Officer on a permanent basis.

St John’s College

St. John’s College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 660 undergraduate and 310 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 280 Assistant Staff. The College is a highly international community with approximately 12% of its undergraduates and 42% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk.

College Aims: the College’s statutory aims are the advancement of education, religion, learning and research.

Principal Responsibilities and Duties

Job title: Schools Liaison and Access Officer

Department: Undergraduate Admissions Office in the Education Department

Responsible to: Undergraduate Admissions Administrator

Job Purpose: St John’s College is committed to offering admission to students of the highest intellectual ability and potential irrespective of their school, family or financial background, their race, religion or disability. The post holder will work closely with schools and colleges in our three link areas (Lambeth, the North West and Telford/Shropshire), our Connect to Cambridge schools, our partner charities and more broadly in the UK to encourage prospective applicants, especially from Access and Participation Plan (APP) target groups. The post holder will organise and coordinate all taster days, open days and school visits at the College, tailoring these events to meet outreach and recruitment objectives. In addition, the post holder will maintain the Higher Education Access Tracker (HEAT) data base for the College and provide administrative support to the Undergraduate Admissions Office during peak admissions periods.

Principal Accountabilities (Responsibilities)

Raise the profile of St John’s College in our Link Area schools and at state/maintained schools and colleges across the UK. Under the direction of the Undergraduate Admissions Administrator, the post holder will:

- Support the Tutor for Undergraduate Admissions by enhancing schools liaison, particularly to attract students from groups prioritised in University of Cambridge Access and Participation Plan.

- Plan and organise a programme of visits to Link Area schools and colleges and to a broader range of schools and HE events across the UK.
• Plan and organise a programme of visits in conjunction with the Tutor of Undergraduate Admissions and the Director of Scholarships and International programmes.

• Plan and deliver an annual programme of events, including virtual events.

• Plan and organise events in conjunction with the Colleges’ partner charities (currently Generating Genius, Linacre Institute and The Elephant Group).

• Represent the College at some key HE recruitment events around the UK, as advised by the Undergraduate Admissions Administrator or the Tutor for Undergraduate Admissions.

• Make contacts with the Cambridge Admissions Office and other relevant parties for participation in cross-College summer schools and residential visits at which the Tutor for Undergraduate Admissions delivers Admissions talks and presentations.

• Plan and organise College Open Days and Taster Days to ensure their success.

• Develop and maintain an up to date data base of school contacts, particularly in our link areas. Maintain accurate records of all contacts with schools, including visits and school backgrounds and the application rate of students who attend College Taster Days.

• Plan and organise a biennial Teachers Conference at St John’s College to encourage teacher understanding of the admissions process at St John’s.

• Collect and collate feedback from participants in School Visits and Teachers Conferences, identifying and collating information to improve effectiveness in future years.

• Work with undergraduates at the College and other members of the student body on student-led Access initiatives, encouraging students from state/maintained schools to give talks at their former schools about studying at Cambridge.

• Recruit, train and brief Student Ambassadors and other helpers from the student body, including helpers for the interview period in December, and ensure that they are remunerated where necessary. Maintain the Student Ambassador Moodle site.

• Work with Directors of Studies, Tutors, Academic Administrators and the Communications Office to identify subject-based strategies to enhance liaison with our Link Area schools and to maintain contact with schools of offer holders in APP target groups.

• Work with the Communications Team to ensure successful advertisement of College activities.

• Maintain the Higher Education Access Tracker (HEAT) data-base and related applicant records in the Undergraduate Admissions Office, and ensure that all records are up to date.

• Prepare termly reports on current and future activities and assist with the preparation of reports on widening Access and Participation at the College, including the annual report by the Tutor for Undergraduate Admissions and a range of reports prepared by the Director of Education & Senior Tutor.

• Liaise with the Cambridge Admissions Office and School Liaison Officers in other Cambridge and Oxford Colleges to identify best practice and opportunities for collaborative working.
• Fully co-operate with the Undergraduate Admissions Team and work with the team to ensure full support in all undergraduate admissions-related activities during particularly busy times such as the interview period.

The tasks identified above include the principal accountabilities of the role but are not exhaustive. Other relevant duties may be specified from time to time by the Undergraduate Admissions Administrator and the Tutor for Undergraduate Admissions.

Resources Managed:

The post-holder will maintain and build upon existing relationships with other Colleges, departments and faculties across the University and all relevant educational institutions on admissions matters, including approximately 100 Colleges/Schools in Link Areas.

Person Specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

- Educated to degree level or equivalent.
- Knowledge of and commitment to widening access and participation in Higher Education.
- Have a good understanding of Higher Education and Secondary Education in the UK.
- Excellent IT skills and willingness to undertake in-house training on College software packages. Experience with virtual delivery platforms, video editing, social media management and graphic design is desirable.
- Previous relevant work experience in widening participation, outreach, and recruitment.
- Experience of project design, planning, co-ordination and management.

Skills, Abilities and Competencies:

- Engaged and enthusiastic team-worker
- Excellent and highly developed communication skills, able to speak publicly in an informed and engaging manner, capable of interacting with different sized groups of students of various ages and backgrounds from schools and colleges across the country, as well as senior managers, tutors and other advisors.
- Well-developed, proven, organisational skills.
- Ability to self-manage workload and to meet targets and deadlines.
- Ability to analyse data, produce written reports, maintain records and undertake research.
- Awareness and understanding of the issues that affect recruitment, especially of non-traditional entrants, to Cambridge.
- Sensitivity and flexibility in working with diverse client groups; awareness of their needs.
- Prepared to travel and to work unsociable hours where necessary.
- Excellent interpersonal, listening and negotiating skills.
- Accurate worker with good eye for detail.
- High degree of flexibility to respond to highly fluid and open-ended tasks.
- Ability to demonstrate initiative and deal with complex situations.
- Ability to deal appropriately with sensitive and private information and to operate in a highly confidential and professional manner.
- Friendly and approachable.
• Current valid driving licence (desirable).

Terms and Conditions

Length of post: Permanent
Salary: Between £25,835.38 – £28,026.58 p.a. (depending on experience) plus benefits
Hours of work: The hours for the post 36.25 hours per week.
Location: The role is based in Cambridge

Contractual benefits include:

• Membership of a Defined Contribution Pension Scheme after a qualifying period
• Additional Christmas salary payment
• Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

• Free lunch in the College’s Buttery Dining Room (subject to a monetary limit)
• Access to a ‘cash plan’ healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
• Free car parking close to the College (subject to availability)
• Free use of an on-site Gym
• Free life cover

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be one month on either side.

Recruitment Process

Please include in your application:

• A completed application form;
• A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
• A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk
or by post to: HR Department, St John’s College, Cambridge, CB2 1TP

to arrive no later than 9.00 am on Monday 30 August 2021. Interviews are expected to take place week commencing 6 September 2021.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.